**WISCONSIN LOCAL PTA REFLECTIONS CHECK LIST**

**2016-2017**

**Start your local PTA Reflections**

* Register your PTA at <PTA.org/Reflections>.
* Confirm that your local PTA is in good standing with the state PTA and eligible to participate.
* Make sure the Reflections program is included in your PTA’s program budget for the school year.
* ***WISCONSIN ENTRIES ARE DUE January 13th, 2017***

**Organize and Plan Reflections for your local PTA Unit**

* Recruit your committee/volunteers and engage school personnel and community members for additional support.
* Recruit creative professionals to judge student artwork.
* Determine which arts categories and grade divisions your PTA will offer. New program leaders may consider getting started with one or more arts category and division.
* Possibly host a reflections celebration Event to showcase student work and distribute certificates/awards. This can be your local unit, council or a community celebration.

**Promote your local PTA Reflections**

* Distribute program rules and student entry form.
* Promote artwork submission deadline and instructions.

**Prepare Artwork for Judging if hosting a Local Unit Celebration**

* Collect and organize artwork by category and division. Check entries for qualification.
* Facilitate judging and support judges as needed.
* Collect judges’ scores and rank entries. Assign awards and prepare artwork for exhibition

**National PTA Student Entry Portal.**

* Submit all student entry forms with photo or video of their work to National PTA Reflections portal.
* This can be entered as you receive student entries with their online artwork.
* Submit no later than JANUARY 13th, 2017 to qualify for Wisconsin Reflections round of judging

**Wrap Up**

* Return non-advancing student artwork if displayed at a celebration.
* Recognize volunteers and evaluate your program to consider future improvements.

*Thank you,*

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*WI PTA Reflections*

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