



# PTA Leader's Checklist

## Step 1. Getting Started

- Confirm that your local PTA is in good standing with NCPTA, <https://www.ncpta.org/awards/goodstanding/gs.aspx> and eligible to participate.
- Make sure the Reflections program is included in your PTA's program budget for the school year.
- Visit the NCPTA website, [www.ncpta.org/reflections-toolkit](http://www.ncpta.org/reflections-toolkit) for program deadlines and student materials.
- Recruit volunteers and engage school personnel and community members for additional support.
- Recruit creative professionals to review student works.
- 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 your program according to deadlines set by your PTA Council, if applicable, and by NCPTA-see Local Leaders Guide.

## Step 2. Promote Your Program

- Distribute program rules and student entry form.
- Promote submission deadline and instructions.

## Step 3. Coordinate the Review of Student Submissions

- Collect and organize submissions by category and division. Qualify entries according to category rules.
- Facilitate judging and support judges as needed.
- Collect judges' scores and rank entries. Assign awards and prepare works for exhibition.

## Step 4. Celebrate Your Student 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.

## Step 5. Wrap Up and Report Program Success

- Return non-advancing submissions to students.
- Recognize volunteers and evaluate your program to consider future improvements.
- Report student participation totals to the next level of judging (required participation form).

Visit [www.ncpta.org/reflections-toolkit](http://www.ncpta.org/reflections-toolkit) for available tools and resources.