

**INDIANA PTA REFLECTIONS RULES**  
(These are in addition to ALL National rules)

**INDIANA PTA DEADLINE**

Indiana PTA=s deadline is January 15, 2010. All Reflections entries must be postmarked by January 15th. **No entries with a postmark after January 15, 2010 will be accepted.**

Ship to:  
**Arts in Education/Reflections Coordinator**  
Elleen Laughlin, Reflections Chairman  
153 S. 10<sup>th</sup> Ave.  
Beech Grove, IN. 46107-1944  
317-440-3325  
elaughl@iupui.edu

**NUMBER OF ENTRIES PER UNIT**

Each Indiana PTA Unit in **good standing** may submit entries to the State Reflections Program. You may submit **no more than 2 entries in each of the categories per age division**. For example: A unit containing grades K-5 may submit in Literature 2 entries for grades K-2 and 2 entries for grades 3-5. Do not send more entries than can be accommodated on form (B). **NO SUBSTITUTIONS ARE ALLOWED**. Regrettably, we will have to disqualify those schools that do not follow the above guidelines.

**OFFICIAL DOCUMENTATION FORMS**

**Each Indiana PTA school participating in Reflections is required to complete the 3 official forms (Local Unit participation form ( A )and student entry form ( B ) for each category) and return them with the entries. Each entry must have Official Entry Form (C) completely filled out and firmly attached on all four sides to the back of the entry.** Indiana PTA must insist that all of the above-mentioned forms be completed and returned by the deadline. All addresses and phone numbers requested are required. All information must be **TYPED OR PRINTED LEGIBLY**. Failure to do so will deny your students eligibility.

These forms are mandatory so that Indiana PTA can:  
Recognize in writing the achievements of those students placing at the state level.  
Properly account for entries we receive.  
Provide us with the information requested by National PTA for their sponsors.

**Please do not neglect to return these forms with your entries.**

## **NUMBER OF WINNERS SELECTED BY INDIANA PTA**

Indiana PTA will select 3 Awards of Excellence in each category and in each grade division. The number of Awards of Merit will be based upon the number of entries received. Pre-designation of awards titles aligns the Indiana PTA with the new National PTA standards.

## **NOTIFICATION OF STATE WINNERS BY INDIANA PTA**

After the state judging has been completed in February 2010, we will notify all Awards of Excellence winners in writing. PTA Presidents will be notified in late March or early April via the composite winner list sent in the first Convention mailing. **Reflections chairmen that wish to receive a copy of the winners list need to enclose a self-addressed, stamped business size envelope.**

## **RETURN OF STATE ENTRIES AND DISTRIBUTION OF CERTIFICATES**

The entries will be available for pick up at State Convention on April 17, 2009. **Each PTA Council is responsible for picking up entries and certificates for all categories at State Convention.** Unit Presidents or Reflections Chairmen need to contact their Council President to arrange to pick up the entries from them. Units not affiliated with a council may pick up their entries at Convention. **Please make proper arrangements.**

## **PLEASE PAY SPECIAL ATTENTION TO THE OFFICIAL ENTRY FORM**

**Musical Composition entries must have a required statement. You must check if you are a PTA or PTSA School. Also the National PTA is asking for the local eight digit National PTA ID number.** You will find this number on AOur Children@ magazine, and any mailings sent to the local unit President. Please do not forget to have the student signature completed. Also, if the child is under 18 the parent/legal guardian must sign.

## **WAYS TO PROMOTE REFLECTIONS**

- Distribute Reflections Program information to parents.
- Set up orientation/information meeting. Distribute informational handouts. Ask a representative from another PTA who has worked with the program to speak. Hand out your state's rules and your local deadline.
- Set a "get started" workshop for participants. You may want to discuss the theme, but always leave room for individual interpretation. Provide basic art supplies and rules.
- Give your teachers copies of the rules, and tell them that Reflections Program works can be created within the classroom, if desired, or at home. Send letters to parents explaining the program.
- Use community and school bulletin boards to promote the program.