**THANK YOU TO ALL OF OUR PTAS WHO PARTICIPATED IN THE 2013-14** "Believe, Dream, Inspire" **REFLECTIONS PROGRAM!**

**Delaware PTA Reflections winners will be recognized by their individual districts this year.
Stay tuned for details and a date.**

**MORE INFORMATION TO FOLLOW!**

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**PTA REFLECTIONS THEME FOR 2014-2015
“The World Would Be a Better Place if …….”**

Thousands of students will reflect on the theme and create original works of art in the categories of dance choreography, film production, music composition, literature, photography and visual arts. All PTA units are encouraged to actively work with their building staff and related arts instructors to create opportunities for students to participate. To help with this process, National PTA has created a Reflections toolkit <http://www.pta.org/programs/content.cfm?ItemNumber=3804&navItemNumber=3805> to help you develop, promote and run the program in your school.

Don't have an active PTA/PTSA affiliate at your school? Contact us and we will go over your options to join Delaware PTA as a VIP member and submit an individual entry.

Don’t forget, we have a Special Artist Division for students with disabilities who receive services under IDEA or Section 504 to have the opportunity and accommodations they may need in order to participate fully in the program. The Special Artist Division offers modified rules and guidelines to ensure that every student has the chance to be part of the National PTA Reflections® program.

As a reminder, here is a general timeline for the program

**\*201\*Delaware PTA Reflections checklist\***

When submitting your 1st place winners to Delaware PTA all below items must be included:

* **All Local Level First Place Winners Are Due To Delaware PTA: Friday, January 23, 2015.**
* **PTA Registration Form –** *To be filled out by the Reflections Chair*
* **Completed student entry forms attached to each entry.** *Please make sure all required fields are completed!* NOTE: Reflection chairs fill out the bottom of all forms please!!
* **Correct # of copies per entry**. *Literature, Dance, Film, and Music (2 copies):
 Visual Arts and Photography, original only.* ***PLEASE BE SURE YOUR CD/DVD CAN BE COPIED****. (If DE PTA needs to make an additional copy of your CD/DVD, please make sure it is submitted in a format that allows us to do so.*
* **Student entry forms must be in a brown manila envelope coded correctly*:*** *The code below should appear on Student Entry Form, Bottom of manila envelope and on the entry itself.*

***<STATE>.<DIVISION>.<CATEGORY>.<LAST NAME>.<FIRST NAME>< School>***

*Example: DE.MID.PHOTOGRAPHY.SMITH.JOHN.ABC Middle School*

School Requirements (All schools):

* A volunteer (parent, teacher, and/or an administrator) will need to coordinate the program for the entire school.
* Training is available through DPTA
* Reflections volunteer will be required to promote Reflections at their school, secure judges for student submissions and forward up to 5 winners per category per grade level to DPTA Reflections committee.  Finally, Reflections volunteer should ensure all participants are recognized at the school level.
* All requirements (general submission, category specific) are available on DPTA website (delawarepta.org).
* One winner per category per grade will be sent to National PTA for judging. Everyone sent to National PTA will receive a certificate and signed letter from National PTA president.  Winners at the National level could win an all-expense paid trip to the National PTA convention in Austin, TX in June.
* Top 3 state winners per category per grade will be celebrated at a DPTA Reception in March.

PTA/PTSA School Requirements:

* PTA/PTSA must be in good standing with the DPTA.  Otherwise, they will need to follow Non-PTA/PTSA require

Non-PTA/PTSA School Requirements:

* After judging has taken place, student winners will be required to join the DPTA via a VIP Membership. Cost of VIP membership is $10.  Submissions received at DPTA that do not have a VIP membership will not be considered.
* DPTA will judge all VIP submissions as one ‘school’ group.  5 winners per category per grade level will be selected from this group to compete against submissions from all the PTA/PTSA schools.
* If a winner at the state level is from this group, they will be representing DPTA at the National level, not their school since the school is not a member of a PTA/PTSA.

*Delaware PTA Standards of Affiliation (per bylaws)*

*(Local Chairs - check with the State Office to make sure your PTA unit meets all requirements before sending entries to the state for judging. For example, being in good standing.) Units not meeting the Standards of Affiliation by January 31, 2015, will be disqualified (NO EXCEPTIONS).*

*• Adhere to the purposes and basic policies of the National PTA and Delaware PTA;*

*• Remit the national and state dues to the Delaware office by dates designated;*

*• Have bylaws approved every three (5) years according to the procedures of Delaware PTA;*

 *(please make sure updated bylaws are received by Jan.1 for processing by the deadline)*

*• Shall submit the names and contact information including phone number, address and e-mail address of all elected officers to the Delaware PTA office within two (2) weeks of their election;*

*• Remit bonding, liability and directors and officers insurance premiums by the date designated;*

*• Have an EIN (Employer Identification Number) from the Internal Revenue Service (IRS) on file with the Delaware PTA;*

*• Maintain its status as a corporation, have as required by DE Non-Profit law, at a minimum a president, secretary, and treasurer;*

*• File the appropriate tax forms, by the required dates, with the IRS and submits a copy to the Delaware PTA office within thirty (30) days of filing;*

*• Each local PTA shall submit a copy of its annual financial review to the Delaware PTA within 120 days following the local fiscal year end of June 30th.*

*• Files all appropriate state forms with the appropriate state authorities by the required date and submit a copy to the Delaware PTA office within thirty (30) days of filing;*

*Delaware PTA Requirements for non PTA affiliated Participants:*

*• Any students wishing to participate in the Reflections Program, but does not attend a PTA affiliated school, must sign up as a Delaware VIP Member and pay the $10.00 dues no later than Jan15, 2015.*