



National PTA® Reflections

PTA Leader Checklist



Step 1. Start the Arts

- ☐ Register your PTA at [PTA.org/Reflections](https://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.
- ☐ 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](https://pta.org/reflections).

*Don't forget to register and report participation at [PTA.org/Reflections](https://pta.org/reflections).
Visit [PTA.org/ReflectionsToolkit](https://pta.org/reflectionstoolkit) for available template tools and resources.*