

# Texas PTA Reflections Training 2011-2012



**Presenters:** Shaleen Wilding [shaleen@BeaTexasStar.com](mailto:shaleen@BeaTexasStar.com) Katharine Bolliger [kbreflections@gmail.com](mailto:kbreflections@gmail.com)

## **Excellent On-Line Resources:**

**Texas State PTA Info:** <http://www.txpta.org/programs/reflections/>

Promoting and Planning	All Student Entry Forms
General Student Participation Rules	Category Rules
Local Participation Form (Online Form)	Local Facts and Questions
Local Press Release	National Awards and Recognition
Judging Tips & Scorecard	Reflections Posters and Fliers

## **General Guidelines:**

Students participate in the Reflections Program by submitting entries to a local PTA or PTSA. Nationally, the program has six arts categories:

<b>DANCE CHOREOGRAPHY</b>	<b>FILM PRODUCTION</b>	<b>LITERATURE</b>
<b>MUSICAL COMPOSITION</b>	<b>PHOTOGRAPHY</b>	<b>VISUAL ARTS</b>

and four grade divisions: **Primary: preschool – grade 2** **Middle/Junior: grades 6 - 8**  
**Intermediate: grades 3 – 5** **Senior: grades 9 - 12**

Please note that

Students may submit entries only through a PTA or PTSA in good standing- *membership dues paid.*

- All entries submitted must be original works and must relate to current Reflections Program theme.
- Each entry must be the work of only one student. Assistance from teachers, parents or friends is not permitted except in special cases (such as students with physical disabilities). Educate students and parents **“Parents must remember that student artists need to be responsible for their own work.... Students should simply do their best; crooked lines, incorrect musical notes, or misspelled words do not disqualify anyone.”** *“A Word to Parents” - National PTA Reflections Site*

## **Texas PTA Reflections Procedures – points to remember and Helpful Hints:**

- \_\_\_\_\_ *Reflections Entry Progression- Advance either Best 20% of overall, 20% Best per category or one entry per age group and arts category*
- \_\_\_\_\_ *Do NOT attach the Official Entry Form to the back of artwork in a display setting*
- \_\_\_\_\_ *Encourage students NOT to put their title on the front of the Visual Arts or Photography entries or on the surrounding MATS*
- \_\_\_\_\_ *Award of Excellence 20% advance from your school to the next level judging (Council or Area)*
- \_\_\_\_\_ *Award of Merit , Honorable Mention, Participation Awards (chosen and divided by local needs)*
- \_\_\_\_\_ *Have drop off box no larger than the biggest entry allowed*
- \_\_\_\_\_ *Make a commercial with last year’s participants (interview them)*
- \_\_\_\_\_ *Do not shrink wrap, simply tape protective wrapping paper on back side of art folding over the top*
- \_\_\_\_\_ *When transporting the art to the next level – package it like a gift by category*
- \_\_\_\_\_ *Senior category advancing entries can be a digital copy of their artwork*
- \_\_\_\_\_ *Use Post-its as a quick way for multiple judges to identify the entries they feel are of merit*
- \_\_\_\_\_ *Awards: Reflections ribbons & certificates can be ordered from the State PTA*
- \_\_\_\_\_ *Color Advertising Posters <http://www.BeaTexasStar.com/PTAReflections.html> can be downloaded and printed at local printer or school print shops.*

## Diversity Means...

<b>Interpretation of Theme</b>	How closely the piece relates to the theme, based on the artwork itself and the artist statement	<b>5pts or 50%</b>
<b>Artistic Merit/ Creativity</b>	How creative and original the piece is in its conception of the theme and its presentation	<b>3pts or 30%</b>
<b>Mastery of Medium</b>	The level of skill demonstrated in the basic principles/techniques of the arts area	<b>2pts or 20%</b>

**We also need the entries divided into:**

**Award of Excellence** – entries which should definitely move to the Council Level

**Award of Merit** – entries which stood out – but will not be sent to Council/Area  
(Possibly entries which mastered the medium, but the theme was not noticeable)

**Honorable Mention** – good effort, needs to be recognized

**Participation Award** – every student needs to be recognized for their effort

.....  
 Judging Score Card  
 ~ Diversity Means ~

Arts Area	Title of Entry	Interpretation of Theme	Artistic Merit/ Creativity	Mastery of Medium	Total Points	Notes
		Max 5 points	Max 3 points	Max 2 points		
1. Film Production						
2. Literature						
3. Musical Composition						
4. Photography						
5. Visual Arts						
6. Dance Choreography						
7.						
8.						
9.						

.....  
**Helpful Hints:**

- When using multiple judges, have them agree upon the final decisions as a group
- Sometimes it is helpful to have the judges let you know the top non-advancing entries, in case you are able to add a few more advancing entries to meet your 20%
- Some councils advise breaking up the awards this way:
  - Award of Excellence (top 20%)
  - Award of Merit (next 20%)
  - Honorable Mention (next 20%)
  - Participation Award (remaining 40%)
- The more awards you give, the more interest you will have from students in future years. Giving recognition in front of their family and peers will also spur on future participation.

## LOCAL UNIT REFLECTIONS CHAIR PLAN OF WORKS

### FORM A COMMITTEE (July - August - September)

Your committee can be created by seeking help in the following ways from PTA volunteers and board members, **past Reflections participant's parents**, staff, community members, grandparents, retired teachers, etc.

- \_\_\_\_\_ Distributing Rules and Forms
- \_\_\_\_\_ Advertising
- \_\_\_\_\_ Collecting, Checking & Returning Art
- \_\_\_\_\_ Entering Data on Spreadsheet
- \_\_\_\_\_ Securing Judges and all details regarding Judging
- \_\_\_\_\_ Award Recognitions
- \_\_\_\_\_ Exhibiting Art

### SETTING YOUR TIME LINE (July – August - September)

Once you know the date you are required to submit your school's advancing entries, then ...

YOU DECIDE with your Principal, PTA, & Committee!

Date: \_\_\_\_\_ YOUR SCHOOL Start Date (avoid school schedule conflicts)

Date: \_\_\_\_\_ YOUR SCHOOL Entry Due Date

Date: \_\_\_\_\_ YOUR SCHOOL Judging Date

Date: \_\_\_\_\_ YOUR SCHOOL Awards Recognition/Exhibit

FIND OUT the following dates from your Council\* Reflections Chairman

Date: _____ <b>Your School's Advancing (TOP 20%) Entry Drop-off for COUNCIL judging</b>
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Date: \_\_\_\_\_ YOUR SCHOOL Art Pick –up after being judged

Date: \_\_\_\_\_ Awards Recognition Ceremony for Council Level

Date: \_\_\_\_\_ Return artwork from Council to Schools/Students

Date: \_\_\_\_\_ Return artwork from State to Schools/Students

*\*If your school district does not have a participating COUNCIL, these dates will be available from your AREA Reflections Chair.*

### BUDGET (August – September)

Identify Reflections needs to achieve the goals of your local PTA/PTSA. Possible expenditures:

\_\_\_\_\_ Advertising: copies of fliers, rules, entry forms, posters, reminder fliers, advertising treats for staff, incentives for participants who turn in entries (pencil, eraser, coupon)

\_\_\_\_\_ Judging: hospitality for judges, thank you, post-its, copies of literature entries

\_\_\_\_\_ Awards: Certificates, Ribbons, Medals, Trophies,

\_\_\_\_\_ Art Exhibit/Recognition/Gallery Night etc. – things to make it special ... invites, supplies for creating the art gallery, art name tags, programs, decorations, refreshments

### PROMOTING THE PROGRAM (August – September – October)

Choose diverse ways to advertise the current theme with the permission of your principal.

\_\_\_\_\_ Distribute fliers in first day packets as well as throughout program

\_\_\_\_\_ Promote Reflections at staff meetings (with permission). Find a way to get them excited!

\_\_\_\_\_ Advertise at "Back to School" functions, consider parent nights at school

\_\_\_\_\_ Display posters and flyers in classrooms and hallways on campus

\_\_\_\_\_ Host a Reflections Kick-off Art Exhibit or Assembly

\_\_\_\_\_ Sponsor after school art events such as Family Art Night

\_\_\_\_\_ Post info in school newsletter/newspaper, school websites, and other school media

\_\_\_\_\_ Show posters on scrolling TV announcements

\_\_\_\_\_ Post past Reflections artwork around campus (see on-line gallery from National PTA)

\_\_\_\_\_ Record interviews with past Reflections participants or specialists on school news broadcasts

## **DISTRIBUTING RULES, DEADLINES AND ENTRY FORMS** (August – September – October)

*Choose what works best for your school and PTA Reflections budget:*

- \_\_\_\_\_ Go “green”/ paperless - distribute on-line links to rules and entry forms
- \_\_\_\_\_ Print rules & entry forms for each student
- \_\_\_\_\_ Distribute sets of rules and entry forms to all teachers in elementary schools or teachers only in arts areas for Junior and Senior Divisions
- \_\_\_\_\_ Combine on-line links with moderately distributing paper information - *Our preference* 😊

## **COLLECTING ART WORK FOR JUDGING** (October – November)

- \_\_\_\_\_ Determine secure ENTRY DROP OFF location such as a large box in the main office, library, or teacher work room (include drop off location on advertising)
- \_\_\_\_\_ Collect art and keep in a safe storage area – preferably at school
- \_\_\_\_\_ Verify each entry follows rules - size restrictions, one artist per entry, word limit, 2-D art, etc.
- \_\_\_\_\_ Verify each entry form is complete with student and parent signatures
- \_\_\_\_\_ Confirm identifying information only on the BACK of each entry – clear page protector helps
- \_\_\_\_\_ Check for title and artist statement on each entry
- \_\_\_\_\_ Track entries (e.g. create a simple spreadsheet and numbering system to manage entries)

## **ORGANIZING AND HOSTING THE JUDGING** (September – October – November)

- \_\_\_\_\_ Find judges as early as possible. Independent judges can be found by swapping judges with neighboring schools, PTA members, teachers, businesses, librarians, district arts directors, private art and dance teachers, newspaper journalists, photographers, or people you or your committee know who are highly skilled in these areas.
- \_\_\_\_\_ Choose the number of judges depending on how many entries you receive
- \_\_\_\_\_ Send each judge guidelines (see “Judging Rubric” enclosed), along with category rules, judging time and location
- \_\_\_\_\_ Give judges a set target number of Award of Excellence Entries to Advance (20%)
- \_\_\_\_\_ Take judge’s input on how remaining (non-advancing) entries should be divided for awards
- \_\_\_\_\_ **Thank** your judges

## **CELEBRATING THE WINNERS** (October – November – December)

- \_\_\_\_\_ Recognize each awarded artist and participant (certificate, ribbon, medal, coupons, treat)
- \_\_\_\_\_ Exhibit art at your school (Gallery night, standing exhibit in the school, scrolling TV presentation of entries, assemblies, awards night, ice cream social after school, etc.)
- \_\_\_\_\_ Showcase awarded art and artists in school newspaper or yearbook

## **SUBMITTING WINNING ARTWORK AND REQUIRED FORMS TO THE NEXT LEVEL OF JUDGING**

- \_\_\_\_\_ *Complete Local Unit Participation Form*
- \_\_\_\_\_ Fill in appropriate excel spreadsheet used by your council or area level  
ONLY for Award of Excellence –Top 20% ADAVANCING ENTRIES
- \_\_\_\_\_ Double check all entries and forms of advancing art are complete – protect with wrapping
- \_\_\_\_\_ **Drop off copy of spreadsheet with Award of Excellence/Advancing Entries to be judged at the next level**

## **RETURNING THE REMAINING ARTWORK TO STUDENTS**

*Remember, only Visual Arts and Photography Entries are required to be returned after advancing. Remind families to keep a copy of all other category entries.*

- \_\_\_\_\_ Return non-advancing art to students after judging and recognition/exhibit at local level
- \_\_\_\_\_ Pick up non-advancing art after judging at the next level (council/area) - return to students
- \_\_\_\_\_ Keep in touch with Council/Area and State to check on advancing entries
- \_\_\_\_\_ Inform advancing artists about the progress of their entry at each advancing level

## 2011-2012 PTA Reflections Program Requirements Checklist

The requirements checklist is for your use in preparing your Reflections Program packet for advancement.  
Please keep this list for your records.

### LOCAL PTAs (Councils/Areas please see second page)

- PTAs must be in good standing - Artwork advanced by a PTA that is not in good standing will **NOT** be judged
  - Local PTA dues must be submitted to State by October 15<sup>th</sup> to be in good standing – this does not include Council dues
  - Contact the Membership Department at 1-800-TALK PTA or [membership@txpta.org](mailto:membership@txpta.org) to verify your PTA's good standing
- Confirm the deadline for advancing artwork to the Council/Area level by contacting your Council/Area Reflections Chair or President. Local PTAs may advance up to 20% of each age group and category, or at least one from each age group and category.

### FORMS

#### *Original*

- Official Entry Forms completed and legible, including
  - Original signatures of student and parent/guardian
  - Local Chair and school information completed in its entirety at the bottom of the form (no abbreviations)
  - If entry form is submitted in Spanish, accompany with a translated English form
  - Unfold forms to their full length before advancing to the next level
- Local PTA Participation Form submitted online at the location below
  - <http://www.txpta.org/intranet/members/member-forms/>
- Consent Forms completed legible, including
  - Original signatures of student and parent/guardian
  - **This form is required by National PTA, please refer to the document *How To Use The Consent Form* available on the Texas PTA website for clarification**

#### *Copies*

- Make 2 copies of all the advancing artwork Official Entry Forms
  - 1 Copy for your Local PTA's Reflections records
  - 1 copy for the Council/Area – Organize alphabetically by last name, put in an envelope, include your packing slip, and send along with advancing artwork to Council/Area prominently placed in your box

### ENTRIES

- Visual Arts and Photography entries
  - Official Entry Form inside a sheet protector and attached to the back of each entry with masking tape so that it is still accessible and can be removed for photocopying
- Musical Composition entries
  - CD packed in a paper sleeve, plastic jewel case or cardboard container (CD and container both identified with the student's name, title of work, grade division, state, and year) and placed in a large envelope
  - Scores included for middle/junior and senior entries
  - Official Entry Form inside a sheet protector and attached to the outside of each envelope with masking tape so that it is still accessible and can be removed for photocopying
- Literature entries
  - Student's name written on the back of each page or, if a picture book, the student's name included somewhere on the entry
  - Each entry is in a manila file folder with the Official Entry Form stapled to the back of the folder
  - One original entry (stapled inside the folder) and one copy of the entry (loose) included in the folder
- Dance Choreography entries
  - DVD packed in a paper sleeve, plastic jewel case or cardboard container (DVD and container both identified with the student's name, title of work, grade division, state, and year) and placed in a large envelope
  - Official Entry Form inside a sheet protector and attached to the outside of each envelope with masking tape so that it is still accessible and can be removed for photocopying
- Film Production entries
  - DVD or CD packed in a paper sleeve, plastic jewel case or cardboard container (DVD/CD and container both identified with the student's name, title of work, grade division, state, and year) and placed in a large envelope
  - Official Entry Form inside a sheet protector and attached to the outside of each envelope with masking tape so that it is still accessible and can be removed for photocopying

## COUNCIL / AREA PTAs

- Confirm that all Local PTA requirements listed above have been met for any artwork advancing to State
- PTAs must be in good standing -  
Artwork advanced to the State level from a PTA that is not in good standing will **NOT** be judged
  - Local PTA dues must be submitted to State by October 15<sup>th</sup> to be in good standing – this does not include Council dues
  - Artwork may be judged and acknowledged at the Council or Area level with the discretion of that Council or Area
  - Contact the Membership Department at 1-800-TALK PTA or [membership@txpta.org](mailto:membership@txpta.org) to verify a PTA's good standing
- The deadline for advancing artwork to the State level is 5:00 pm, Tuesday, January 17, 2011. Council/Area PTAs may advance up to 10% of each age group and category, or at least one entry from each age group and category.

**Artwork advanced to the State level exceeding the allotted 10% will have entries removed from the judging to the discretion of the State Office in the amount of the exceeded number.**

## FORMS

- Contact Local PTAs for missing information on the forms
- Consent Forms completed legible, including
  - Original signatures of student and parent/guardian
  - **This form is required by National PTA, please refer to the document *How To Use The Consent Form* available on the Texas PTA website for clarification**
- Council/Area PTA Participation Form submitted online at the location below
  - <http://www.txpta.org/intranet/members/member-forms/>
  - The artwork will be returned to the Reflections Chairman, to the address on this form
- 2011-2012 Advancing Entrants Excel Spreadsheet (available on Texas PTA website)
  - Fill out in its entirety (or copy and paste from what Local PTAs have sent you)
  - Re-read to catch any typos (students do not appreciate a misspelling on a certificate)
  - Print a copy to use as a packing slip for your box
  - Email the Excel file to [programs@txpta.org](mailto:programs@txpta.org)
- Make 1 copy of the Official Entry Forms for the artwork advancing to State
  - Organize alphabetically by last name, put in an envelope
  - Include your printed spreadsheet as a packing slip
  - Keep copies of all paperwork for your records

## Advancing Entries

- Secure entries for travel
  - Stack entries no taller than 1 ft., by size and arts area
  - Wrap the stack in butcher paper like a gift
  - Arrange the individual packages in an appropriate sized box so that there is not room for the packages to shift
  - Fill open spaces with waded butcher paper to eliminate any unfilled space
  - DO NOT USE PACKING PEANUTS
- Prepare your box
  - Include your Council name and Area # on the outside of the box
  - If shipping, use a carrier that has a tracking system in place (i.e. UPS, FedEx)
  - Ship in ample time for the artwork to arrive at the State office by the deadline
- Ship or deliver to;

**Texas PTA  
Attn: Programs  
408 W. 11th St.  
Austin, TX 78701**

**It must arrive by 5:00 pm, Tuesday, January 17, 2011**

**If you have any questions,  
please contact the Texas PTA Programs Department at 1-800-TALK-PTA  
or by email at [programs@txpta.org](mailto:programs@txpta.org)**



**PTA Reflections  
How to Use the Consent Form**

**The use of the Consent Form is mandatory for the 2011-2012 program year.  
The information provided below offers guidance and provides clarification on its use.**

**Purpose:** The purpose of the Consent Form is to ensure that the children, youth or adults included in Reflections entries, or the parents/guardians of those persons, are aware that their image or voice will be used in the artwork. It is also to help these individuals understand that the entry may be used by National PTA, may be judged at multiple levels, and may be displayed in a number of locations, both public and private.

**Use of the Consent Form:** The Consent Form should be used if a child or adult's recognizable image or voice is included in a Reflections entry. This means, any time there is use of a person's voice or an image of a person from which that person could be recognized, usually involving all or part of the face, then the Consent Form should be used. The form should be used for any person, regardless of age (child, youth or adult). The Consent Form should accompany the Student Entry Form along with the artwork. The use of the Consent Form is most applicable to entries in the Visual Arts, Photography, Film Production, Dance Choreography, and in the Musical Composition categories.

The Consent Form should be used when an entry features the voice of a person in a Reflections entry. This is most applicable to the Film Production and in the Musical Composition Categories.

**Example:** In the Film Production entry, "Prince Hamy Saves Beauty," a child's voice is used as a narrator and a child and adult are used as characters in the film. Thus the entry would require the use of a Consent Form for both children and the adult.

[http://www.ptareflections.org/cs/program\\_gallery/division\\_winners?cat=6&div=intermediate](http://www.ptareflections.org/cs/program_gallery/division_winners?cat=6&div=intermediate)

The Consent Form should also be used if an entry includes the recognizable image of a person. This is most applicable to the Visual Arts, Photography, Film Production, and Dance Choreography categories. If the image is of a person and is recognizable (including all or part of the person's face), then a Consent Form should be used.

**Examples That Require a Consent Form:**



If a person's face is used in whole or in part in a photograph, it requires a Consent Form. If a photo is included in a collage (Visual Arts entry) and includes a recognizable image of a person (especially the person's face), it requires a Consent Form.

**Example:** If another person is included in a Dance Choreography entry, where his or her image is recognizable (especially the person's face), a Consent Form is required.

[http://www.ptareflections.org/cs/program\\_gallery/division\\_winners?cat=2&div=primary](http://www.ptareflections.org/cs/program_gallery/division_winners?cat=2&div=primary)

**Example:** If another person is in a Film Production entry, where his or her image is recognizable (especially the person's face) a Consent Form is required.

[http://www.ptareflections.org/cs/program\\_gallery/division\\_winners?cat=2&div=primary](http://www.ptareflections.org/cs/program_gallery/division_winners?cat=2&div=primary)

### When is a Consent Form NOT Needed?

The form is not needed if the entry does not include recognizable images of another person.

#### Examples That Do Not Require a Consent Form:



Images of shadows, or that show a silhouette of a person's body or parts of a person's body (e.g. feet) do not need a Consent Form. If an image is drawn of a person (Visual Arts entry) and the image is not recognizable of the person, a Consent Form is not needed.

Reflections participants should make a reasonable effort to obtain a Consent Form from persons in their entries. However, in some circumstances, it may not be possible or reasonable to obtain a signed Consent Form. Examples of these types of situations may include taking a photo of a group of children while the student is traveling, filming a video that includes shots of a large audience at a public event, or other similar situations.

**Examples:** If a student is on vacation and takes a photograph of a group of children in Kenya, a Consent Form is not needed.

If a student films part of his entry at a local parade and there are children and adults visible in group shots in the entry, a Consent Form is not needed.



## PTA Reflections Program Consent Form

**Important note for Reflections Participants:** This completed form must accompany the artwork submission and Student Entry Form if a person's recognizable image or voice is included in the submission. Signatures are required. If individual is under age eighteen, a parent or guardian must sign the form. **This form is required for the 2011-2012 program year.**

### For Use of a Student's Image or Voice

I give my permission for my son/daughter, \_\_\_\_\_ (NAME), to participate in the taping, photographing, or audio recording of an entry in the PTA® Reflections<sup>SM</sup> Program. I give consent for the student's voice and or image to be included in the entry. This entry may be used an unlimited number of times in perpetuity in connection with the PTA Reflections Program or other National PTA purposes. I understand that entries may be judged at the local, regional, state, and national level. Entries may be displayed at a school or at another public area, including the Internet.

Name of student submitting the entry: \_\_\_\_\_

I have read and understand the rules of the Reflections Program.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### For Use of an Adult's Image or Voice

I am 18 years or older and I consent to participate in the taping, photographing, or audio recording of an entry in the PTA® Reflections<sup>SM</sup> entry.

This entry may be used an unlimited number of times in perpetuity in connection with the PTA Reflections Program or other National PTA purposes. I understand that entries may be judged at the local, regional, state, and national level. Entries may be displayed or at another public area, including the internet.

Name of Student Submitting the Entry: \_\_\_\_\_

Name of consenting adult \_\_\_\_\_

\_\_\_\_\_  
Date

Signed \_\_\_\_\_