

2010–2011 PTA Reflections Program

“Together We Can”

Submission Checklist

This checklist is for use in preparing your unit’s Reflections Program packet for submission to the next level of judging. Please keep this list for your records.

If your packet is not complete, it may be disqualified.

- Confirmed that you are a PTA/PTSA in good standing.

Forms

Student Entry Forms completely filled out, including:

- PTA ID number (found in upper left corner of PTA mailing labels)
- Original signatures of student and, if student is under 18, parent/guardian
- Required Artist Statement
- Original Student Entry Forms for all entries included in packet
- Appropriate PTA Participation Form completely filled out and included in packet**
- Made copies of Student Entry Forms (including attached artist statements) for PTA files

Literature Entries

- Student’s name written clearly on the back of each page, or if a picture book, the student’s name included somewhere on the entry
- One original and two copies of each entry provided
- Each entry in a manila file folder with the Student Entry Form stapled to the back of the folder, or each entry placed in a clear sheet protector

Musical Composition Entries

- Each CD packed in a plastic or cardboard container (CD and container both identified with the student’s name, grade division, state, and year) and placed in a manila envelope
- Scores included for middle/junior and senior entries, with student’s name written clearly on the back of each page

- Student Entry Form in a clear sheet protector attached to the outside of each envelope

Dance Choreography Entries

- Each CD or DVD packed in a plastic or cardboard container (CD/DVD and container both identified with the student's name, grade division, state, and year) and placed in a manila envelope

- Student Entry Form in a clear sheet protector attached to the outside of each envelope

Film Production Entries

- Each CD or DVD packed in a plastic or cardboard container (CD/DVD and container both identified with the student's name, grade division, state, and year) and placed in a manila envelope

- Student Entry Form in a clear sheet protector attached to the outside of each envelope

Photography Entries

- Submitted according to state instructions
- Student Entry Form in a clear sheet protector attached to the back of the artwork

Visual Arts Entries

- Submitted according to state instructions
- Student Entry Form in a clear sheet protector attached to the back of the artwork

Met deadline: _____

Packet sent to: _____

Phone: _____ E-mail: _____

Tracking information: _____

Confirmation of delivery: _____ Date: _____

(Please contact your state PTA office for deadlines and contact information for the next level of judging.)