

## INDIANA PTA REFLECTIONS TIP SHEET

### *The 2009 - 2010 Reflections Theme is: "Beauty is..."*

1. Duplicate Reflections packet, making copies for committee members, President, Principal and school support staff . Make an extra copy for yourself.
2. Organize your Reflections packet in a 3-ring binder. Use divider tabs for rules, forms, and miscellaneous information.
3. If you were a local coordinator last year please remember to read the rules completely. Many changes have been made at the National level.
4. Distribute to appropriate school staff that will be assisting with program.
5. Meet with committee to discuss timeline and make work assignments. Plan a Reflections presentation for your September PTA meeting. Arrange for judges by contacting local art, and music associations, college art and music departments. Local high school art, and music or literature teachers. Past experience suggests that judges should come from a source outside your building.
6. Remember to start your program early. Set your local deadline and stick to it. Give yourself plenty of time so you will not have to rush to meet the State deadline. Always remember the weather at this time of year.
7. Promote the Reflections Program to students, parents and staff. Hand out rule packets and other information.
8. Fill out local PTA information box on Official Entry Form © prior to reproducing for individual student entries.
9. After receiving entries, hold the judging, and then display all entries. Use a media center, multipurpose room, or hallway.
10. Ship early –watch the deadline. Make sure entries do not exceed overall size requirements.
11. Tape all four sides of the Official Entry Form completely to the back of each entry. Both parent/guardian and student must sign forms. Remember to include the National PTA 8 digit ID#.
12. Use a flat, sturdy box to ship
13. Include all forms. These forms are very important to us, because we use them to make sure units entries are returned properly. You will fill out completely and return Student Forms (A) and Unit Forms (B) with your entries.
14. Develop a Reflection Tool Kit for supplies you will need to prepare entries for state level judging. Items needed are masking tape, stapler, manila file folders – 9 X 11, brown clasp envelopes, 9 X 11, clear page protectors and a tape measure.

**\*\*\*PLEASE NOTE: Your 8 (eight) digit National PTA number can be found behind the local PTA Presidents name on ALL correspondence that comes from the State PTA Office.**