

## CHECKLIST OF REFLECTIONS CHAIRMAN=S RESPONSIBILITIES

- \_\_\_\_\_ Please read the Reflections Packet carefully!
- \_\_\_\_\_ It is helpful to put together a tool kit. You need: a tape measure, 1 roll of masking tape, regular tan, not blue painters tape, 9 X 12 brown clasp envelope, letter sized plastic sheet page protectors and letter sized manila folders. As you prepare your unit entries to be forwarded to State Coordinator, it is YOUR responsibility to be sure they are prepared according to the National PTA Program Rules.
- \_\_\_\_\_ Reproduce and distribute the OFFICIAL ENTRY FORM to all entrants.
- \_\_\_\_\_ Check size of entries to make sure they qualify within the guidelines.
- \_\_\_\_\_ Please cover student name on the front of all entries.
- \_\_\_\_\_ ***Make copies of all entries.*** Photocopies of literature and music scores are acceptable as entries at the state level.
- \_\_\_\_\_ Make sure the OFFICIAL ENTRY FORM ( C ) is completely filled out **including both parent/guardian and child's signatures**. Remember to include the National PTA 8 digit ID# This is very important. ***That number is on every mailing label to the President from the State Office.***
- \_\_\_\_\_ You must submit an OFFICIAL ENTRY FORM ( C ) with each entry. They **must be taped** (with clear tape) firmly to the backside of the visual arts, photography, and Literature entries and the outside of the envelopes containing music, dance, film/video production entries. TAPE is preferred.
- \_\_\_\_\_ Completely fill out and include the forms listed below in your shipping package.
  - a. OFFICIAL ENTRY FORM ( C ) attached to the back of each entry
  - b. OFFICIAL ENTRY FORM ( C ) attached to the OUTSIDE of music, dance, film/video envelopes.
  - c. Forms ( A ) and ( B ) must be enclosed with your schools entries.
- \_\_\_\_\_ When packing your entries try to make them as immobile as possible. What works best is sandwiching the works between two sturdy pieces of corrugated cardboard then strap it closed with heavy-duty packing tape.
- \_\_\_\_\_ Make sure your unit is in good standing. This means that your dues must be in the State Office by the deadline. This is very important.
- \_\_\_\_\_ Please remember to fill in your unit's National PTA 8 digit ID# found behind the Presidents name on all mailing labels from the State PTA Office.
- \_\_\_\_\_ Mail/or ship in plenty of time to reach to Reflections Coordinator ON, or BEFORE the ***January 15, 2010 deadline.***
- \_\_\_\_\_ Mail everything to the Reflections Chairman
- \_\_\_\_\_ Remember - you will only send 2 entries for each of the categories per age division to Coordinator.
- \_\_\_\_\_ Indiana PTA will not pay for mailing artwork back to the units. **The artwork will be available for pickup at the State convention on April 16-18, 2007.** If a representative from your Council or Unit is not able to pick it up at that time, you will be responsible for picking it up at the state office or paying for it to be shipped.

If you have questions, please contact Elleen Laughlin via email [elaughl@iupui.edu](mailto:elaughl@iupui.edu). Thank you!