



# Reflections 2023-2024

"I am Hopeful Because..."



## 1. Prior to Reflections Kick-Off (Now - August)

- Appoint** a reflections chair and committee
- Register** your unit <https://www.pta.org/home/programs/reflections>
- Download** the Reflections Art Program Local Leaders Guide <https://capta.org/resource/reflections-local-leader-guide>
- Develop** a budget, timeline, and calendar for your unit
  - ▶ **Allow** a 1-2 week window before submissions are due to the next level to allow for sorting, judging and delivering advancing entries to Council.
  - ▶ **Units:** Suggested due date to your school/Unit by **end of October**
  - ▶ **Remember:** Entries are due to Riverside Council PTA by **on November 15<sup>th</sup>, 2023**
- Publicize** the program! Be sure to include the theme and necessary due dates. Send information to students, parents, teachers, and principal.

## 2. Reflections Kick-Off (August-September)

- Promote** the program on campus, in newsletters, on websites and social media.
- Distribute** program rules and entry forms
- Create** a plan to collect student entries
- Select** your judges – they should be an impartial and qualified panel to assess student artwork

## 3. Collection of Entries/Judging (Unit level) (October)

- Arrange** to collect entries by the publicized due date.
- Ensure** all entries have a **complete** "Student Entry Form" attached
- Collect and organize** submissions by category and division
- Establish** a date and location for your judges to meet
- Provide** all judges with copies of the Judges Packet (pages 9-11 in the Local Leaders Guide)

**PHYSICAL ENTRIES ONLY; NO DIGITAL SUBMISSIONS ACCEPTED**

- Collect** scores from judges and rank submissions.
- Separate** "Awards of Excellence" entries and prepare for advancement to next level of judging.
- Complete** the "California State PTA Local PTA Unit Participation Form" – keep one copy for your records and forward one copy with advancing entries.
- Communicate** with your Riverside Council PTA Reflections Chairman Julie Zelaya via text, email or phone at: 951-323-1275 / [reflections@rcpta.org](mailto:reflections@rcpta.org)

▶ **Entries:** Only submit 1st place winners (1 per category & division)

▶ **Submit:** Entries to Riverside Council PTA on November 15<sup>th</sup>, 2023

▶ **Physical Drop Off Location:** Arlington Library, 9556 Magnolia Ave., Riverside, CA 92503

#### 4. Program Conclusion

- Plan** a Reflections Award event to recognize each student participant
- Prepare** certificates/awards for students
- Return** non-advancing entries to students
- Write** thank you notes to those involved in your program
- Update** your Reflections Art Program procedure book



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