**Step 1. Start the Arts**

* Register your PTA at [PTA.org/Reflections](file:///C%3A%5CUsers%5CTerri%5CDownloads%5CPTA.org%5CReflections).
* 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.
* Visit your state PTA website for program registration information and materials.

**Step 2. Organize and Plan Your Program**

* 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.
* Establish a timeline for the following activities.

**Step 3. Promote Reflections**

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

**Step 4. Organize Artwork for Judging**

* 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.

**Step 5. Celebrate and Recognize Your Participants**

* Announce awardees to the whole school community.
* Host a Reflections Celebration Event to showcase student work and distribute certificates/awards.
* Offer state and national opportunities for student recognition by sending your finalists to the next judging round. *See State PTA’s Leader Guide for details.*

**Step 6. Wrap Up**

* Return non-advancing student artwork.
* Recognize volunteers and evaluate your program to consider future improvements.
* Report student participation totals and program success at [PTA.org/Reflections](file:///C%3A%5CUsers%5CTerri%5CDownloads%5CPTA.org%5CReflections).

*Don’t forget to register and report participation at* [*PTA.org/Reflections*](file:///C%3A%5CUsers%5CTerri%5CDownloads%5CPTA.org%5CReflections)*.*

*Visit* [*PTA.org/ReflectionsToolkit*](file:///C%3A%5CUsers%5CTerri%5CDownloads%5CPTA.org%5CReflectionsToolkit) *for available template tools and resources.*