



## PTA Reflections Program Packaging Instructions 2017 -2018

### Paperwork

Place the following paperwork for your PTA in one manila folder or envelope, labeled with your school's name and your contact information.

- PTA Participation Form (use the form for your level—local, council, district, or region)
- The Advancing Projects Spreadsheet—with all information completed for all projects advancing to the next level of the program. Include a hard copy with your paperwork, and email a copy to the chair at the next level of the program.
- Keep a copy of all paperwork for your files (local unit forms, student entry/consent forms, and advancing projects spreadsheet).
- If possible, take a photo of each visual arts and photography piece for future celebration or identification purposes.
- Keep a copy of literature entries.
- If you will need them for future celebration purposes, copy the Dance, Film and Music entries.
- Extra copies of entry forms do not need to be sent to the next level - just the original form attached to the artwork in a sheet protector will suffice. Keeping a copy of the forms for your records is suggested.

### **Dance Choreography, Film Production, Music Composition Categories Place all items for each project in a separate sheet protector:**

- Disc or USB drive with project - label disc with student name, project title and school.
- Student Entry Form - signed, with artist statement - facing out the back of the sheet protector.
- For music, include notation if provided (notation is required for middle and high school age divisions). Label the back of each page with the student's name and school, and page \_\_\_ of \_\_\_ on each page.

### **Literature**

Place all items for each project in a separate sheet protector:

- Original literature entry. Label the back of each page with the student's name and school, and page \_\_\_ of \_\_\_ on each page.
- Student Entry Form - signed, with artist statement - facing out the back.

### **Visual Arts & Photography**

- It is a priority to protect the students' artwork while it is in our care.
- Mount, float or mat the project using poster board or foam core to help protect the piece. Be sure the piece does not exceed the sizes listed in the rules, including the mat.
- All visual arts and photography entries should be covered with plastic cellophane (not grocery store cling wrap), or placed in a large plastic baggie, or shrink wrapped. Please do not laminate the artwork. This should be done at the local level.
- Label the back of each art piece with the student's name, project title, and school, in case the paperwork is separated from the project.
- Tape a plastic sheet protector to the back of the artwork. Place the Student Entry Form in the sheet protector. The Student Entry Form should be facing out the back of the sheet protector. If wrapped in cellophane or shrink wrapped, the sheet protector should be outside the plastic covering.

Place all paperwork and projects in a portfolio or large bag to protect the artwork. Label the portfolio with your PTA name and your contact information.

Deliver your projects to the next level of the program by the due date.