

# Reflections – Quick Glance

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1. For all forms and rules for Washington State – **DO NOT USE NATIONAL FORMS** <https://www.wastatepta.org/events-programs/reflections/>
2. Reflections Toolkit has timeline <http://www.pta.org/programs/reflections.cfm?ItemNumber=3804&navItemNumber=3805>
3. Tacoma 10.9 Council PTAs can use the Reflections link at <http://tacomacouncilpta.weebly.com/reflections.html>

## TO DO LIST

- ✓ (NOW) Register your PTA [https://www.magnetmail.net/custom\\_projects/npta/reflections/reg.cfm](https://www.magnetmail.net/custom_projects/npta/reflections/reg.cfm)
  - What do you need to register your PTA?
    - a. 8-digit PTA ID
    - b. Council that you belong to
    - c. Your school enrollment (*Google search works for this and for items d and e*)
    - d. Title 1 school?
    - e. Percentage of students that receive free/reduced lunches
    - f. Two other contacts for communication (I provided our PTA President and Vice president information here)
- ✓ Figure out the due date for your PTA. Work backwards from the Council PTA deadline so that you have enough time to prepare entries for drop off.
- ✓ Promote the program (Second or third week of September)
  - Entry Form
    - Provide prefilled entry forms so that you can save time.
    - Make sure that the Standing rules (Bylaws) approval is an Agenda item at the first PTA meeting.
    - I usually enter the membership dues and insurance paid dates right before sending to the Council.

- Make your own flyer or use the one from <https://www.wastatepta.org/events-programs/reflections/>
  - Make copies of flyer and entry form for the entire school and distribute to the teachers. I use the students' lunchtime to advertise the program. I also attach a letter to the teachers to help them understand.
  - Some of the samples are available for your use at <http://tacomacouncilpta.weebly.com/reflections.html>
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- ✓ Advertise in the school and PTA newsletters and link to the forms on your own website if you have one. Keep reminding the parents, teachers and students of the deadline.
  - ✓ Create a drop off location in the main office. I usually leave a bin marked Reflections entries.
  - ✓ (Optional) Organize an Art night so that students can come in and get help with mounting their entries and even work on their entries.
  - ✓ On the due date, collect all entries and check for signatures. Make sure that the rules are followed for each category.
  - ✓ Setup judging at your school. Most schools require that you fill an event form if you are bringing people. I usually provide snacks and refreshments. Find out how much is in the PTA budget for the event. Judges need to be someone that don't know the students and make sure to hide the student details when setting up. Recruit volunteers to help with the event. Scorecards and material are available on the State PTA website for this.
  - ✓ Once judging is finished, enter selected students' entries at <https://ptareflections.fluidreview.com/>
  - ✓ Make sure all entry forms are complete with the PTA dates.
  - ✓ Drop off entries at your Council or at the State if you are non-council. Look for an email giving you the details of the drop off.
  - ✓ Invite students to the award ceremony at the Council level.