

# Reflections Art Program 2015-2016

1



**LET  
YOUR  
IMAGINATION  
FLY**

# Introductions

2

- Who we are and how did we get here?
  - Caroline Eclipse
  - Helen Garcia
  - Hema Natarajan
  - Jay Pulacode



# Why We Love The Program

3

- Lots of emphasis on academic and athletic talent--  
But what about the kids who aren't?
- Creative and artistic kids often don't get recognized for these talents.
- Reflections gives those students the opportunity to shine.
- In our council, Reflections is the only program where the kids are directly involved.



# What You Will Get Out Of Today's Meeting

4

- How to get started
- Highlights of the program
- Information and requirements specific to LWPTSA Council
- Sharing of ideas, exchange of information with other chairs
- See samples of do's and don't for prepping entries
- Win prizes!

# What Is Reflections?

5

- The Reflections arts competition is a National PTA Arts in Education Program. It was started in 1969 to encourage and recognize students for their creative talents.
- Reflections is the largest art program of it's kind in the U.S.



# Reflections Competition Organization

6

## 4 ROUNDS

1. Local  
(Sept – Nov)
2. Council  
(Nov – Jan)
3. State  
(Jan – Mar)
4. National  
(Mar – May)

## 5 GRADE DIVISIONS

1. Primary (K-2) \*
2. Intermediate  
(3 – 5) \*
3. Middle School  
(6 – 8)
4. High School  
(9 – 12)
5. Special Artist  
(All grades)

\* *Primary and intermediate divisions must be judged separately.*

## 6 ART CATEGORIES

1. Dance  
Choreography
2. Film Production
3. Literature
4. Music  
Composition
5. Photography
6. Visual Arts

# LWPTSA Council Program, 2014-2015

7

- PTSA's Participating: **36** of 41
- Local PTSA award winners: **404**
  - By Category: 7 dance, 12 film, 70 literature, 24 music, 61 photography, 230 visual arts
  - By Grade: 115 primary, 182 intermediate, 59 MS, 40 HS, 8 SA
- Council award winners: **55**
- State award winners from our council: **9**
- National Award Winners: Door Prize Question!

# Door Prize Question

8

How many students  
from LWPTSA Council  
won awards  
at the national round  
of competition?



# Our 2 National Award Winners

9

Priti Godhuly Das  
Inglewood MS  
Award of Excellence



Meha Shah  
Smith Elementary  
Award of Merit



# RESOURCES FOR LOCAL PTSA's

10

## THINGS YOU NEED TO START YOUR PROGRAM

# Contact Us!

11

- Email for general questions: [reflections@lwptsa.net](mailto:reflections@lwptsa.net)
- Group email: [glwptsareflections@googlegroups.com](mailto:glwptsareflections@googlegroups.com)
- Caroline Eclipse ([reflections@lwptsa.net](mailto:reflections@lwptsa.net))
- Helen Garcia ([helloseattle@outlook.com](mailto:helloseattle@outlook.com))
- Hema Naratajan ([hema.natarajan@gmail.com](mailto:hema.natarajan@gmail.com))
- Jay Pulacode, VP of Programs  
([programs@lwptsa.net](mailto:programs@lwptsa.net))



# New Theme and a Theme Search!

12



- Themes chosen via a contest, 2 years in advance
- \$100 prize from NPTA
- Find Theme Search Contest Entry Form on the WSPTA website
- Pre-fill and distribute form to students.
- Students mail entry form directly to WA State PTA.

# Important Dates and Deadlines

13

- **Local PTSA Online Registration Deadline**
  - Friday, November 20, 2015, 11:59 p.m.
- **Local PTSA Turn In Day**
  - Monday, November 23, 2014, 8:30 a.m. – 2:00 p.m. by appointment. More information to come in November.
- **Council Winners Announced**
  - Last week of December
- **Open House/Art Show Event**
  - Friday, January 8, 2016, 6 p.m. to 8 p.m. Open to the public.

# Important Dates and Deadlines

14

- Open House/Art Show Artwork Hanging (by Local Chairs)
  - Friday, January 8, 2016, 9:00 a.m. to 11 a.m.
- Open House/Art Show Take Down (by Local Chairs) \*
  - Friday, January 15, 2016, 8:30 – 11:00
- School board meeting featuring Reflections
  - Monday, February 1, 2016
- Founder's Day Luncheon Featuring Reflections
  - February 26, 2016

*\*Some entries will be retained for display at other events.*

# Online Registration Webinars

15

- There is no webinar this year specifically for online registration
- National PTA is offering an online training presentation for the whole program.
  - National PTA Reflections Webinar Training and Registration Link
  - Complete the course on your own time by visiting <http://www.pta.org/elearning>
  - Search for Reflections Leader Training.

# WSPTA Reflections Handbook

- Required reading!
- Reflections Handbook contains all the information about running your program!
- Download the handbook from the State website:  
<http://www.wastatepta.org/programs/reflections/forms.html>.
- Art category rules, general rules and entry forms are not contained within the guide. Download those forms separately.
- Please use only the student entry form downloaded from state PTSA website.



# Marketing Materials

17

- Flyers, poster available on the WSPTA website:  
<http://www.wastatepta.org/programs/reflections/forms.html>.
- Make your own or share yours with other chairs
- Webpage article with hyperlinks to forms available in on Google Drive.
- Free poster! Tonight only. 2 per PTSA.

# Printing Resources

18

- **LAKE WASHINGTON SCHOOL DISTRICT PRINT SHOP**
  - The print shop will print posters and flyers at a very low cost. You provide the artwork. Use the poster and flyers from the website (see link above), or create your own. Please contact the Print Shop at 425-936-1110 for assistance.
- **FEDEX/KINKOS**
  - PTA members will receive special rates from FedEx/Kinkos . Black and white copies are 3.8¢ each (single-sided) and color copies are 37¢ each (single-sided). PTA members will also receive 20% off on all other production services. Use Washington State PTA Account Number: 0520882103 when ordering.
  - For more information about this offer, go to <http://www.wastatepta.org/sponsors/FedExOfficeFlyer.pdf>.
- **KING COUNTY LIBRARIES**
  - Free printing of up to seventy five 8.5” x 11” pages per week, per library account. (Color pages count as 3 pages.) See your local library for assistance.

# Communications

19

- **LWPTSA GROUP EMAIL AND DOCUMENT SHARING**
  - This Google group and group email are places to share documents, ask questions and share information between local PTSA chairs within the LWPTSA Council. All chairs will be automatically added to the group using the email you provide on the Kick Off Meeting sign in sheet.
  
- **WASHINGTON STATE REFLECTIONS LISTSERVE**
  - This is a group email where the councils and Local PTSAs in our state can ask questions of other members of the group. It is monitored by the Washington State Reflections committee. To sign up (or have your name removed), please send your request to: [support@wastatepta.org](mailto:support@wastatepta.org).
  
- **FACEBOOK**
  - Mostly for promoting the program. Will try to include shareable content for your own school or PTSA Facebook pages. If you use Facebook, please like and follow the page: <https://www.facebook.com/lwptsa28>

# Awards and Supplies

20

- **AWARD RIBBONS**
  - [www.olympicribbon.com](http://www.olympicribbon.com) (flat ribbons)
- **AWARD CERTIFICATES**
  - Template available on the Washington State Reflections webpage
- **CLEAR ARTWORK BAGS**
  - Ben Franklin Crafts, Redmond, WA (Also for mat board, foam core, cello wrap)
  - [www.clearbags.com](http://www.clearbags.com), ebay, Amazon and other online retailers
- **PAGE PROTECTORS, MANILA ENVELOPES, CELLO WRAP**
  - Fred Meyer, Staples, art stores and any major office supply retailer

**NEW & NOTEWORTHY**

21

**IMPORTANT CHANGES  
FOR 2015-2016**

# Early Online Registration

22

- Register your PTA in the online registration system ASAP in September
- <https://ptareflections.myreviewroom.com/>
- It might appear that you also need to report student participation now, but you will actually do that in November when are ready to register your winning entries.

# New Entry Size Limits

23

- **Visual Arts**

- Maximum size **DECREASED** to 18" x 24" including mat board
- Maximum thickness still 3/8" including mat board
- Size decreased because of logistics...difficult to display and ship larger artwork.

- **Photography**

- Maximum size **INCREASED** to 18" x 24" including mat board
- Max thickness still 3/8" including mat board
- Size increased to allow more flexibility and creativity.

# # of Entries to Advance to Council

24

- State has changed number allowed to advance from Council to State but....
- No change for entries advancing from Local to Council
  - Up to 25 entries in total (highest scoring only)
  - No more than 15 from VA
  - No more than 10 from photography
  - Plus up to 6 additional entries from the Special Artist division



# # of Copies to Advance to Council

25

- **Dance, music, film**
  - Only ONE copy of each entry
  - CD, DVD, flash drive acceptable
  - Only 1 entry per CD, DVD, flash drive
  - Council will try to return CDs and DVDs and flash drives
  - WSPTA does not return these items. We recommend that you do not submit entries on expensive flash drives.
- **Literature entries**
  - Submit 1 original plus TWO copies
  - LWPTSA Council requirement only

# HOW TO . . . ?

26

**ANSWERS TO THE MOST COMMONLY ASKED  
QUESTIONS ABOUT RUNNING YOUR  
REFLECTIONS PROGRAM.**

**PLEASE READ THE REFLECTIONS HANDBOOK  
FROM THE WSPTA WEBSITE FOR COMPLETE  
INFORMATION.**

# Setting a Local Deadline

27

- Each local unit sets their own deadline
- Work backwards from Council's online registration deadline (November 20).
- A reasonable entry deadline for local PTSAs is somewhere around the last week of October and early November.
- Allow 2 – 4 weeks for students to work on projects
- Allow 1 – 2 weeks for corrections and to prep entries for judging
- Allow 2 weeks for judging.
- Allow 1 - 2 weeks for online registration and prepping entries for Council.
- Actual time needed depends on number of entries expected, experience of the committee and number of helpers.

# Making an Information Packet

28

- **What to include**

- Informational cover letter/flyer with deadline, contact name, entry drop off point.
- General rules (applies to all entries)
- Art category rules
- Student entry form (pre-filled)
- Theme search entry form (optional – careful that students don't use this for their Reflections entry form.)

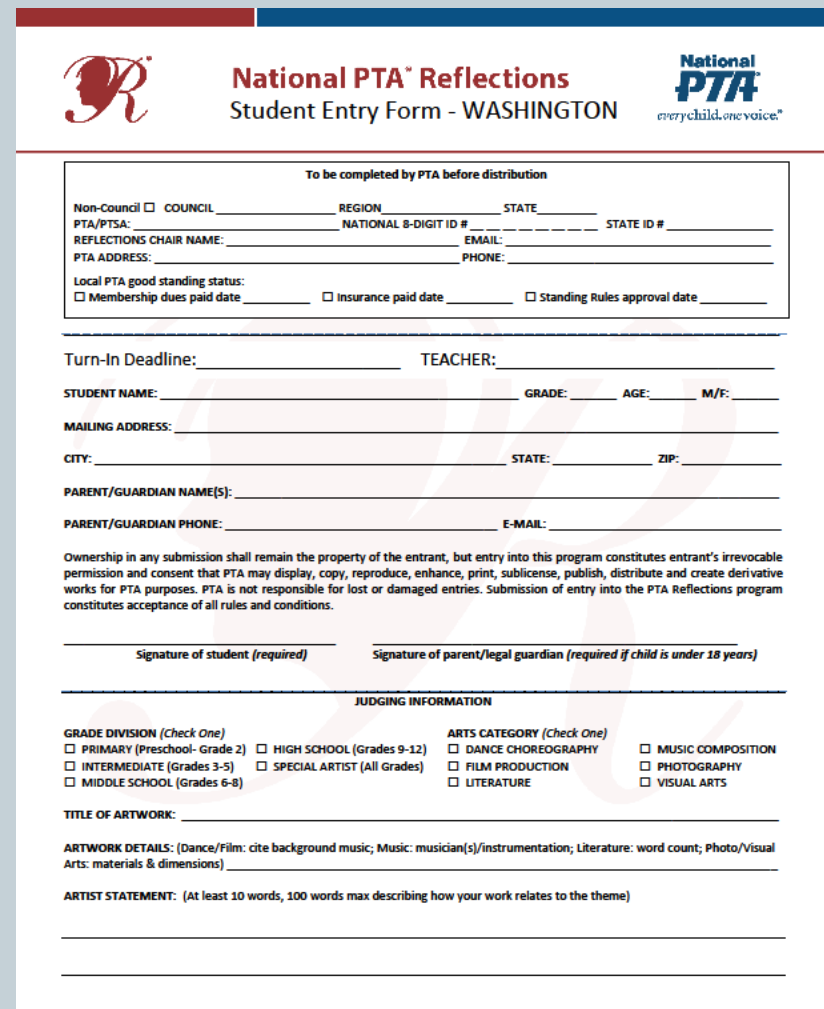
- **How to Distribute**

- Distribute hard copies in main office, library, lunchroom, etc .
- Post to PTSA or school webpages

# Making an Information Packet (cont.)

29

- Download a copy of the official entry form and pre-fill your PTA information at the top of the form before making copies.
- Hints for Pre-Filling the Entry Form
  - Region = 2
  - District/Council = Lake WA PTA.
  - Ask your president and treasurer for the dates of dues paid, insurance paid, and approval of your standing rules. This information is required.
  - PTSA phone number and email should be yours. Do not use your school's phone number or email. Do not use Council's information.
  - State and National ID numbers document on Google Drive. Also on the sign in sheet.



The image shows the National PTA Reflections Student Entry Form for Washington. The form is titled "National PTA Reflections Student Entry Form - WASHINGTON" and features the National PTA logo with the tagline "every child, one voice." The form is divided into several sections:

- To be completed by PTA before distribution:** This section includes fields for Non-Council (checkbox), COUNCIL, REGION, STATE, PTA/PTSA, NATIONAL 8-DIGIT ID #, STATE ID #, REFLECTIONS CHAIR NAME, EMAIL, PTA ADDRESS, PHONE, Local PTA good standing status, Membership dues paid date, Insurance paid date, and Standing Rules approval date.
- Turn-In Deadline:** A field for the deadline and a field for the TEACHER.
- STUDENT NAME:** A field for the student's name, with sub-fields for GRADE, AGE, and M/F.
- MAILING ADDRESS:** A field for the mailing address.
- CITY:** A field for the city, with sub-fields for STATE and ZIP.
- PARENT/GUARDIAN NAME(S):** A field for the parent/guardian's name.
- PARENT/GUARDIAN PHONE:** A field for the parent/guardian's phone number.
- E-MAIL:** A field for the parent/guardian's email address.
- Ownership statement:** A paragraph stating that ownership of any submission remains the property of the entrant, but entry into the program constitutes irrevocable permission and consent for PTA to display, copy, reproduce, enhance, print, sublicense, publish, distribute, and create derivative works for PTA purposes.
- Signature of student (required):** A line for the student's signature.
- Signature of parent/legal guardian (required if child is under 18 years):** A line for the parent/guardian's signature.
- JUDGING INFORMATION:** This section includes fields for GRADE DIVISION (Check One) with options for PRIMARY (Preschool-Grade 2), INTERMEDIATE (Grades 3-5), MIDDLE SCHOOL (Grades 6-8), HIGH SCHOOL (Grades 9-12), and SPECIAL ARTIST (All Grades); and ARTS CATEGORY (Check One) with options for DANCE CHOREOGRAPHY, FILM PRODUCTION, LITERATURE, MUSIC COMPOSITION, PHOTOGRAPHY, and VISUAL ARTS.
- TITLE OF ARTWORK:** A field for the title of the artwork.
- ARTWORK DETAILS:** A field for details such as Dance/Film (cite background music), Music (musician(s)/instrumentation), Literature (word count), and Photo/Visual Arts (materials & dimensions).
- ARTIST STATEMENT:** A field for an artist statement, with a note that it should be at least 10 words and 100 words max, describing how the work relates to the theme.

# Promoting Your Program

30

The Reflections Handbook covers this subject very well. Start there for ideas. PTSAs in our Council also suggest:

- Set up an information table in the lunchroom where students can stop by and ask questions and get information packets.
- Set up an information table in the lunchroom with a blank banner and markers. Invite students to decorate the banner and talk to them about Reflections and hand out information while they are there. Use the banner to promote your program.
- Distribute a Power Point presentation that could be shown by teachers to introduce Reflections and encourage participation.
- Use posters, school and PTSA newsletter, flyers, Facebook/social media, and work with teachers to encourage students to participate.
- Be sure that committee member names and contact information are on all communications.
- Other ideas????

# Finding Judges

31

Refer to the Reflections Handbook for complete details finding judges.

- Start looking for judges now!
- At least 2 judges per category depending on how many entries you have. Three per category is recommended.
- Consider asking teachers and parents at other schools, private teachers, professional artists/ photographers/writers, etc.
- NO parents, teachers, or staff from your own school.
- Judging must be blind and impartial
- Recruit people who are experienced in the art category they are judging.
- Judges may judge more than one category if they have a working knowledge in both areas.

# Judging Entries

32


Refer to the Reflections Handbook for complete details on judging entries

- Judge all entries even if you only have a few entries.
- Use the judging sheets and rubric available from the Washington State PTA Reflections webpage.
- Make sure your judges have access to the artist statements.
- Use your judge's scores to select winners. Entries with the highest scores overall should advance.
- If two entries have the same overall score, use the theme score as the tie breaker.
- "Theme" gets the most points so it's possible to have a winning entry that is not technically as good as other entries that don't have strong themes.
- What if all entries in a category/division have low scores? Use your judgement. If the judges seemed like they didn't "get it" consider advancing some of those entries.




# Judging Entries

33



PTA Reflections®  
JUDGING SCORE CARD



---

**Theme:** The world would be a better place if... **Date:** \_\_\_\_\_

Division/Arts Area	Title of Entry	Interpretation of Theme	Artistic Merit/Creativity	Mastery of Medium	Total Points	Notes
Ex. MID/Literature		Max 20 points	Max 10 points	Max 10 points		
1						
2						
3						
4						

## Sample Judging Rubric

<b>Interpretation of theme</b>	How closely the entry relates to the theme, based on the artwork itself and the artist statement	<b>20 pts</b>
<b>Artistic merit/creativity</b>	How creative and original the entry is in its conception of the theme and its presentation	<b>10 pts</b>
<b>Mastery of medium</b>	The level of skill demonstrated in the basic principles/techniques of the arts area	<b>10 pts</b>

# Judging Entries (cont.)

34

- Judges scores are confidential. Do not share them outside of your Reflections committee.
- Good places to hold the judging are the school library or during the art show at school or during some other event.
- At the elementary level, entries must be separated into Primary and Intermediate entries and then again by art category. Primary and intermediate entries must be judged separately from each other.

# Judging Entries (cont.)

35

## IMPORTANT NOTE

- Do not advance the maximum number of entries to Council just because you “have room”, only have a few, or don’t want to hurt any feelings.
- All entries advancing to Council must demonstrate the theme and must be good enough to compete against the best entries from the other PTSAs in LWPTSA Council.

# Preparing Entries for Council

36

Before submitting winning entries to Council, check each entry against submission checklist.

## REFLECTIONS SUBMISSION CHECKLIST

### ALL ENTRIES

- Student entry forms are completed and signed.
- Local PTA information is completely filled out.
- Original signed student entry forms are attached to each entry outside any wrapping.
- Title and artist statement (100 words or less) is completed. When entering online, do NOT type "See Attached"
- All advancing entries have been submitted through the online process.
- A hard copy of local PTA/council participation form is included with entries.

### LOCAL PTAs IN COUNCILS

- Entries are delivered or shipped to your council Reflections chair by the council deadline.
- Entries are packaged appropriately.
- Packages are labelled with local PTA name, Reflections chair name, and local PTA number.
- Entries meet category specific requirements. **DO NOT** move forward entries that will be disqualified.
- Remove stickers, labels, Velcro, etc. from entries before forwarding.

### COUNCILS AND NON-COUNCIL LOCAL PTAs

- Entries are shipped directly to Washington State PTA (see Reflections Guide for shipping address).
- Refer to Section 6.4 of the Reflections Guide "Identify Advancing Entries" for submission limits.
- Consider including a CD/DVD/USB drive of all electronic entries (Film, Music, and Dance)
- COUNCILS ONLY:** All advancing entries must be advanced through the online system.
- Entries are packaged appropriately. No packing peanuts.
- Packages are labelled with: local PTA/council name, Reflections chair name, and local PTA/council number.
- Entries meet category specific requirements. **DO NOT** move forward entries that will be disqualified.
- Remove stickers, labels, Velcro, etc. from entries before forwarding.
- All entries sent to WSPTA must be postmarked no later than **Wednesday, January 20, 2016.**
- When shipping, we recommend that you ship with a company that offers online tracking capabilities, in case the shipment is delayed or gets lost.
- Ship entries to: **WSPTA Reflections, Attn: Marion Gillins, 3900 Broadway, Everett, WA 98201**

### VISUAL ARTS ENTRIES

- Entries may be created on paper, canvas board, cardboard, hot or cold pressboard, or cut canvas.
- Art may not exceed 18 inches by 24 inches, including a mat, or exceed 3/8 inch in thickness.
- Nothing three-dimensional (fabric, string, noodles, beans, beads, etc.) may move freely off the surface of a work.
- Entries should be mounted on foam core, sturdy cardboard, mat board, or some other sturdy material.
- NO** wood, metal, plastic, glass frames, or framed canvas.
- Label back of entries with student name, title of artwork, category, division, PTA name and PTA ID number.
- Mark proper orientation on back of entry.
- Original signed and completed student entry forms must be securely affixed to the back of entry in a sheet protector or plastic sleeve, outside any wrapping. Form must be accessible. **DO NOT** use resealable bags (i.e. Ziplocs).
- Protect entries with transparent cellophane wrap or sleeve designed for artwork. **DO NOT** laminate or use plastic food wrap. Shrinkwrap is not recommended, if used the student entry form **MUST** be attached outside of the wrap.

### PHOTOGRAPHY ENTRIES

- Art may not exceed 18 inches by 24 inches, including a mat, or exceed 3/8 inch in thickness.
- Check Visual Arts vs. Photography: Art with added graphics/lettering over the image must be entered as Visual Arts.
- Entries should be mounted on foam core, sturdy cardboard, mat board, or some other sturdy material.
- Label back of entries with student name, title of artwork, category, division, PTA name and PTA ID number.
- Mark proper orientation on back of entry.
- Original signed and completed student entry forms must be securely affixed to the back of entry in a sheet protector or plastic sleeve, outside any wrapping. Form must be accessible. **DO NOT** use resealable bags (i.e. Ziplocs).
- Protect entries with transparent cellophane wrap or sleeve designed for artwork. **DO NOT** laminate or use plastic food wrap. Shrinkwrap is not recommended, if used the student entry form **MUST** be attached outside of the wrap.

# Preparing Entries For Council (cont.)

37

## Visual Arts & Photography – Key points to remember

- Insert entries into a clear sealable art sleeves or wrap in clear cello wrap (the type used for gift baskets, not the type used for food).
- Place the paperwork into a clear page protector (no substitutions) with the entry form on top followed by the artist statement.
- Do not fold the paperwork.
- Tape the page protector to the back of the entry, on the outside of the plastic sleeve/wrap, with masking tape if possible. Leave the top open so that the forms can be removed.
- Encourage students NOT to put their names and other personal info on the front of the entry.

**National PTA** National PTA Reflections® Program  
Student Entry Form  
2014-15 Theme: The world would be a better place if...  
Submission Deadline & Instructions: November 9, 2014 Drop off in main office  
Student's Teacher/Room: L. Smith/Room

**GRADE DIVISION (Check One)**  
 PRIMARY (PreK-Grade 2)  
 INTERMEDIATE (Grades 3-5)  
 MIDDLE SCHOOL (Grades 6-8)  
 HIGH SCHOOL (Grades 9-12)  
 SPECIAL ARTIST (All Grades)

**ARTS CATEGORY (Check One)**  
 DANCE/CHOREOGRAPHY  
 FILM PRODUCTION  
 LITERATURE  
 MUSIC/COMPOSITION  
 PHOTOGRAPHY  
 VISUAL ARTS

**ARTWORK DETAILS**  
Student's Name: \_\_\_\_\_  
Student's Birth Date: \_\_\_\_\_  
Submitting School Arts Committee: 12-18

**TITLE OF ARTWORK:** I Wished Why We Don't have Christmas Complan  
**ARTIST STATEMENT:** Describe how your work relates to the theme. A sentence or more. 25 words maximum. Maximum 100 words.  
I was making a jack o lantern for Halloween and wondered why we don't decorate pumpkins for Christmas too!

**STUDENT'S FULL NAME:** Praya Smith **GRADE:** 5 **AGE:** 10 **SEX:** F  
**STREET ADDRESS:** 1111 28th Ave **STATE:** WA **ZIP:** 99999  
**CITY:** Anacostia  
**MAILING ADDRESS IF DIFFERENT:** Same **STATE:** Same **ZIP:** 99999  
**CITY:** Same

**PARENT/GUARDIAN NAMED:** Jade Smith **EMAIL:** j.smith@gmail.com  
**PARENT/GUARDIAN PHONE:** 725-111-1234

**Signature of parent/guardian (Required if under 18 years)**  
Praya Smith  
Jade Smith

**To be completed by PTA before distribution:**  
NATIONAL PTA ID NUMBER: 2800 DISTRICT PTA ID NUMBER: 00028704  
COUNCIL PTA ID NUMBER: 2045 DISTRICT PTA ID NUMBER: 455 03-867

# Preparing Entries For Council (cont.)

38

## Literature, Music, Dance, Film – Key Points to Remember

- Place each entry into a manila envelope that has a metal clasp so that the entry doesn't fall out.
- Place the paperwork into a clear page protector (no substitutions) with the entry form on top followed by the artist statement.
- Do not fold the paperwork.
- Tape the page protector to the back of the manila envelope with masking tape if possible. Leave the top of the page protector open so that the forms can be removed.

**National PTA** National PTA Reflections® Program  
Student Entry Form  
2014-15 Theme: *The world would be a better place if...*

Submission Deadline & Instructions: *October 14, Give entry to Main Office*  
Student's Teacher/Room #: *Ms. Smith*

GRADE DIVISION (Check One)  
 PRIMARY (Preschool - Grade 2)  
 INTERMEDIATE (Grades 3-5)  
 MIDDLE SCHOOL (Grades 6-8)  
 HIGH SCHOOL (Grades 9-12)  
 SPECIAL ARTIST (All Grades)

ARTS CATEGORY (Check One)  
 DANCE CHOREOGRAPHY  
 FILM PRODUCTION  
 LITERATURE  
 MUSIC COMPOSITION  
 PHOTOGRAPHY  
 VISUAL ARTS

ARTWORK DETAILS  
Dance/Film Copyright Info: \_\_\_\_\_  
Literature Word Count: *1871*  
Photography/Visual Arts Dimensions: *...*

TITLE OF ARTWORK: *Peace*  
ARTIST STATEMENT: Describe how your work relates to the theme (1 sentence minimum; 100 words maximum). Attachments accepted:  
*The world would be a better place if we all were nicer to each other.*

STUDENT'S FULL NAME: *Sophie Sunshine* GRADE: *5* AGE: *10* M/F: *F*  
STREET ADDRESS: *123 My St, # B* STATE: *WA* ZIP: *98033*  
CITY: *Anytown*  
MAILING ADDRESS (IF DIFFERENT): *Same* STATE: *same* ZIP: *same*  
CITY: *same*  
PARENT/GUARDIAN NAME(S): *Selena Sunshine* E-MAIL: *sunshine@sunshine.com*  
PARENT/GUARDIAN PHONE: *425-123-4567*

Ownership in any submission shall remain the property of the student, but entry into this program constitutes student's irrevocable permission and consent that PTA may display, copy, reproduce, enhance, print, sublicense, publish, distribute and create derivative works for PTA purposes. PTA is not responsible for loss or damaged entries. Submission of entry into the PTA Reflections program constitutes acceptance of all rules and regulations.

*S. Sunshine*  
Signature of student (Required) Signature of parent/legal guardian (Required if under 18 years)

To be completed by PTA before distribution:  
PTA/PTA Houghton MS PTA State: *WA* Region: *2* District/County: *Lake WA PTA*  
NATIONAL PTA ID NUMBER: *2800* STATE PTA ID NUMBER: *00000000*  
REFLECTIONS CHAIR NAME: *Luna Lovelock* Email: *luna@ptamail.com*  
ADDRESS: *98765 123rd Ave, Blaine, WA 98007* Phone: *425-204-5678*  
Local PTA past meeting date: *7/1/14* Insurance paid date: *3/1/14* Meeting fees approved on: *9/1/14*

# Preparing Entries For Council (cont.)

39

## Common Disqualifications

- Document available on WSPTA website
- Most common disqualification reasons at LWPTSA
  - No signatures on entry form
  - No artist statement
  - Entry exceeds size limits
  - VA entry has dimensional items attached to it
  - Dance, music, film entries exceed 5 minutes. Remember to check!



# Preparing Entries For Council (cont.)

40

## Possibly the #1 mistake: Incorrect matting

- Not mounted at all
- Mounted on flexible backing rather than rigid backing
- Entry was created on a canvas stretched over a frame
- Matting plus entry is over 3/8" thick

**DO:** Use rigid mat board.  
**DON'T:** Use a flexible matting



**DON'T:** Use canvas stretched over a frame.





# Advancing Winning Entries

41

## Online Registration

- Register WINNING entries only in the Online Registration system.
- Online registration deadline for local PTSAs in the LWPTSA Council is November 20, 2015, 11:59 P.M.
- Online registration instructions are on the WSPTA website.
- Unregistered entries not be accepted at Council

# Advancing Winning Entries (cont.)

42

## Tips for Online Registration

- Local chairs are creating the database that follows entries through the process.
- All information from each entry form should be entered into the database.
- Double check that all information is correct before submitting the entry—changes can't be made once you click the submit button!
- Save vs. Save and Submit

# Advancing Winning Entries (cont.)

43

## Turn In Day

- After online registration of winners, deliver winning entries to Council
  - November 23, 2015 at Lake Washington Resource Center
  - Time: 8:30 a.m. – 2:00 p.m. , by appointment
  - Chairs will receive an email via a Sign Up Genius to schedule an appointment.

# Advancing Winning Entries (cont.)

44

**Before Turn In Day, double check all the entries:**

- Make sure every entry form is complete with title, artist statement, student and parent signature (if under age 18), and that ALL fields are filled in.
- Make sure that every entry meets the general, category, and presentation rules. Please check each winning entry against the submission checklist.
- Remember: LWPTSA Council requires 1 original and TWO copies of literature entries advancing to Council.

# Advancing Winning Entries (cont.)

45

## On Turn In Day

- Bring winning entries only.
- Separated and labeled by age division and art category.
- Entries must be inside of one or more sturdy art portfolios large enough to hold all of your entries. Label each portfolio inside and outside with the full PTSA name and local PTSA number. This will help ensure that your portfolio is returned to you.
- Portfolios available at Michael's (use a 40% or 50% off coupon), Ben Franklin Craft and Frame and other retailers.

# Advancing Winning Entries (cont.)

46

## On Turn In Day, continued

- Bring copy of the completed Local Unit Participation form.
- DO NOT turn in computer generated student entry forms from the Online Registration System.
- A volunteer will review each entry while the chairperson is present and will accept or disqualify each entry.
- Corrections allowed only if done the same day and returned before the close of TID.
- No late entries.
- More details to come in November.

# What Else Do You Need to Know?

47

**MISCELLANEOUS,  
BUT IMPORTANT INFORMATION**

# Recognizing Your Students

48

- After judging, notify all participants, parents and staff of the results. Use the same methods you used to promote the program.
- Consider recognizing students at your own art show or in conjunction with another school event, like an assembly.
- Give ribbons and/or certificates to everyone who submitted an entry.
- Officially, the top awards are Outstanding Interpretation, Award of Excellence, Award of Merit, but you can choose your own award names. (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> or “Finalist” ‘for those advancing to Council, etc.)
- Non-award winners should receive recognition as “participants”.
- Award certificate template on the WSPTA website.
- Recommended ribbon vendor is [olympicribbon.com](http://olympicribbon.com) (inexpensive, quick turnaround)
- Other ideas for recognition?



# Miscellaneous Information

49

- Entry forms must be submitted on white paper. Do not alter forms.
- Local PTSAs may accept multiple entries from a single student at their discretion.
- An entry must be the work of ONE student. Other people can perform or appear in a student's original work but may not do any of the creative work.

# Entries From Outside Your PTSA

50

Home schooled and private school students, and students from PTSAs not offering Reflections may participate under these conditions:

- The student may enter Reflections through a PTSA in good standing.
- The school should be at the same grade level to match the student's grade level (elementary to elementary, middle to middle, etc.)
- The student must have consent of the host PTSA. The host PTSA is not required to accept outside entries.
- The host PTSA must be in the district where the student resides.
- Entry is treated as if the student attends the host school.

# Return of Artwork

51

## Council Competition

- Local chairs will pick up non-advancing entries at the Open House tear down event on January 15, 2016.
- Some non-advancing entries will be retained for other PTSA events and will be returned to the local chairs by the end of May 2016.

## State Competition

- Non-advancing entries will be available for chairs to pick up from LWPTSA Council by the end of May.

## National Competition

- Visual arts and photography entries that receive national awards will be returned within 2 years.
- Film, dance, literature and music entries will not be returned.