



National PTA® Reflections

PTA Leader Checklist



Below are the recommended steps for administering your Reflections® program. Use this check list to organize tasks, delegate tasks to your committee and schedule deadlines.

Tasks	Task Leader	Due Date
Step 1. Get Started. <ul style="list-style-type: none"><input type="checkbox"/> Confirm with your president that your local PTA is in good standing with the state PTA and eligible to participate.<input type="checkbox"/> Make sure the Reflections program is included in your PTA's program budget for the school year.<input type="checkbox"/> Visit your state PTA website for program registration information and materials.		
Step 2. Organize a team of volunteers and plan your program. <ul style="list-style-type: none"><input type="checkbox"/> Recruit your Reflections program planning committee and engage school personnel and community members for additional support.<input type="checkbox"/> Recruit creative professionals to judge student artwork.<input type="checkbox"/> Determine which arts categories and divisions your PTA will offer. New program leaders may consider getting started with one or more arts category and division.<input type="checkbox"/> Establish a timeline for the following activities.		
Step 3. Promote the Reflections program to students and school personnel. <ul style="list-style-type: none"><input type="checkbox"/> Distribute program rules and student entry form.<input type="checkbox"/> Promote artwork submission deadline and instructions.		
Step 4. Organize artwork for judging. <ul style="list-style-type: none"><input type="checkbox"/> Collect and organize artwork for judging.<input type="checkbox"/> Rank judges' scores and assign awards.		
Step 5. Celebrate and recognize your participants. <ul style="list-style-type: none"><input type="checkbox"/> Host a Reflections Celebration Event.<input type="checkbox"/> Provide opportunity for state and national recognition by advancing finalists according to state guidelines.		
Step 6. Wrap up. <ul style="list-style-type: none"><input type="checkbox"/> Return non-advancing student artwork.<input type="checkbox"/> Submit Local PTA Unit Participation Form according to state guidelines.<input type="checkbox"/> Recognize volunteers and evaluate your program to consider future improvements.		

Download template tools and resources visit:

www.capta.org/resources/ click Reflections scroll down