LEADER’S CHECKLIST

**Step 1. Getting Started**

* Enroll in the national program at PTA.org/Reflections.
* Visit your state’s Reflections website to confirm student eligibility and gather important deadlines and materials.
* 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.
* Plan and budget for your awards, prizes and recognition activities.
* Recruit a committee to help you promote participation, coordinate judging and host events.
* Recruit experienced artists to review student works.
* Share your program plans with your PTA and school leaders.

**Step 2. Promote Your Program**

* Distribute program rules and entry forms to students and teachers.
* Promote your submission deadline and instructions on how to enter. Don’t forget to include any available awards, scholarships and prizes!
* Use **#PTAReflections** to share how your school participates in Reflections during National Arts & Humanities Month this **October**.

**Step 3. Review Submissions**

* Collect and organize submissions by category and division.
* Qualify entries according to each arts category rules.
* Share judging materials and submissions with your volunteer judges.
* Collect scores from judges and rank submissions.
* Gather awards and prizes and prepare works for exhibition.

**Step 4. Celebrate 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.

**Step 5. Wrap Up**

* Return non-advancing submissions to students.
* Recognize volunteers and evaluate your program to consider future improvements.
* Report student participation totals and program success at [PTA.org/Reflections](file:///\\npta-dc1\departments\Programs\Reflections%20Arts%20Program\Awards\2017-18%20Within%20Reach\DRAFTS\Local%20Leader's%20Guide\PTA.org\Reflections).

INSTRUCTIONS FOR JUDGES