

Local PTA Leader Reflections Program Checklist

Get started! Connect with your state PTA to inform your program planning. If the website isn't updated, contact your state PTA directly. Register at [PTA.org/Reflections](https://pta.org/reflections) and let National PTA know you are participating.

Step 1: Planning. Use the information provided by your state PTA to plan your program with other leaders. Inform your plan with details about categories and advancing entries from the state PTA.

- ☐ **Learn the program:** Explore arts categories, divisions and details on student eligibility, deadlines and how to advance entries for additional recognition.
- ☐ **Guiding decisions:** Choose categories and divisions to offer and discuss advancing entries.
- ☐ **Create a plan:** Share plans with other PTA and school leaders to gather feedback and suggestions.
- ☐ **Outline your timeline:** Include launch dates, deadlines and celebrations.
- ☐ **Budget for celebrations:** Consider event space, exhibit materials, awards and prizes.
- ☐ **Recruit volunteers:** Seek volunteers to help with promotion and events.

Step 2: Promoting. Take time to introduce the program to your families and school personnel to gain further support and interest in the program.

- ☐ **Gather, customize and distribute materials:** Create and share program tools and materials to provide entry instructions, rules, deadlines and contact info.
- ☐ **Promote the program:** Highlight categories, themes, awards and prizes.
- ☐ **Be innovative:** Use all the communication avenues available to you.

Step 3: Collect and Review. Using materials from National PTA and your state PTA, collect and review your Reflections entries.

- ☐ **Collect and qualify entries:** Organize by category and division; ensure compliance with state PTA rules.
- ☐ **Plan artwork review:** Determine the process (online, in-person) and prepare materials and directions.
- ☐ **Recruit judges:** Seek volunteers to help with judging.
- ☐ **Share entries with judges:** Provide materials and submissions.
- ☐ **Collect scores:** Rank entries to determine awards.

Step 4: Recognition and Celebrations. Host events to recognize and celebrate student artists.

- ☐ **Advance finalists:** Follow state PTA guidelines for further recognition.
- ☐ **Prepare for celebrations:** Gather awards and announce winners.
- ☐ **Host a celebration event:** Showcase work, distribute awards and thank volunteers.

Step 5: Program Wrap Up. Close out your program by assessing the year and gathering feedback.

- ☐ **Return submissions:** Give back non-advancing entries.
- ☐ **Collect feedback:** From students, families, PTA and community members.
- ☐ **Debrief and evaluate:** Discuss feedback with volunteers and plan improvements.
- ☐ **Document processes:** Keep records for future leaders.
- ☐ **Share success:** Highlight achievements to PTA board, school community and state PTA.