PTA Leader’s Checklist

Step 1. Getting Started
☐ Register your PTA at PTA.org/Reflections.
☐ Confirm that your local PTA is in good standing with the state PTA and eligible to participate.
☐ Make sure the Reflections program is included in your PTA’s program budget for the school year.
☐ Visit your state PTA website for program deadlines and student materials.
☐ Recruit volunteers and engage school personnel and community members for additional support.
☐ Recruit creative professionals to review student works.
☐ Determine which arts categories and grade divisions your PTA will offer. New program leaders may consider getting started with one or more arts category and division.
☐ Establish a timeline for your program according to deadlines set by your state PTA.

Step 2. Promote Your Program
☐ Distribute program rules and student entry form.
☐ Promote submission deadline and instructions.

Step 3. Coordinate the Review of Student Submissions
☐ Collect and organize submissions by category and division. Qualify entries according to category rules.
☐ Facilitate judging and support judges as needed.
☐ Collect judges’ scores and rank entries. Assign awards and prepare works for exhibition.

Step 4. Celebrate Your Student Participants
☐ Announce awardees to the whole school community.
☐ Host a Reflections Celebration Event to showcase student work and distribute certificates/awards.
☐ Offer state and national opportunities for student recognition by sending your finalists to the next judging round.

Step 5. Wrap Up and Report Program Success
☐ Return non-advancing submissions to students.
☐ Recognize volunteers and evaluate your program to consider future improvements.
☐ Report student participation totals and program success at PTA.org/Reflections.

Don’t forget to register and report your success at PTA.org/Reflections.
Visit PTA.org/ReflectionsToolkit for available template tools and resources.