



# National PTA® Reflections

## PTA Leader Checklist



Below are the recommended steps for administering your Reflections® program. Use this check list to organize tasks, delegate tasks to your committee and schedule deadlines.

Tasks	Task Leader	Due Date
<b>Step 1. Get Started.</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Confirm with your president that your local PTA is in good standing with the state PTA and eligible to participate.</li><li><input type="checkbox"/> Make sure the Reflections program is included in your PTA's program budget for the school year.</li><li><input type="checkbox"/> Visit your state PTA website for program registration information and materials.</li></ul>		
<b>Step 2. Organize a team of volunteers and plan your program.</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Recruit your Reflections program planning committee and engage school personnel and community members for additional support.</li><li><input type="checkbox"/> Recruit creative professionals to judge student artwork.</li><li><input type="checkbox"/> Determine which arts categories and divisions your PTA will offer. New program leaders may consider getting started with one or more arts category and division.</li><li><input type="checkbox"/> Establish a timeline for the following activities.</li></ul>		
<b>Step 3. Promote the Reflections program to students and school personnel.</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Distribute program rules and student entry form.</li><li><input type="checkbox"/> Promote artwork submission deadline and instructions.</li></ul>		
<b>Step 4. Organize artwork for judging.</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Collect and organize artwork for judging.</li><li><input type="checkbox"/> Rank judges' scores and assign awards.</li></ul>		
<b>Step 5. Celebrate and recognize your participants.</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Host a <a href="#">Reflections Celebration Event</a>.</li><li><input type="checkbox"/> Provide opportunity for state and national recognition by advancing finalists according to state guidelines.</li></ul>		
<b>Step 6. Wrap up.</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Return non-advancing student artwork.</li><li><input type="checkbox"/> Submit Local PTA Unit Participation Form according to state guidelines.</li><li><input type="checkbox"/> Recognize volunteers and evaluate your program to consider future improvements.</li></ul>		

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