



Special Instructions for Councils & Regions

Special Instructions for Councils

- We have created a short training handbook just for councils. It can be found [here](#).

Special Instructions for Region Directors

Reflections Good Standing Protocol

- Utah PTA has set **December 1st** as the deadline for schools to be in good standing in order to participate in state Reflections. The current state protocol allows for entries from schools “not in good standing” to participate through the region level, but will not be accepted at the state level. Because these entries cannot advance to state, the highest award they may be given at the region level is the Award of Merit.
- Regions have access to the most up to date information on membership dues and bylaws expiration dates and should know which schools have submitted their beginning and end of year paperwork. At the beginning of the school year, when you identify schools which are currently not in good standing or have bylaws expiring before January 1st, inform those schools of the state policy regarding Reflections.
- **BEFORE REGION AWARDS ARE ANNOUNCED**, provide your Reflections specialist with a list of schools that are not in good standing. This will allow your specialist time to make changes to awards statuses and prevent entries from your region being disqualified at the state level.
- Email the list of schools “not in good standing” to the state Reflections specialist no later than December 31st at reflections@utahpta.org.
- Instructions for using Utah Reflections Online are available at utahpta.org/reflections.