

PTA Reflections Program

Submission Checklist

This checklist is for use in preparing your unit's Reflections Program packet for submission to the next level of judging. Please keep this list for your records.

New! Packaging Entries

Pack the entry, CDs and DVDs, the Student Entry Form, Artist Statement, and Consent Form in a large manila envelope that opens and closes with a clasp. Do not glue the envelope shut, as it needs to be able to be opened and closed through various stages of judging. The envelope should be at least 8.5 x 11 inches, as the forms inside should not be folded. **Photography and Art students should tape the manila envelope to the back of their entry with the label showing.**



Label the outside of the clasp side of the envelope as follows:

state abbreviation.arts category.grade level.student last name.student first name

Example: md.photography.mid.smith.mary

New! Labeling Entries

Student Entry Form should be labeled as follows:

state abbreviation.arts category.grade level.entry.student last name.student first name.pdf

Example: md.dance.mid.entry.smith.mary.pdf OR md.film.mid.entry.smith.mary.pdf

If your packet is not complete, it may be disqualified.

- Your PTA/PTSA in good standing (board list, insurance, membership dues).
- All entries must be submitted in the appropriate format, as described below and specified by the state PTA office.
- **Does the entry follow the rules? Look at the rules for format, length, size, etc. requirements.**

Student Forms

- Labeled Student Entry Forms completely filled out, including: PTA ID number.
- Original signatures of student and, if student is 18, parent guardian.
- Required Title, Artist Statement, and Consent Form (if applicable).

General Forms

- Appropriate PTA Participation Form completely filled out.

Dance Choreography Entries

- Each DVD is packed in a plastic or cardboard container. DVD and container both are labeled as described above and placed in a manila envelope with clasp.
- Labeled Student Entry Form, Artist Statement, and Consent form(s) if needed, are placed into the same manila envelope with clasp.

Film Production Entries

- Each DVD is packed in a plastic or cardboard container. DVD and container both are identified with the student's name label as described above and placed a manila envelope with clasp.
- Labeled Student Entry Form, Artist Statement and Consent Form/s, if needed, are placed in the same manila envelope with clasp.

Literature Entries

- One original and two copies are included with each page labeled as described above in bottom right corner.
- Each literature entry is placed in a manila envelope with clasp.
- Labeled Student Entry Form and labeled Artist statement as described above are placed in manila envelope with clasp.

Musical Composition Entries

- Each CD is packed in a plastic or cardboard container, CD and container both labeled as described above and placed in a manila envelope with clasp.
- Labeled Scores included for middle and senior entries as described above and placed in manila envelope with clasp.
- Labeled Student Entry Form, Artist Statement and Consent form, if needed, are placed inside the manila envelope with clasp.

Photography/Visual Arts Entries

- Submitted according to state instructions
- Labeled Student Entry Form, required Artist Statement, and Consent Form/s if needed, put into a manila envelope with clasp.

Student Entry Form

In order to be accepted, the Student Entry form must be completed entirely and signed. **The form must have the signatures of both the student and the parent/guardian, unless the student is 18 years old. If the student is 18 or over, only the student's full signature is required. Entries submitted without the entry form or the appropriate signatures will be disqualified.**

Do not change the Student Entry Form.

Student Entry Forms need to be on 8½-inch by 11-inch (8½" x 11") paper. Do not reduce the size of the form. The Student Entry Form is available in English and Spanish. All Student Entry Forms submitted in Spanish must have an English translation attached.

Required Title and Artist Statement

Each entry must include a **Title** and an **Artist Statement**. The purpose of this statement is for the child to explain how the entry relates to, embodies, or is inspired by the national theme. The statement should not exceed 250 words; there is no minimum length. The Student Entry Form provides a space for the artist statement; if the statement does not fit in the space given, it must be written on a separate page and labeled with the following **lower case** letters:

Label the Artist Statement in **lower case** letters **exactly** as follows:

state abbreviation.arts category.grade level.statement.student last name.student first name Example:
md.music.mid.statement.smith.mary.doc

Label the original signed Student Entry Form in **lower case** letters **exactly** as follows:

state abbreviation.arts category.grade level.entry.student last name. student first name.pdf
Example: md.vis art.mid.entry.smith.mary.pdf

Arts categories should be labeled as: dance, film, literature, music, photography, and visual art. Please do not use any other abbreviations or name classifications when labeling files. You are required to send the original Student Entry Form on with the winning piece. Please make a copy of all Student Entry Forms that are sent to the next level of judging. Keep this information until the art work has been returned to the child.

Required Consent Form

The National PTA requires that signed consent forms be submitted along with the Student Entry Form for all individuals who appear in a dance choreography, film production, or photography entry—and if it includes images of an individual in a literature or visual arts entry. If an individual appearing in an entry is under the age of 18, parental consent should also be obtained and submitted.

Label each consent form with student entry's label in the lower right corner as follows:

state abbreviation.arts category.grade level.consent.student last name.student first name.pdf
Example: md.vis art.mid.consent.smith.mary.pdf

Keep a copy of the consent forms on file for your records.