

Maryland PTA Reflections

2011 - 2012

“Diversity means...”

Local Chair Guide

Important Deadlines:

Local Unit Entries in counties with an active PTA Council:

Each PTA Council will set their own deadline. Contact your PTA Council for further information about your Council's deadline (no Council may have a deadline later than Monday, January 2, 2012).

My Council deadline is _____

Local Units Entries in counties without an active PTA Council:

Entries must be received at the Maryland PTA Office by January 2, 2012.

Council winning Entries due at Maryland PTA:

Wednesday, February 1, 2012, close of business at the Maryland PTA office (4:30 p.m.)

Maryland
PTA[®]

everychild.one voice.[®]

5 Central Avenue
Glen Burnie, MD 21061
410-760-6221
1-800-707-7972

Dear Local and Council Reflections Chairs,

Welcome to the 2011-2012 Maryland PTA Reflections Program, and thank you for volunteering to chair this wonderful arts enrichment program! Enclosed you will find everything you need to help you run a successful Reflections program at your local school or PTA Council.

There are changes to the 2011-2012 Program, so please read all of the materials carefully (especially, if you have been a chair in the past)!

We NEVER want to disqualify a student's entry because the chair didn't follow the instructions - read carefully and contact MD PTA if you have ANY questions.

QUICK REFERENCE

- This year's theme is "Diversity means..." The theme for 2012-2013 is "The magic of a moment..."
- **Local Unit entries are due to your PTA Council on _____**
(check with your Council and write in the date due to your Council)
No PTA Council may set the date due for later than January 2nd! Local unit entries in counties without a PTA Council must be received at the Maryland PTA office by January 2, 2012.
- Council winning entries must be RECEIVED at the Maryland PTA office no later than February 1, 2012 close of business – **NO EXCEPTIONS!**
- **Council chairs are responsible for ensuring entries meet All REQUIREMENTS.** Please be sure your winning entries have met all requirements, Maryland PTA and National PTA requirements plus all program requirements, BEFORE you pass the entry forward. Entries will be disqualified if they are incomplete or if the Maryland PTA and National PTA requirements are not met.

All of the materials included in this packet are produced by the National PTA Reflections Program Chair and are meant to provide the *general* rules applicable to PTAs throughout the nation. However, there are specific guidelines and rules which must be followed to meet Maryland PTA Reflections program requirements:

Maryland PTA Reflections Program Guidelines

- **Local PTAs must meet all Maryland PTA Standards of Affiliation on or before February 1, 2011 in order to participate in the Maryland PTA Reflections Program. Please contact the office staff for complete information about your unit regarding the Standards of Affiliation: (410)760-6221 or toll-free at (800)707-7972, officeadministrator@mdpta.org.**
- **In Maryland, students may only participate in the Reflections Program through a PTA that is affiliated with their school. Students no longer attending a PTA school may not enter the Reflections Program through their former school.**

Maryland PTA Reflections Program Guidelines (cont.)

- In Maryland, home-schooled students may not participate in the Reflections Program.
- Maryland PTA will accept three (3) entries per age division per arts category for judging at the state level this year. PTA Councils may set their own numbers.
- Local PTAs in counties without an active PTA Council may participate in the Reflections Program and may send up to three (3) entries per age division per arts category to the state for judging. The entries for all the local units without an active PTA Council will be combined together, according to age and art category, and will be judged by judges arranged by the Maryland PTA Reflections chairperson. The three (3) winning entries per age division per arts category will advance to the state competition for judging along with the winners from the counties with active PTA Councils.
- Maryland PTA will honor its winners with monetary awards:
 - Outstanding Interpretation of Theme, \$100
 - Award of Excellence, \$75
 - Award of Merit, \$50Up to seventy-two entries will be recognized with monetary awards: 24 Outstanding Interpretation of Theme, 24 Awards of Excellence and 24 Awards of Merit (one award per arts category per age division). Other entries may receive Honorable Mention, which is not a monetary award.
- Maryland PTA will honor its 24 Outstanding Interpretation of Theme winners at its July 2012 Convention. All other awards will be mailed to their recipients.

Maryland PTA Standards of Affiliation (per bylaws)

(Local Chairs - check with the State Office to make sure your PTA unit meets all requirements before sending entries to the county or state for judging.)

Units not meeting the Standards of Affiliation by FEBRUARY 1, 2012 will be disqualified.

- Adhere to the purposes and basic policies of the National PTA and Maryland PTA;
- Remit the national and state dues to the Maryland PTA office by dates designated;
- Have bylaws approved every three (3) years according to the procedures of Maryland PTA;
(please make sure updated bylaws are received by Jan.1 for processing by the deadline)
- Have a minimum of twenty-five (25) members;
- Submit the name and address of the local president to the Maryland PTA office within two weeks of election;
- Remit bonding, liability and directors and officers insurance premiums by the date designated;
- Have an Employer Identification Number (EIN) from the Internal Revenue Service (IRS) on file with the Maryland PTA;
- Maintain its status as a corporation, have as required by MD Non-Profit law, at a minimum a president, secretary, and treasurer;
- File the appropriate 990 tax forms, by the required dates, with the IRS and submits a copy to the Maryland PTA office within thirty (30) days of filing; and
- Submit a copy of its annual financial review, to Maryland PTA within 120 days following the end of the local's fiscal year

Maryland PTA Reflections Requirements by Category

Maryland PTA Reflections Student Entry Form

DO NOT DOWNLOAD THE STUDENT ENTRY FORM FROM THE NATIONAL PTA WEB PAGE. YOU MUST GO TO THE MARYLAND PTA WEB PAGE, www.mdpta.org/reflections, FOR THE MARYLAND STUDENT ENTRY FORM.

All entries must be submitted using the Maryland form. The student entry form found on the National PTA web page is slightly different than the Maryland form – use the Maryland form! NEW THIS YEAR, the form may be completed on-line and then printed out for signing. A sample form is included in this packet for you to see. Please go to www.mdpta.org to access the form. Make sure you also read the directions for filling out the form.

Suggestion for local unit chairs: fill in the information at the bottom of the form, below the signatures, and then copy the forms and provide them for your participants.

Consent Forms

Important note: 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.**

Please see the enclosed sample Consent Form. The Consent Form is also available electronically on the Maryland PTA web page, www.mdpta.org/reflections. A completed consent form must be included 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 each person, regardless of age (child, youth or adult). The Consent Form(s) should accompany the Student Entry Form along with the artwork.

Make Copies of Everything

At the local and council levels, it is imperative that the Reflections Chair make copies of the original student Entry Forms and of the art work that is submitted to the next level of judging.

State Reflections Awards Announcement and Artwork Return Policy

Maryland PTA will announce its winners by mid-March. All artwork will be returned except Literature. If a Literature entry is unique (i.e., an illustrated story), it will be returned (unless it is sent to National).

Originality

All entries should be artwork inspired by the current year's theme and created expressly for the program. Artwork created and used for another competition or program may not be submitted.

Use of Copyrighted Materials and Plagiarism

Please read these sections thoroughly.

Required Artist Statement/Required Title for Art Work

The statement should not exceed 250 words. The artwork is required to have a title (“Untitled” is not considered a title). The student must fill out the sections of the Entry Form that pertain to the arts category in which the student is submitting an entry.

Guidelines for Display of Art Work

Maryland PTA will follow National PTA’s suggestion that when displaying artwork, only the following information about each piece will be displayed:

- *Title of Work
- *Artist’s first name and last initial
- *City and state of school
- *Arts area and grade division

Local and council PTAs may want to consider displaying only digital copies of photography and visual arts entries. **Securing the safety of our students is always the top priority; similarly, consider the safety of the artwork itself when it is on display in any and all settings.**

Rules Sheets for all Six Categories (additional comments)

Dance Choreography

The artist statement should NOT be recorded on the DVD, but should be in written form less than 250 words. The length this year of all Dance entries is under 5 minutes. There is no maximum number of dancers allowed in a dance entry. Please include a Consent Form for each participant (see rule sheet for specifics). **Please note the required file formats for submissions. It is very important that the recorded performance is saved as a .flv file on the DVD. Do not save as a DVD movie.**

Film Production

The artist statement should NOT be recorded on the DVD, but should be in written form less than 250 words. The length this year of all Film Production entries is under 5 minutes. There is no maximum number of participants allowed in a Film Production entry. **Please note the required file formats for submissions. It is very important that the recorded performance is saved as a .flv file on the DVD. Do not save as a DVD movie.**

Literature

Please submit your winning entries to the next level of judging in clear sheet protectors. Do not use manila envelopes or file folders. Secure the tops of the sheet protectors with a paper clip.

Music Composition

Only CD recordings are accepted, no tapes. The artist statement should NOT be recorded on the CD, but should be in written form less than 250 words. The length this year of all Music Composition entries is under 5 minutes. There is no maximum number of participants allowed in a music composition entry. **Please note the required file formats for submissions. It is very important that the recorded performance is saved as an .mp3 file on the CD. Do not save as a DVD movie.**

Visual Arts and Photography Entries

Follow the guidelines on the rules sheets for these categories under “Presentation.” **Please do not shrink wrap.** To protect the art work, use a clear cellophane wrap, which can be found at craft

stores, or go to one of several websites that sell clear cellophane bags in all sizes. Art work must never be laminated. Make an effort to educate your students on proper techniques for presenting their art work. If you have winning entries that were not mounted on poster board by the student, please be considerate and mount them before sending the work on to the next level.

Theme Search for 2013-2014

Any forms you receive from your students are due at the Maryland PTA offices on NOVEMBER 4, 2011, close of business.

Entrants Form

All councils and local PTAs submitting artwork to Maryland PTA must use the electronic forms. Maryland PTA will not accept any forms filled out by hand. Please ask for help if you do not feel comfortable filling out the spreadsheets electronically. Council Chairs may accept hand-written forms from their local PTAs if they choose to do so, but then they will need to re-type the forms. These forms are available on www.mdpta.org.

www.ptareflections.org

This is the National PTA web site for Reflections. You will find fliers, logos and some general rules on this site, including much of this packet. However, please be aware that you must use the forms and follow the rules specific to Maryland PTA. Copies of the Maryland PTA Student Entry Form and Entrants Forms (spreadsheets) are available on the Maryland PTA web page, www.mdpta.org under the Reflections tab.

Good luck, and please contact your local PTA Council or Maryland PTA (800-707-7972) with any questions!

Maryland PTA
Arts in Education Committee

Contact: Janice Spiegel, MD PTA Vice-President for Leadership Development
vpleadership@mdpta.org



PTA® REFLECTIONS

PTA Reflections Program Local Arts Chairs' Guide

2011- 2012 Program Theme:
“Diversity Is”

Please contact your PTA Council and State PTA office
regarding deadlines.

(Revised July 2011)

Everything a Local Arts Chair Needs to Know

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About PTA Reflections

Since 1969, the national PTA Reflections Program has encouraged students across the nation and in American schools overseas to explore their artistic talents.

The PTA Reflections Program is designed to enhance quality arts education for students in preschool through grade 12, encouraging them to create works of art in the areas of dance choreography, film production, literature, musical composition, photography, and the visual arts. Hundreds of thousands of students participate through their local PTAs each year—millions over the course of the program’s history.

The Reflections Program helps parents encourage the creativity and lifelong learning of their children, and offers children recognition for their artistic endeavors.

Parents, teachers, and community members all play a critical role in providing a positive learning environment for children. Supporting the PTA Reflections Program is one way you can increase student achievement, foster student talents, and promote the arts in your home, your school, and your community.

Local Arts Chair Responsibilities

Local arts chairs are responsible for the following in running the PTA Reflections Program at their schools:

- Contacting the state PTA office for the year's updated rules, materials, and deadlines
- Establishing a Reflections Program network and answering questions
- Establishing a timeline
- Promoting the Reflections Program to parents, students, and teachers
- Distributing the rules, local deadlines, Student Entry Forms and Consent Forms
- Collecting and cataloging entries
- Recruiting judges and setting up the judging process and judging dates
- Announcing and recognizing winners
- Submitting winning entries to the next level of judging
- Submitting required forms and tracking participation
- Keeping records
- Returning artwork to participants

Contacting the State PTA Office

To start the Reflections Program year, contact your state PTA office for the most up-to-date rules, deadlines, and submission guidelines, all of which may differ from state to state. Each state may establish requirements beyond those of the national program. National PTA does not set, alter, or record state rules or deadlines. Please contact your state PTA office for this information. Provide the state PTA office your contact information as local arts chair to make sure you receive Reflections Program updates and reminders throughout the program year.

Establishing a Reflections Program Network

Create a network of teachers and volunteers to help distribute information about the Reflections Program and answer questions from parents and students regarding rules and deadlines. Consider establishing a Reflections Program committee of two to three additional volunteers to assist in running the program. Make sure your team knows how the Reflections Program works and what the deadlines are for your state. **Your unit is not required to participate in all six arts areas, but you should be familiar with the rules and submission requirements for each arts area that you do accept entries.**

Establishing a Timeline

When establishing your timeline, allow ample time for students to create the works of art and for entries to be received and judged. When setting the deadline for student submissions, work backward from the deadline established by your state PTA for submitting entries to the next level of judging. Allow at least two weeks for the judging process, and another two to three weeks for copying paperwork and packaging the winning artwork for the next level of judging.

To avoid confusion, **distribute only the student submission deadline to parents and students**. Do not share the deadline for entries to be sent to the next level of judging.

Make sure you know where to send winning entries for the next level of judging.

Promoting the PTA Reflections Program

Once you've established the deadline for student submissions, promote the Reflections Program to families and students, as well as teachers. (Reflections Program submissions may be developed in or outside of school as long as the entries are new pieces inspired by the current year's theme and created expressly for the program.) The school's art, music, theater, film, dance, and photography teachers can be strong allies in encouraging all students to participate.

Consider kicking off the program with a PTA-hosted arts night at which you share the submission deadline, rules, and Student Entry Form (see below). Promotional fliers for the program are available at PTAreflections.org in English and Spanish. Be sure to also include Reflections Program information and reminders in PTA and school newsletters and websites. In all promotions, include the student submission deadline and contact information for where to direct questions.

Distributing the General Student Participation Rules, Arts Area Rules, Student Entry Form, and Consent Form

General Student Participation Rules and Arts Area Rules

All students must adhere to the General Student Participation Rules as well as the rules for their specific arts area. Provide teachers with the rules in advance. Then distribute all rules, as well as the Student Entry Form and Consent Form, to families and students through a kick-off meeting, other PTA or school events, fine arts classes, newsletters, and the PTA/school website. Be prepared to answer questions.

Student Entry Form

In order to be accepted, the Student Entry form must be completed entirely and signed. **The form must have the signatures of both the student and the parent/guardian, unless the student is 18 years old. If the student is 18 or over, only the student's full signature is required. Entries submitted without the entry form or the appropriate signatures will be disqualified.**

Do not change the Student Entry Form.

Student Entry Forms need to be on 8½-inch by 11-inch (8½" x 11") paper. Do not reduce the size of the form.

The Student Entry Form is available in English and Spanish. All Student Entry Forms submitted in Spanish must have an English translation attached.

Required Title and Artist Statement

Each entry must include a **Title** and an **Artist Statement**. The purpose of this statement is for the child to explain how the entry relates to, embodies, or is inspired by the national theme. The statement should not exceed 250 words; there is no minimum length. The Student Entry Form provides a space for the artist statement; if the statement does not fit in the space given, it must be written on a separate page and labeled with the following **lower case** letters:

Label the Artist Statement in **lower case** letters **exactly** as follows:

state abbreviation.arts category.grade level.statement.student last name.student first name

Example: md.music.mid.statement.smith.mary.doc

Label the original signed Student Entry Form in **lower case** letters **exactly** as follows:

state abbreviation.arts category.grade level.entry.student last name. student first name.pdf

Example: md.vis art.mid.entry.smith.mary.pdf

Arts categories should be labeled as: dance, film, literature, music, photography, and visual art. Please do not use any other abbreviations or name classifications when labeling files. You are required to send the original Student Entry Form on with the winning piece. Please make a copy of all Student Entry Forms that are sent to the next level of judging. Keep this information until the art work has been returned to the child.

Local PTA Information

Before submitting entries to the next level of judging, complete the local PTA information at the bottom of the Student Entry Form. All information is required. Please provide the *official* PTA/PTSA name; **DO NOT USE initials to represent your PTA (for example, WES PTA)**. This will be used in student recognition. You may want to type in the information before copying and distributing the form.

Required Consent Form

The National PTA requires that signed consent forms be submitted along with the Student Entry Form for all individuals who appear in a dance choreography, film production, or photography entry—and if it includes images of an individual in a literature or visual arts entry. If an individual appearing in an entry is under the age of 18, parental consent should also be obtained and submitted.

Label each consent form with student entry's label in the lower right corner as follows:

state abbreviation.arts category.grade level.consent.student last name.student first name.pdf

Example: md.vis art.mid.consent.smith.mary.pdf

Keep a copy of the consent forms on file for your records.

Collecting Entries

As artwork is submitted, catalog the entries for judging. Check for obvious disqualifications due to size or length of entry, per the requirement outlined in the arts category rules.

Judging

Establishing Judging Dates

Establish judging dates based on the date entries are due within your school, the deadline for submitting entries to the next level of judging, and the number of entries you expect to receive. If your unit participates in all six arts areas of the Reflections Program, expect to need at least two weeks for the judging process, and another two to three weeks to prepare artwork for the next level of judging. Refer to the earlier section “Establishing a Timeline” for additional information.

Recruiting Judges

All judges should have a working knowledge of their assigned arts area. Sources of judges might include:

- Art, literature, dance, film, journalism, and music educators or college/university professors
- Teachers from other schools participating in the Reflections Program
- Art museum directors, docents, curators, or historians
- Professional photographers and local artists
- Local symphony orchestra or choral directors, musicians, conductors, or composers
- Local dance conservatories, dance studios, ballets, or theaters
- Local multimedia/video production companies
- Newspaper journalists, editors, or photographers
- Local television stations
- Arts advocacy organization presidents or directors

Inviting professionals in the arts or influential community leaders to participate in Reflections Program judging increases the exposure of your PTA, its work, and the wonderful benefits students derive from participating in the arts.

Once judges are selected, provide them with the **General Student Participation Rules and their Arts category Rules, as well as the Judging Rubric.**

Remember to recognize judges in promotions and thank them for their participation. Some PTAs provide each judge with a small gift or certificate of appreciation.

Avoiding Conflicts of Interest

It is always preferable to conduct Blind Judging. Teachers from the host school may know student work and/or have a conflict of interest in judging, so it is better, whenever possible, to invite teachers from another school that offers the Reflections Program.

File names are listed in the bottom right hand corner of all forms so that student names can be easily covered or so that the bottom of the form can simply be folded over during the judging process.

Beyond the local PTA level, blind judging will need to occur only if there is a chance that the judges may know a student. In most situations, judges at the council and district/region levels should be able to use the original materials for judging.

Judging at the National Level

All national entries are judged on artistic merit/creativity, mastery of the medium, and interpretation of the theme. Mastery of the medium in the context of the national Reflections Program pertains to the level of skill the student demonstrates in the basic principles/techniques of the arts category. Entries will be judged primarily on how well the student uses his or her artistic vision to portray the theme.

At national levels, the submission in each arts category that best interprets the theme is selected for the Outstanding Interpretation Award. There are a total of six Outstanding Interpretation Award recipients—one in each arts area. Three Awards of Excellence and Five Awards of Merit are also selected within each of the six arts categories.

Tiebreakers: If two entries are judged as equal across all areas, the entry that best interprets the theme receives more recognition.

A local, council, or district/region judging process could have a similar design.

Sample Judging Rubric

Below is a basic judging rubric units may use in evaluating entries and assigning awards.

All entries should be judged on artistic merit/creativity, mastery of the medium, and, most heavily, interpretation of the theme.

Interpretation of Theme	How closely the piece relates to the theme, based on the artwork itself and the artist statement	20pts
Artistic Merit/Creativity	How creative and original the piece is in its conception of the theme and its presentation	10pts
Mastery of Medium	The level of skill demonstrated in the basic principles/ techniques of the arts area	10pts

With this rubric, each entry would have a total of no more than 40 possible points from each judge. Add the points from each judge and rank the artwork accordingly. A sample chart is included below for reference:

Sample Scoring Chart

Name of Entry	Interpretation of Theme	Artistic Merit/ Creativity	Mastery of Medium	Total Points
Allison Denny	18	7	7	32
Jane Smith	15	8	7	30
Tom Smyth	8	7	8	23
John Doe	10	5	5	20

Originality

All entries into the Reflections Program must be new pieces of artwork inspired by the current year's theme and created expressly for the program. Artwork produced before the dissemination of the theme or created and used for another competition or program may not be submitted.

Each entry must be the original work of one student only. An adult may not alter the creative integrity of a student's work. Because the program is designed to encourage and recognize each student's individual creativity, help from an adult or collaboration with other students is not allowed. Only one student may be recognized as the award recipient for each entry. Other individuals may appear in or perform a student's work, but the work itself—the dance choreography or film production (including screenplay, camerawork, and directing) or musical composition (including written score and any lyrics), etc.—must be the creative product of one student only. (See the specific arts area rules for details.)

Use of copyrighted material is prohibited in the literature, musical composition, visual arts, and photography categories. This includes the use of copyrighted cartoon characters or other such material.

Examples of copyrighted materials:

- Cartoon characters from television, videos, and comic books are copyrighted. Even if the character is in a new setting, the character itself is copyrighted and is not to be used.
- Copyrighted material from the Internet is not to be used.
- Advertisements and advertising ideas from print, film, TV, or radio are not to be used.
- Using a musical theme from an existing copyrighted composition (printed music) is not acceptable.
- Copyrighted recorded music is not to be used.
- Copyrighted photographs, especially from print media, are not to be used.
- Copyrighted photographs or stock photography may not be used as a subject for any visual arts entries.

Use of copyrighted music in dance choreography and film production entries is acceptable. **The title, composer, and performer of any music used must be credited and documented** on the Student Entry Form. Use of any other copyrighted material is prohibited.

Misuse of the above materials constitutes plagiarism—taking and using another's ideas, words, or inventions as one's own.

Please note: Photographs, visual artworks, and films may include public places, well-known products, trademarks, or certain other copyrighted material as long as that copyrighted material is incidental to the subject matter of the

piece and/or is a smaller element of a whole. The resulting work cannot try to establish an association between the student and the trademark/business/ material, or influence the purchase/non-purchase of the trademarked good.

Visual arts collages may include portions of existing copyrighted works, such as photographs, magazine clippings, Internet images, and type cut out of a newspaper, as long as those portions of copyrighted works are used to create a completely new and different work of art. A collage should be judged for its whole, not by its parts, and whether the resulting work stands as a creative, *original* work of art on its own.

Plagiarized and Resubmitted Entries

Occasionally, entries submitted to the Reflections Program are ineligible. Two of the most common reasons for declaring an entry ineligible are plagiarism and resubmission. The Reflections Program rules define plagiarism as taking and using another person's ideas, writings, or inventions as one's own. The rules also state that only new pieces of artwork **inspired by the theme** are acceptable. If a student submits an entry that was created and submitted the previous year, it is ineligible because all artwork needs to express the current year's theme. Recommended procedures for dealing with both plagiarized and resubmitted entries follow.

When students use another artist's work to gain recognition from PTA, a remedy is needed to protect the integrity of the program.

Here's what you can do to maintain the Reflections Program's integrity:

- Assume that there will be entries that are not original.
- Institute a process to confirm originality.
- Alert judges to the possibility that some pieces might not be original.
- Seek judges' guidance for determining originality if a piece is questionable.
- Check questionable entries via the Internet. Google is a great tool. For example, if the submitted visual arts entry or photograph is of a famous person, type in that person's name and search listed websites to see if the image is from a book cover or a collection of published photos.

The discovery that an artwork is ineligible can be very disappointing. The rules clearly state that plagiarized entries should be disqualified and returned to the student. All levels of the program—local, council, district/region, state, and national—need to be unified in their efforts to deal with this issue. The following are necessary procedures for managing a plagiarized or resubmitted work:

- At the level of discovery, return the piece to the student and let the student know why the piece has been disqualified. If the piece is discovered at the council, district/region, state, or national level, the arts chair at

that level will notify the local arts chair that the submitted piece is ineligible and then return it to the student.

- If judging has already occurred at the level of discovery, have the level-of-discovery arts chair (and prior-level arts chair, if applicable) determine if awards (including award money, pins, certificates, etc.) should be returned.
- If judging has not occurred at the level of discovery, have the prior-level arts chair determine if the award should be returned (if applicable).

The arts chair and local unit will need to work with the student and the student's family to help the student understand the seriousness of copying someone else's work and claiming it as their own. School counselors or teachers might also be able to provide assistance in helping the student deal with the discovery and the consequences.

Recognition

Recognizing Award Recipients

Each unit determines how it will recognize and award participants. Formal award ceremonies, certificates of participation, ribbons, and plaques are some types of recognition. In addition, units may recognize students by publishing photography, visual arts, and literature entries in local newsletters; hosting a Reflections Program exhibit; or creating an online gallery or special publication of award-winning entries.

Displaying Artwork

When displaying student artwork, be sure to protect student information. Whether the artwork is on display in the school, community, or online, National PTA suggests displaying only the following information for each piece of artwork:

- Title of work
- Artist's first name and last initial
- City and state of school
- Arts area and grade division

Remove the manila folder attached to the back of the artwork in a display setting. No one outside of PTA should have access to student information. Develop a system to easily match label on back of artwork to the manila folder and reattach to artwork for returning to the student or sending on to the next judging level.

Submitting Entries to the Next Level of Judging

Each state has different regulations on the number of entries a unit may submit to the next level of judging. Please check with your state PTA for this number, as well as the deadline, mailing address, and any additional requirements for sending entries to the next level of judging.

All entries must be submitted in the appropriate format, as described below and specified by the state PTA office. Some states require paper copies of forms and Literature entries, but **all winning local entries must also include electronic copies of all forms. All arts entries must be submitted as electronic files, saved to a CD or DVD, as appropriate to each arts category.** Should you have any questions, please contact your State PTA office. Additional training materials will be posted to the National PTA website.

Naming and Labeling Entries

All electronic files must be saved with names using the following naming convention:

state abbreviation.arts category.grade level.student last name.student first name. (doc/pdf/mp3/pdf/flv)

All pages of hard copy documents, including the Student Entry Form, Consent Form(s), literature entries, Artists Statements, and other documents must also be labeled using the name above. **Please label each document in the bottom right hand corner.**

Visual Arts and Photography entries must be labeled only on the back of the artwork and should not be labeled on the front.

Dance Choreography and Film Production Entries:

- Each Dance Choreography and Film Production entry should be submitted on a DVD as an **.flv file**.
- Place the DVD into a plastic or cardboard container and label both the DVD and the container in **lower case** letters **exactly** in this order:

state abbreviation.arts category.grade level.student last name.student first name: flv

Example: md.dance.mid.smith.mary.flv OR md.film.mid.smith.mary.flv

Forms that accompany Dance Choreography and Film Production entries are to be labeled exactly as follows: **Please save typed Artist Statements and Consent Forms as word (.doc) files and handwritten statements and consents as .pdf files. Examples follow:**

- Student Entry Form should be labeled as follows:

state abbreviation.arts category.grade level.entry.student last name.student first name.pdf

Example: md.dance.mid.entry.smith.mary.pdf OR md.film.mid.entry.smith.mary.pdf

- Artist Statement should be labeled as follows:

state abbreviation.arts category.grade level.statement.student last name.student first name.doc

Examples: md.dance.mid.statement.smith.mary.doc OR md.film.mid.statement.smith.mary.doc

- Consent Form(s) are labeled as follows:

state abbreviation.arts category.grade level.consent.student last name.student first name.pdf

Examples: md.dance.mid.consent.smith.mary.pdf OR md.film.mid.consent.smith.mary.pdf

If an entry requires more than one consent form, place ALL consent forms together and save as ONE .pdf file.

Keep a copy of each dance and film entry for your files.

Literature Entries:

Label each page of the original literature entry. In the bottom right corner, write the following student label in the lower case letters as follows:

state abbreviation.arts category.grade level.student last name .student first name.

Example for typed entry: md.literature.mid.smith.mary.doc OR

Example of handwritten entry: md.literature.mid.smith.mary.pdf

Below is the format for the forms that you will put with each literature entry. Please save typed literature entries and Artist Statements as word (.doc) files and handwritten literature entries and artist statements as .pdf files.

- Student Entry Form should be labeled as follows:

state abbreviation.arts category.grade level.entry.student last name.student first name.pdf

Example: md.literature.mid.entry.smith.mary.pdf

- Artist Statement is labeled for typed or handwritten pages as follows:

state abbreviation.arts category.grade level.statement.student last name. student first name

Example: md.literature.mid.statement.smith.mary.doc

Keep a copy of the literature entry for your files. Make sure all copies are clearly legible. This may prove difficult when copying handwritten entries. Check all copies for legibility before mailing them to the next level.

Music Composition Entries:

Save each **Music Composition** entry on a CD as an **.mp3 file**. Place the CD into a plastic or cardboard container and label both the CD and the container in **lower case** letters **exactly** in this order:

state abbreviation.arts category.grade level.student last name.student first name.mp3

Example: md.music.mid.smith.mary.mp3

Any musical composition entries that include score should have the following label on each page of the score at the bottom right corner in **lower case** letters in this order:

state abbreviation.arts category.grade level.score.student last name.student first name.pdf

Example: md.music.mid.score.smith.mary.pdf

Below is the format for the forms that you will put with each Music Composition entry. Please save any Artist Statement that is typed as word (.doc) files and handwritten statements as .pdf files as shown in the examples below:

- Student Entry Form is labeled as follows:

state abbreviation.arts category.grade level.entry.student last name.student first name .pdf

Example: md.music.mid.entry.smith.mary.pdf

- Artist Statement is labeled as follows:

state abbreviation.arts category.grade level.statement.student last name. student first name

Example: md.music.mid.statement.smith.mary.doc

Keep a copy of the score and CD for your files.

Photography and Visual Art Entries:

Photography and Visual Art entries should be hung on a wall and photographed in the best possible light, without camera angles, and without protective wrappings that make it difficult for judges to fully appreciate and critique the work. Whether or not the work is photographed professionally the shot should be taken straight on and then cropped so that only the art work is visible in the photograph or art entry. Photography and Visual Art entries should then be saved as .jpeg images as shown below.

Label each Photography and Visual Art entry.

In the bottom right corner, write the following student label in the lower case letters as follows:

state abbreviation.arts category.grade level.student last name.student first name.jpg

Example: md.photography.mid.smith.mary.jpg OR md.vis art.mid.smith.mary.jpg

Below is the format for the forms that you will put with each Photography and Visual Art entry. Please save Artist Statement and Consent Forms that are typed as word(.doc) files and handwritten statements and consents as (.pdf) files as shown in the examples below.

- Student Entry Form is labeled as follows:

state abbreviation.arts category.grade level.entry.student last name.student first name.pdf

Example: md.photography.mid.entry.smith.mary.pdf or md.vis art.mid.entry.smith.mary.pdf

- Artist Statement labeled for typed or handwritten pages as follows:

state abbreviation.arts category.grade level.statement.last name.first name

Example: md.photography.mid.statement.smith.mary.doc or

md.visart.mid.statement.smith.mary.doc

- Consent Form(s) are labeled as follows:

state abbreviation.arts category.grade level.consent.student last name.student first name

Examples: md.photography.mid.consent.smith.mary.pdf or

md.vis art.mid.consent.smith.mary.pdf

If an entry requires more than one consent form, place ALL consent forms together and save as one .pdf file.

Keep a copy of each photography and visual art entry for your files.

When sending entries to the next level of judging, use a service that allows you to track and confirm receipt of entries from your end.

Submitting Required Forms

Along with the entries moving to the next level of judging, all unit chairpersons are required to submit:

- The appropriate PTA Participation Form (local, council, or district/region). All information is mandatory.
- A completed and signed original Student Entry Form for each entry, including the required Artist Statement in the space designated or on a separate page attached and identified with the student file name.

PTA Participation Form

National PTA requires each state to track the number of PTAs that participated and the total number of works entered in the state's program.

Therefore, all units are required to submit a participation form to the next level of judging along with their winning artwork. There are forms for local, council, and district/region PTAs. (Contact your state PTA office to access the forms.)

Label each Participation Form in the bottom right corner with the following label in **lower case** letters **exactly** in this order:

state abbreviation.participation.level. full PTA name
Example: md.participation.local.perryville elementary school PTA

Send an electronic copy to your next level up, then email an electronic copy to the National PTA at Reflections@pta.org.

PTA Master Entrants Form

National PTA uses information from a State Entrants form to identify, adjudicate, prepare awards, and for publicity for all national winning entries. This is also the form that is used to return artwork submitted to National PTA. It is therefore of the utmost importance that the information on this form is totally accurate, including correct spellings of student names and titles of works, full official name and contact information for local PTA units, etc. This Master Entrants Form therefore is simply a master record of the winning entries that is sent from local units to the next level of judging. Therefore, all units are required to submit this form to the next level of judging, so that when each state submits its Master State Entrants Form to National PTA along with state winning entries, the information received at National PTA is accurate. Please contact your State PTA office to access this form.

Label each Master Entrants Form in the bottom right corner with the following label in **lower case letters exactly** in this order:

state abbreviation.entrants.level. full PTA name

Example: md.entrants.local.perryville elementary school PTA.

Do not abbreviate any PTA name!

Send an electronic copy or CD to your next level up. Please keep copies of all forms for your records.

New! Packaging Entries

Pack the entry, CDs and DVDs, the Student Entry Form, Artist Statement, and Consent Form in a large manila envelope that opens and closes with a clasp. Do not glue the envelope shut, as it needs to be able to be opened and closed through various stages of judging. The envelope should be at least 8.5 x 11 inches, as the forms inside should not be folded. **Photography and Art students should tape the manila envelope to the back of their entry with the label showing.**



Label the outside of the clasp side of the envelope as follows:

**state abbreviation.arts category.grade level.student last
name.student first name**

Example: md.photography.mid.smith.mary

PTA Reflections Program

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.

- Your PTA/PTSA in good standing.
- All entries must be submitted in the appropriate format, as described below and specified by the state PTA office. Some states require paper copies of forms and Literature entries, but **all winning local entries must also include electronic files, saved to a CD or DVD, as appropriate for each art category.**

Literature, Music Composition, Photography, and Visual Arts Entries

- The CD must contain the following files:
 1. Student Entry Form File
 2. The Artist Statement Form File
 3. Consent Form(s) File
 4. Arts Category Entry File

The literature entries saved as Word (.doc) files if typed or PDF (.pdf) files if handwritten. The music files saved as .mp3 and the music score files saved as .pdf files. The photography and visual art files saved as .jpg files.

Dance Choreography and Film Production Entries

- The DVD must contain the following files:
 1. Student Entry Form File
 2. The Artist Statement Form File
 3. Consent Form(s) File
 4. The Arts Category Entry File (the .flv video)

Student Forms

- Labeled 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 18, parent guardian
 - Required labeled Artist Statement and Consent Form(s)

General Forms

- Appropriate PTA Participation Form completely filled out, labeled and sent electronically to the next level up (locals send to councils; councils send to state).
Electronic Copy emailed to National PTA at Reflections@pta.org**
- Master Entrants Form is completely filled out, labeled and sent electronically or provided on CD to the next level up.

Dance Choreography Entries

- Each DVD is packed in a plastic or cardboard container. DVD and container both are labeled as described above and placed in a manila envelope with clasp.
- Labeled Student Entry Form, Artist Statement, and Consent form(s) if needed, are placed into the same manila envelope with clasp.

Film Production Entries

- Each DVD is packed in a plastic or cardboard container. DVD and container both are identified with the student's name label as described above and placed a manila envelope with clasp.
- Labeled Student Entry Form, Artist Statement and Consent Form/s, if needed, are placed in the same manila envelope with clasp.

Literature Entries

- One original and two copies are included with each page labeled as described above in bottom right corner.
- Each literature entry is placed in a manila envelope with clasp.
- Labeled Student Entry Form and labeled Artist statement as described above are placed in manila envelope with clasp.

Musical Composition Entries

- Each CD is packed in a plastic or cardboard container, CD and container both labeled as described above and placed in a manila envelope with clasp.
- Labeled Scores included for middle and senior entries as described above and placed in manila envelope with clasp.
- Labeled Student Entry Form, Artist Statement and Consent form, if needed, are placed inside the manila envelope with clasp.

Photography Entries

- Submitted according to state instructions
- Labeled Student Entry Form, required Artist Statement, and Consent Form/s if needed, put into a manila envelope with clasp.

Visual Arts Entries

- Submitted according to state instructions
- Labeled Student Entry Form, Artist Statement, and Consent Form/s, if needed, are put into a manila envelope with clasp.

- Met deadline: _____
Packet sent to: _____
Phone: _____ E-mail: _____
Tracking information: _____
Confirmation of delivery: _____ Date: _____

(Please contact your Council, or State PTA if no Council, for deadlines and contact information for the next level of judging.)

Keeping Records

Keep copies of Student Entry Forms for PTA records. It is recommended that you document and make copies of all materials mailed to the next level of judging. File information in the PTA office so that there is a comprehensive log of all artwork submitted to the next level of judging. Keep a detailed record of all artwork being displayed in your community and returned to students.

Announcing National Award Recipients

The national award recipients are typically announced via press release in mid- to late May of each year. State PTA presidents and state arts chairs are notified via email. It is the responsibility of the state to contact students who have received national recognition, with the exception of national Outstanding Interpretation Award recipients. The National PTA office notifies the Outstanding Interpretation Award recipients and coordinates their travel to the National PTA Convention where they are recognized.

National PTA mails certificates to students after the National PTA Convention, typically by July or August.

National PTA Artwork Return Policy

National award-winning entries are featured in the online national PTA Reflections Program Gallery. Visual artworks and photographs that receive national awards are returned 2-3 years following their submission to National PTA. In some cases, artwork is displayed at the National PTA Headquarters, in other shows, or at and exhibits. Please notify all students and parents that the national office tries its best to return artwork to students within the above-mentioned time frame; however, if the artwork is being used to promote the Reflections Program, it may not be returned until a later date. The National PTA office will inform all national award recipients and their parents of any outside exhibits or showings of the Reflections Program national award-winning entries.

The National PTA office does not return literature, musical composition, dance choreography, or film production entries submitted to the national level of judging.

State PTA Artwork Return Policy

Please check with your state PTA office for its policy on returning artwork. Each state is responsible for returning artwork to participants as its policy specifies.

In case the family did not keep a personal copy, and for unit files, it is suggested that you make copies of any literature, musical composition, dance choreography, and film production entries submitted to the next level of judging.

Frequently Asked Questions

Participation

What is the Reflections Program deadline for units? All local, council, and district/region deadlines must be set in accordance with established state deadlines. National PTA does not set, alter, or record local or state deadlines for the Reflections Program.

Who is eligible to participate? Participation in the Reflections Program is open to any student through a local PTA/PTSA which has met the standards of affiliation (in good standing). In Maryland, local PTAs must meet all Maryland PTA Standards of Affiliation on or before February 1st in order to participate in the Maryland PTA Reflections program. It is the responsibility of the local unit to determine each student's eligibility in the Reflections Program.

May students participate through a local PTA not affiliated with their school? In Maryland, students may only participate in the Reflections Program through a PTA that is affiliated with their school.

May students no longer attending a PTA school still enter the Reflections Program through their former school? In Maryland, students no longer attending a PTA school may not enter the Reflections Program through their former school.

May home-schooled students participate in the Reflections Program? In Maryland, home-schooled students may not participate in the Reflections Program.

Under what division should developmentally challenged students participate? PTA believes that each child with a disability should be provided a free and appropriate public education. Therefore, the Reflections Program at the national level does not have a special division for students with disabilities. National PTA believes it is the right of parents to place their child in the Reflections Program grade division that best reflects the child's developmental age. Guidelines for state and local Reflections Programs may vary.

May developmentally or physically challenged students receive help from a parent or teacher? In literature and musical composition, students who are physically challenged may dictate to another person who may type or write down the original literary work or musical notation. Transcribers should make every attempt to retain the same level of language and accuracy that is reflected in the student's original work. Any other rules or policies regarding developmentally or physically challenged students are left up to the discretion of each state PTA and may be handled on a case-by-case basis.

Must the Student Entry Form have a parent's signature if the student is 18 or over? The Student Entry Form must be signed by a parent or legal guardian, as well as the student, if the student is under 18. If the student is 18 or over, the Student Entry Form needs only the student's signature.

May a piece of artwork be entered in more than one arts area of the Reflections Program? Each entry may be submitted in only one arts area. National PTA does not limit the number of entries a student may submit, or the number of arts areas in which a student may participate, but each entry may be considered for recognition in only one arts area.

May students use a piece of artwork created for another arts competition? All entries into the Reflections Program must be new pieces of artwork inspired by the current year's theme and created expressly for the program. Artwork produced before the dissemination of the theme or created and used for another competition or program may not be submitted.

Arts Areas

Dance Choreography

Does the choreographer (the student submitting the entry) have to be one of the performers? The choreography must be the work of one student and must demonstrate both creativity and interpretation of the theme. There is no limit on the number of dancers. The choreographer need not be one of the dancers.

Can a martial arts, gymnastics, ice skating, or synchronized swimming performance be submitted as a dance choreography entry? A dance choreography entry may employ any number of diverse forms of dance and/or inspiration from many areas, including sports. However, the primary choreography must utilize some of the core principles of dance. The entry submitted should not be a recording of a demonstration or routine used in a meet or competition for any sport.

How is traditional dance judged for originality and/or creativity? The modification of the steps and the interpretation of the dance are considered when judging a traditional dance for creativity and/or originality. An explanation of the origin of the dance and/or the significance of the choreography might be a useful addition to the artist statement when submitting a dance choreography entry that involves traditional cultural or regional dances.

Film Production

Does the student submitting the entry have to appear in the film? The student must be the director, screenwriter, and cameraperson. He or she does not have to appear in the film. If any minors appear in a film, the student submitting the entry should obtain the consent of the minors' parents/guardians. The names of any persons who appear in the film must be listed on the Student Entry Form.

Literature

May a student use unacceptable language in an entry? The Reflections Program makes no restriction on content or subject in the literature area. Students who are submitting entries created in a school setting should be mindful of school and/or local or state PTA standards for writing. Judges should be reminded that entries are to be reviewed for creativity, artistic merit, mastery of the medium, and interpretation of the theme.

Musical Composition

May students use notation software for creating musical composition scores? A student may use notation software. Imported MIDI files or files from other sources are not acceptable.

Photography and Visual Arts

May students submit computer-manipulated photos or visual arts pieces generated on a computer? The use of digital manipulation in the areas of photography and visual arts should be noted on the Student Entry Form, along with the software used.

Can stained glass or jewelry be submitted as a visual arts entry if it is less than 3/8 inch thick? Stained glass and jewelry may not be submitted to the Reflections Program. There is no way to ensure the safety of such pieces through the various levels of judging within the program.

May a student submit a bound book of photographs as a single photography entry? A collection of photographs, whether in a bound format or not, is not permissible. A student may submit more than one work, but each one must be submitted separately. A student may also submit a collage or photomontage as a single, cohesive, two-dimensional piece. Such a composite of photographs would be judged as one entry.



GENERAL STUDENT PARTICIPATION RULES

Students must adhere to the following General Student Participation Rules as well as the rules for their specific arts area.

The theme for the 2011–2012 PTA Reflections Program is — “Diversity Means...” Only new pieces of artwork inspired by the theme may be submitted.

Student Eligibility Through Local PTAs

Students must participate in the Reflections Program through a local PTA/PTSA in good standing. Parent groups not affiliated with National PTA are not eligible to sponsor this program. It is the responsibility of the state and local PTA/PTSA to determine each student’s eligibility in the Reflections Program. A student may develop an entry in or outside of school.

Grade Divisions

Students may enter the Reflections Program in the appropriate division for their grade. The divisions are as follows:

- Primary: **preschool–grade 2**
- Intermediate: **grades 3–5**
- Middle: **grades 6–8**
- Senior: **grades 9–12**

If students do not fall under specific grade divisions, National PTA suggests that they be grouped as follows:

- Primary: **up to age 7**
- Intermediate: **ages 8–10**
- Middle: **ages 11–13**
- Senior: **ages 14+**

It is the responsibility of the local PTA/PTSA to determine the appropriate division if necessary.

Arts Areas

Students may submit works in any of six arts areas:

- Dance Choreography
- Film Production
- Literature
- Musical Composition
- Photography
- Visual Arts

National PTA does not limit the number of entries a student may submit.

Originality

Each entry must be the original work of one student only. An adult may not alter the creative integrity of a student’s work. Because the program is designed to encourage and recognize each student’s individual creativity, help from an adult or collaboration with other students is not allowed. Only one student may be recognized as the award recipient for each entry. Other individuals may appear in or perform a student’s work, but the work itself—the dance choreography or film production (including screenplay, camerawork, and directing) or musical composition (including written score and any lyrics), etc. — must be the creative product of one student only. (See the specific arts area rules for details.)

Use of copyrighted material (other than recorded music in dance choreography and film production entries) is prohibited.

Plagiarism is defined as taking and using another person’s ideas, writings, or inventions as one’s own. Plagiarized entries will be disqualified and returned to the students.

Student Entry Form

All participants are required to complete and sign the Student Entry Form. Students who have not completely filled out the entry form will not be eligible to participate in the program. In situations where the child cannot fill out the entry form or write legibly, a parent may complete the form.

Beginning in 2011-2012, students must title their works. and the title must be included on the Student Entry Form. For most arts areas, students must also answer a few questions about how they created their works; see Required Information on the Student Entry Form.

All entries must also include an artist statement that describes how the piece relates to the theme. Each participant is required to submit an artist statement that describes what inspired him or her to create the work and how it relates to the theme. The artist statement is mandatory for all entries in all grade divisions. The statement may not exceed 250 words (1,000 characters maximum); there is no minimum length.

Children with Disabilities

PTA believes that each child with a disability should be provided a free and appropriate public education. Therefore, the Reflections Program at the national level does not have a special division for students with disabilities. National PTA believes it is the right of parents to place their child in the Reflections Program grade division that best reflects the child's developmental age. However, guidelines for state and local Reflections Programs may vary. Check with your state PTA for its guidelines.

Deadlines

Students must submit all works by the deadline established by their local PTA/PTSA. Each local PTA/PTSA sponsoring the program sets its own deadline for entries, in adherence with state, district/region, and council deadlines. Entries are judged at the local level and the top entries are forwarded to the next level of judging (council, district/region, or state). Direct all questions regarding deadlines or rules to your state PTA office or arts chair. National PTA does not record deadlines for local, council, district/region, or state PTAs.

Judging

All national entries are judged on artistic merit, creativity, mastery of the medium, and interpretation of the theme. Mastery of the medium in the context of the national Reflections Program pertains to the level of skill the student demonstrates in the basic principles/techniques of the arts area. However, a well-developed concept is more important than technique. Entries will be judged primarily on how well the student uses his or her artistic vision to portray the theme.

The Reflections Program makes no restriction on content or subject in artwork. Students who are submitting entries need to meet school and/or local and state PTA standards.

Each PTA determines its own judges for the program. Under no condition may parents or students contact the judges to dispute the status of an entry. All decisions of judges are final.



National PTA Reflections Program Dance Choreography

Students must adhere to the General Student Participation Rules as well as the following Dance Choreography Rules.

Description

A dance choreography entry must be an original choreographed dance recorded on a DVD. The choreography must be the work of one student and most demonstrate creativity and interpretation of the current Reflections Program theme. The choreographer may be the performer or one of the performers, but does not have to be. Costumes are not necessary. If costumes are used, however, the choreographer must also create the costumes or directly note that costumes are not his or her original work.

Whether an entry uses a variety of techniques or a simple approach, it will be judged primarily on how well a student uses his or her artistic vision to portray the theme. Therefore, it is very important that the student show a clear relation of the dance choreography to the theme. The connection should be made evident through the use of song, props, and the dance itself.

Traditional Dance

The modification of the steps and the interpretation of the dance are considered when judging a traditional dance for creativity and/or originality. An explanation of the origin of the dance and/or the significance of the choreography might be a useful addition to the artist statement when submitting a dance choreography entry that involves traditional cultural or regional dances.

Presentation

- Entries may not exceed five minutes.
- The choreography should directly relate to the theme.
- Submit a DVD of a performance of the choreography.
- The choreographer is not required to be the (or one of the) performer(s).

Recommendations for Quality Recordings

- Use a tripod to hold the camera still.
- Make sure there is plenty of lighting, especially if shooting indoors.
- Turn off all noise-making devices in the room (air conditioners, fans, telephones, etc.).
- Make sure the background music (if any) is audible on the recording.

Format

- Save the entry as a .flv file.
- The recorded performance should be saved as a file on the DVD, not as a DVD movie.
- Name the file in **lower case** letters *exactly* in this order:
state abbreviation.arts category.grade level.student last name.student first name.flv

Example: md.dance.mid.smith.mary.flv.

Grade levels should be indicated only as pri, int, mid, sen.

- Submit the DVD in a plastic or cardboard container, identify both the DVD and the container **with the file name, as indicated above.**

Labeling Your Documents and Files

Submissions that win at local levels will be forwarded to the next level of adjudication. Final judging of winning entries occurs at the national level where all entries are received in an electronic format using the file names outlined below. It is therefore very important to follow these instructions exactly when labeling files and forms.

- Label the bottom of each page submitted in hard copy with the appropriate file name as indicated.
- Place all file names in the **bottom right corner of each page**, so that identifying information can be easily concealed if needed.
- Do not write or type anything on the back of any page of paper.

Student Entry Forms

- Please complete all information on the Student Entry Form.
- Label the form in the **bottom right hand corner** as follows:

state abbreviation.arts category.grade level.student last name.student first name.pdf

For example: md.dance.mid.entry.smith.mary.pdf

- Any **background music** used in a Dance entry must be credited and documented on the Student Entry Form, by indicating **the title of the music, its composer and its performer/s**. If the entry's connection to the theme is expressed in the song choice, this should be explained in the artist's statement.
- The required **Title** and required **Artist Statement** should be included. If the required Artist statement is too long to fit on the form, please write "See Attachment" on the form. Then submit the Artist Statement in its entirety on a separate piece of paper. Label the artist statement as follows:

state abbreviation.arts category.grade level.statement.student last name.student first name.doc

For example: md.dance.mid.statement.smith.mary.doc

Consent Form

Completed and signed Consent Forms must be included for all individuals whose recognizable images or voices appear in a Reflections entry. Individuals over the age of eighteen may sign their own Consent Form. A parent or legal guardian must sign for individuals under the age of eighteen.

- Label each Consent Form in the **bottom right hand corner** as follows:

State abbreviation.arts category.grade level.consent.student last name.student first name.pdf

Example: md.dance.mid.consent.smith.mary.pdf

Packing

- Pack the DVD, Student Entry Form, Artist Statement, and Consent Form(s) in a large manila envelope that opens and closes with a clasp. **Do not glue the envelope shut**, as it needs to be able to be opened and closed through various stages of judging. The envelope should be at least 8.5 x 11 inches, as the forms inside should not be folded.



Label the outside of the clasp side of the envelope as follows:
State abbreviation.arts category.grade level.student last name.student first name

Example: md.dance.mid.smith.mary



National PTA Reflections Program Film Production

Students must adhere to the General Student Participation Rules as well as the following Film Production Rules.

Description

A film production entry must be an original work of fiction or nonfiction relating to the current Reflections Program theme. Entries may be with or without sound.

The student submitting the entry must be the director, screenwriter, and camera person. If using a computer, the student must do all the work. If the student chooses to appear in the production, a camera on a tripod may be used. All storyboarding, editing, etc. must be done by the student.

Whether an entry uses a variety of techniques or a simple approach, it will be judged primarily on how well the student uses his or her artistic vision to portray the theme.

Styles

- **Animation:** Animation may be drawn, created from a collection of objects, clay, torn paper, etc., or computer-generated.
- **Narrative:** A story told through the images created on film or computer. (This is not the same as a storyteller narrating an original story.)
- **Documentary:** A nonfiction documentary using narration, facts, and images.
- **Experimental:** A video that explores movement, light, and montage.
- **Media presentation:** Computer-generated media presentations must be completely original, and the student must do all the work. Cutting and pasting from other sources is not permitted. In addition, the use of software that allows the user to build a virtual environment using prefabricated characters and elements is not permitted. Any software that is used to create an entry should be used only to enhance and present the work of the student, not to provide the primary design.
- **PowerPoint presentations will not be accepted.** Students must adhere to copyright laws. Software should be used only to enhance and present the work of the student. Due to the fact that most graphic elements of PowerPoint presentations are copyrighted clip art, use of this program is prohibited.

Presentation

- Entries may not exceed five minutes.
- The film should directly relate to the theme.
- Submit a DVD of a performance of the film.
- The student submitting the entry is not required to appear in the film.

Use of Copyrighted Material

Films may include public places, well-known products, trademarks, or certain other copyrighted material as long as that copyrighted material is incidental to the subject matter of the piece and/or is a smaller element of a whole. The resulting work cannot try to establish an association between the student and the trademark/business/material, or influence the purchase/non-purchase of the trademarked good.

Recommendations for Quality Recordings

- Use a tripod to hold the camera still.
- Make sure there is plenty of lighting, especially if shooting indoors.
- Turn off all noise-making devices in the room (air conditioners, fans, telephones, etc.)
- Make sure the background music (if any) is audible on the recording.

Format

- Save the entry as an .flv file.

- The recorded performance should be saved as a file on the DVD, not as a DVD movie.
- Name the file in **lower case** letters *exactly* in this order:
state abbreviation.arts category.grade level.student last name.student first name.flv

Example: md.film.mid.smith.mary.flv
(Grade levels should be indicated only as pri, int, mid, sen)

- Submit the DVD in a plastic or cardboard container; identify both the DVD and the container **with the file name, as indicated above.**

Labeling Your Documents and Files

Submissions that win at local levels will be forwarded to the next level of adjudication. Final judging of winning entries occurs at the national level where all entries are received in an electronic format using the file names outlined below. It is therefore very important to follow these instructions exactly when labeling files and forms.

- Label the bottom of each page submitted in hard copy with the appropriate file name as indicated.
- Place all file names in the **bottom right corner of each page**, so that identifying information can be easily concealed if needed.
- Do not write or type anything on the back of any page of paper.

Student Entry Form

- Please complete all information on the Student Entry Form.
- Label the form in the **bottom right hand corner** as follows:

state abbreviation.arts category.grade level.student last name.student first name.pdf

For example: md.film.mid.entry.smith.mary.pdf

- Any **background music** used in a Film entry must be credited and documented on the Student Entry Form, by indicating **the title of the music, its composer and its performer(s)**. If the entry's connection to the theme is expressed in the song choice, this should be explained in the artist's statement.
- List the name of the individuals that appear in the film. Please ensure each individual completes a Consent Form.
- Was film editing software used? If so, name the software.
- The required **Title** and required **Artist Statement** should be included. If the required Artist statement is too long to fit on the form, please write "See Attachment" on the form. Then submit the Artist Statement in its entirety on a separate piece of paper. Label the artist statement as follows:

state abbreviation.arts category.grade level.statement.student last name.student first name.doc

Example for typed page: md.film.mid.statement.smith.mary.doc

Consent Form

Completed and signed Consent Forms must be included for all individuals whose recognizable images or voices appear in a Reflections entry. Individuals over the age of eighteen may sign their own Consent Form. A parent or legal guardian must sign for individuals under the age of eighteen.

- Label each Consent Form in the **bottom right hand corner** as follows:

State abbreviation.arts category.grade level.consent.student last name.student first name.pdf

Example: md.film.mid.consent.smith.mary.pdf

Packing

- Pack the DVD, Student Entry Form, Artist Statement, and Consent Form(s) in a large manila envelope that opens and closes with a clasp. **Do not glue the envelope shut**, as it needs to be able to be opened and closed through various stages of judging. The envelope should be at least 8.5 x 11 inches, as the forms inside should not be folded.



Label the outside of the clasp side of the envelope as follows:

State abbreviation.arts category.grade level.student last name.student first name

Example: md.film.mid.smith.mary



Students must adhere to the General Student Participation Rules as well as the following Literature Rules.

Description

A literature entry may be a work of fiction or nonfiction. Prose, poetry, and drama are all accepted. The entry must relate to the current Reflections Program theme.

Literature entrants are not to borrow from copyrighted material.

Whether an entry uses a variety of techniques or a simple approach, it will be judged primarily on how well the student uses his or her artistic vision to portray the theme.

Presentation

- Entries must not exceed 2,000 words.
- One original and two copies of the entry are to be submitted.
- Entries may be handwritten or typed.
- Illustrated entries, including “books,” with pictures drawn by the student are acceptable; however, only literary content is judged.
- Collections of poems or short stories are not accepted.
- Entries are to reflect grade-appropriate grammar, punctuation, and spelling.

Dictation and Typing

- Students may have their entries typed by another person as long as the original work or a copy of the original work is attached.
- Students who are physically challenged or students in pre-school, kindergarten or 1st grade may dictate to another person who may type or write down the original work.
- Transcribers should make every attempt to retain the same level of language and accuracy that is reflected in the student’s original work.

Translation

- Students for who English is not their first language may submit literature entries in their own language. **An interpretive translation in English must accompany the entry.**
- Translators should make every attempt to retain the same level of language and accuracy that is reflected in the student’s original work.

Format

- Submit Literature entries on 8 ½ inches by 11 paper.
- Entries should be printed single sided only.
- Number all pages.
- Please do not mount the pages. In Maryland, submitting literature entries in clear plastic sheet protectors, one per page, is encouraged. Please secure the tops of the sheet protectors with a paper clip.
- If more than one page is a part of the entry, please clip the pages together. No staples, report covers or folders, please.
- Label each page of the Literature entry on the bottom right corner in **lower case letters exactly** as follows:

State abbreviation.arts category.grade level.student last name.student first name

Example (for typed pages): md.literature.mid.smith.mary.doc

Example (for handwritten pages): md.literature.mid.smith.mary.pdf

Grade levels should be indicated only as pri, int, mid, sen

Labeling Your Documents and Files

Submissions that win at local levels will be forwarded to the next level of adjudication. Final judging of winning entries occurs at the national level where all entries are received in an electronic format using the file names outlined below. It is therefore very important to follow these instructions exactly when labeling files and forms.

- Label the bottom of each page submitted in hard copy with the appropriate file name as indicated.
- Place all file names in the **bottom right corner of each page**, so that identifying information can be easily concealed if needed.
- Do not write or type anything on the back of any page of paper.

Student Entry Form

- Please complete all information on the Student Entry Form.
- Label the form in the **bottom right hand corner** as follows:

state abbreviation.arts category.grade level.student last name.student first name.pdf

For example: md.literature.mid.entry.smith.mary.pdf

- The required **Title** and required **Artist Statement** should be included. If the required Artist statement is too long to fit on the form, please write “See Attachment” on the form. Then submit the Artist Statement in its entirety on a separate piece of paper. Label the artist statement as follows:

state abbreviation.arts category.grade level.statement.student last name.student first name.doc

Example: md.literature.mid.statement.smith.mary.doc

Consent Form

Completed and signed Consent Forms must be included for all individuals whose recognizable images or voices appear in a Reflections entry. Individuals over the age of eighteen may sign their own Consent Form. A parent or legal guardian must sign for individuals under the age of eighteen.

- Label each Consent Form in the **bottom right hand corner** as follows:

State abbreviation.arts category.grade level.consent.student last name.student first name.pdf

Example: md.literature.mid.consent.smith.mary.pdf

Packing

- Pack the literature entry, Student Entry Form, Consent Form(s), and Artist Statement in a large manila envelope that opens and closes with a clasp. **Do not glue the envelope shut,** as it needs to be able to be opened and closed through various stages of judging. The envelope should be at least 8.5 x 11 inches, as the forms inside should not be folded.



Label the outside of the clasp side of the envelope as follows:

State abbreviation.arts category.grade level.student last name.student first name

Example: md.literature.mid.smith.mary



National PTA Reflections Program Music Composition

Students must adhere to the General Student Participation Rules as well as the following Literature Rules.

A music composition entry may be for voice, instruments, or a combination of voice and instruments. Lyrics may or may not be included in vocal compositions. The composition is not to exceed five minutes. The entry must relate to the current Reflections Program theme.

The use of composition software is permitted. The recording submitted may capture performers in real-time or may make use of a sound library generated performance of a score composed in its entirety by the student participant. The entry may not include commercially pre-programmed imported MIDI or other source files, or use algorithmic composition software.

Use of notation software for the purpose of creating scores and printed parts is permitted. Whether the score is handwritten or computer-generated, appropriate instrumentation and voicing are required for the performance.

Music Composition entrants are not to borrow from copyrighted material.

Whether an entry uses a variety of techniques or a simple approach, it will be judged primarily on how well a student uses his or her artistic vision to portray the theme.

Presentation

- Entries may not exceed five minutes.
- The music composition should directly relate to the theme.
- Submit a CD of a performance of the composition.
- The composer is not required to be the performer (or one of the) performer(s).

Recommendations for Quality Recordings

- Do not place the recording device on top of an instrument or speakers.
- Turn off all noise-making devices in the room (air conditioners, fans, telephones, etc.).
- Record a short test and listen to it. If needed, improve recording quality by changing the record volume or microphone location.
- Make sure the music is audible on the recording.
- Return to the beginning of the CD and record two seconds of silence; then start performing your composition. Finish with another two seconds of silence.

Format

- Save the entry as an **.mp3** file.
- The recorded performance should be saved as a file on a CD, not as a CD/DVD movie.
- Name the file in **lower case** letters *exactly* in this order:
state abbreviation.arts category.grade level.student last name.student first name.mp3

Example: md.music.mid.smith.mary.mp3
(Grade levels should be indicated only as pri, int, mid, sen)

- Submit the CD in a plastic or cardboard container; identify both the CD and the container **with the file name, as indicated above.**

Musical Notation

Whether a student must submit musical notation is determined by his or her grade division:

- **Primary and Intermediate:** No notation is required. Iconic notation may be submitted. Iconic notation is “made-up” notation.
- **Middle and Senior:** Notation, either traditional or tablature, is required.

- A student’s composed work may be performed by a group or may make use of a sound library generated performance of a score composed in its entirety by the student participant.

- **Score:**

____ Score pages should be numbered and no larger than 8.5 inches by 11 inches.

____ Do not mount or bind the scores.

____ **Number each page.**

____ **Label each page of the score as follows:**

State abbreviation.arts category.grade level.score.student last name.student first name.pdf

Example: md.music.mid.score.smith.mary.pdf

Labeling Your Documents and Files

Submissions that win at local levels will be forwarded to the next level of adjudication. Final judging of winning entries occurs at the national level where all entries are received in an electronic format using the file names outlined below. It is therefore very important to follow these instructions exactly when labeling files and forms.

- Label the bottom of each page submitted in hard copy with the appropriate file name as indicated.
- Place all file names in the **bottom right corner of each page**, so that identifying information can be easily concealed if needed.
- Do not write or type anything on the back of any page of paper.

Student Entry Form

- Please complete all information on the Student Entry Form.
- Label the form in the **bottom right hand corner** as follows:

state abbreviation.arts category.grade level.entry.student last name.student first name.pdf

For example: md.music.mid.entry.smith.mary.pdf

- On the student Entry Form, please answer the following:
 - Name(s) of person(s) who performed your composition.
 - Did you use traditional or MIDI instrumentation?
 - If you used composition software, what software did you use?
- The required **Title** and required **Artist Statement** should be included. If the required Artist statement is too long to fit on the form, please write “See Attachment” on the form. Then submit the Artist Statement in its entirety on a separate piece of paper. Label the artist statement as follows:

state abbreviation.arts category.grade level.statement.student last name.student first name.doc

Example: md.music.mid.statement.smith.mary.doc

Consent Form

Completed and signed Consent Forms must be included for all individuals whose recognizable images or voices appear in a Reflections entry. Individuals over the age of eighteen may sign their own Consent Form. A parent or legal guardian must sign for individuals under the age of eighteen.

- Label each Consent Form in the **bottom right hand corner** as follows:

State abbreviation.arts category.grade level.consent.student last name.student first name.pdf

Example: md.music.mid.consent.smith.mary.pdf

Packing

- Pack the Student Entry Form, Artist Statement, and Consent Form(s) in a large manila envelope that opens and closes with a clasp. **Do not glue the envelope shut**, as it needs to be able to be opened and closed through various stages of judging. The envelope should be at least 8.5 x 11 inches, as the forms inside should not be folded.



Label the outside of the clasp side of the envelope as follows:

State abbreviation.arts category.grade level.student last name.student first name

Example: md.music.mid.smith.mary



Students must adhere to the General Student Participation Rules as well as the following Film Production Rules.

Description

A photography entry must be an original black-and-white or color image produced by a photographic process. The entry must relate to the current Reflections Program theme.

The entry may incorporate such techniques as photomontage, multiple exposure, negative sandwiches, and photograms. Images may be manipulated conventionally or digitally. Images should demonstrate the student's proper use of photographic techniques such as depth of field and exposure. The images may be created using various lenses, filters, and light sources. Photographs with added graphics over the image, including lettering, are not acceptable.

Whether an entry uses a variety of techniques or a simple approach, it will be judged primarily on how well the student uses his or her artistic vision to portray the theme.

Presentation

- A single print or collage may not exceed 11 inches by 14 inches, including a mat.
- Mount all prints on a cardboard mat, poster board, or some other sturdy material.
- Protecting the work with shrink-wrap or a transparent plastic cover is optional by highly recommended.
- Framed entries, original film (negatives or transparencies), and multidimensional pieces are not accepted.

Use of Copyrighted Material

Use of copyrighted material, including copyrighted cartoon characters or other such material, is not acceptable in any Photography submission, with the following exceptions:

- Photographs may include public places, well-known products, trademarks, or certain other copyrighted material as long as that copyrighted material is incidental to the subject matter of the association between the student and the trademark/business/material, or influence the purchase/non-purchase of the trademarked good.

Format

- Label the entry on the back in **lower case** letters *exactly* in this order:
state abbreviation.arts category.grade level.student last name.student first name.jpg

Example: md.photography.mid.smith.mary.jpg
(Grade levels should be indicated only as pri, int, mid, sen)

Labeling Your Documents and Files

Submissions that win at local levels will be forwarded to the next level of adjudication. Final judging of winning entries occurs at the national level where all entries are received in an electronic format using the file names outlined below. It is therefore very important to follow these instructions exactly when labeling files and forms.

- Label the bottom of each page submitted in hard copy with the appropriate file name as indicated.
- Place all file names in the **bottom right corner of each page**, so that identifying information can be easily concealed if needed.
- Do not write or type anything on the back of any page of paper.

Student Entry Form

- Please complete all information on the Student Entry Form.
- Label the form in the **bottom right hand corner** as follows:

state abbreviation.arts category.grade level.entry.student last name.student first name.pdf

For example: md.photography.mid.entry.smith.mary.pdf

- Give the dimensions of the work in inches, including mat.
- Give location and date of shot.
- Describe the type of camera and process used in developing the entry.
- The required **Title** and required **Artist Statement** should be included. If the required Artist statement is too long to fit on the form, please write “See Attachment” on the form. Then submit the Artist Statement in its entirety on a separate piece of paper. Label the artist statement as follows:

state abbreviation.arts category.grade level.statement.student last name.student first name.doc

Example: md.photography.mid.statement.smith.mary.doc

Consent Form

Completed and signed Consent Forms must be included for all individuals whose recognizable images or voices appear in a Reflections entry. Individuals over the age of eighteen may sign their own Consent Form. A parent or legal guardian must sign for individuals under the age of eighteen.

- Label each Consent Form in the **bottom right hand corner** as follows:

State abbreviation.arts category.grade level.consent.student last name.student first name.pdf

Example: md.photography.mid.consent.smith.mary.pdf

Packing

- Pack the Student Entry Form, Artist Statement, and Consent Form(s) in a large manila envelope that opens and closes with a clasp. **Do not glue the envelope shut,** as it needs to be able to be opened and closed through various stages of judging. The envelope should be at least 8.5 x 11 inches, as the forms inside should not be folded.
- Attach this manilla envelope to the back of the protective covering of you photograph with masking tape. Tape only the two sides of the envelope, **not the top or the bottom of the envelope.**



Label the outside of the clasp side of the envelope as follows:

State abbreviation.arts category.grade level.student last name.student first name

Example: md.photography.mid.smith.mary



National PTA Reflections Program

Visual Arts

Students must adhere to the General Student Participation Rules as well as the following Film Production Rules.

Description

A visual arts entry must be an original print, drawing, painting, collage, photographic collage, metal etching or punch work, fiber work, or computer-generated artwork that relates to the current Reflections Program theme.

Whether an entry uses a variety of techniques or a simple approach, it will be judged primarily on how well the student uses his or her artistic vision to portray the theme.

Presentation

- All art must be flat and may not be more than 3/8 inch thick. This includes all two-dimensional materials and images, including small, flat items (such as string, fabric, and screening) that have maximum surface contact with the face of the image. Nothing three-dimensional (noodles, beans, beads, boxes, etc.) may extend off the surface of the work.
- No art may exceed 24 inches by 30 inches, including mat.
- Entries may be submitted on paper, canvas board, cardboard, hot or cold pressboard, or canvas (not to exceed 3/8-inch thickness).
- Mount all paper or canvas entries on sturdy cardboard mats, but not in wood, metal, plastic, or glass frames.
- Protecting the work with a transparent plastic cover is optional but highly recommended.
- Lamination is discouraged because it can permanently damage the surface of the artwork.

Works Not Accepted

- Sculpture, ceramics, and other three-dimensional artwork
- Stained glass and jewelry, regardless of thickness
- Reproduction or enlargements of other artwork

Use of Copyrighted Material

Use of copyrighted material, including any copyrighted cartoon characters or other such material is not acceptable in any Visual Arts submission, with the following exceptions:

- Visual art work may include public places, well-known products, trademarks, or certain other copyrighted material as long as that copyrighted material is incidental to the subject matter of the piece and/or is a smaller element of a whole. The resulting work cannot try to establish an association between the student and the trademark/business/material, or influence the purchase/non-purchase of the trademarked good.
- Visual arts collages may include portions of existing copyrighted works, such as photographs, magazine clippings, Internet images, and type cut out of a newspaper, as long as those portions of copyrighted works are used to create a completely new and different work of art. A collage should be judged for its whole, not by its parts, and whether the resulting work stands as a creative, original work of art on its own.

Format

- Label the Visual Art entry on the back of the artwork in **lower case** letters *exactly* in this order:

state abbreviation.arts category.grade level.student last name.student first name.jpg

Example: md.vis art.mid.smith.mary.jpg

Grade levels should be indicated only as pri, int, mid, sen.

Labeling Your Documents and Files

Submissions that win at local levels will be forwarded to the next level of adjudication. Final judging of winning entries occurs at the national level where all entries are received in an electronic format using the file names outlined below. It is therefore very important to follow these instructions exactly when labeling files and forms.

- Label the bottom of each page submitted in hard copy with the appropriate file name as indicated.
- Place all file names in the **bottom right corner of each page**, so that identifying information can be easily concealed if needed.
- Do not write or type anything on the back of any page of paper.

Student Entry Form

- Please complete all information on the Student Entry Form.
- Label the form in the bottom right hand corner as follows:

state abbreviation.arts category.grade level.entry.student last name.student first name.pdf

Example: md.vis art.mid.entry.smith.mary.pdf

- Give the dimensions of the work in inches, including mat.
- Please describe the medium used (crayons, oil on canvas, etc).
- The required **Title** and required **Artist Statement** should be included. If the required Artist statement is too long to fit on the form, please write “See Attachment” on the form. Then submit the Artist Statement in its entirety on a separate piece of paper. Label the artist statement as follows:

state abbreviation.arts category.grade level.statement.student last name.student first name.doc

Example: md.vis art..mid.statement.smith.mary.doc

Consent Form

Completed and signed Consent Forms must be included for all individuals whose recognizable images or voices appear in a Reflections entry. Individuals over the age of eighteen may sign their own Consent Form. A parent or legal guardian must sign for individuals under the age of eighteen.

- Label each Consent Form in the **bottom right hand corner** as follows:

State abbreviation.arts category.grade level.consent.student last name.student first name.pdf

Example: md.vis art.mid.consent.smith.mary.pdf

Packing

- Pack the Student Entry Form, Artist Statement, and Consent Form(s) in a large manila envelope that opens and closes with a clasp. **Do not glue the envelope shut**, as it needs to be able to be opened and closed through various stages of judging. The envelope should be at least 8.5 x 11 inches, as the forms inside should not be folded.
- Attach this manilla envelope to the back of the protective covering with masking tape. Tape only the two sides of the envelope, **not the top or the bottom of the envelope**.



Label the outside of the clasp side of the envelope as follows:

State abbreviation.arts category.grade level.student last name.student first name

Example: md.photography.mid.smith.mary

Directions for the Maryland PTA **Student Entry Form**

Only use the Maryland PTA Reflections Program Student Entry Form found on the Maryland PTA website, www.mdpta.org, under the Reflections Tab.

Please fill in the Student Entry Form on-line so that all required information is typed. This helps eliminate mistakes. Hand written entries are discouraged by Maryland PTA and not accepted by National PTA. The electronic on-line form is very easy to use. If you need extra help, please contact your local or Council Reflections chairperson or you can call Maryland PTA for additional help, 1-800-707-7972.

- 1.** At the top of the page, enter the student's current age, grade, and mark the box for gender by clicking on the square.
- 2.** Grade Division – click the square which corresponds to your child's grade.
- 3.** Arts Area – click the art area, please select only one. You will need to fill out separate forms for multiple entries.
- 4.** Title of Work – type in the title. A title is REQUIRED this year (“Untitled” is not a title).
- 5.** Required Artist Statement – Each participant is required to submit an artist statement that describes what inspired him or her to create the work and how it relates to the theme. The artist statement is mandatory for all entries in all grade divisions. The statement may not exceed 250 words (1,000 characters maximum); there is no minimum length. The Student Entry Form provides a space to type the artist statement; if the statement does not fit in the space given, it must be written on a separate page and labeled in the lower right corner according to the directions given for the rules of the specific art area.
- 6.** Required Information – fill in all of the required information under the corresponding art area. All required information pertaining to your student's art area must be completed.
- 7.** Student Information – type in the student's name, address, city, state, zip code, phone number, and e-mail address.
- 8.** Next, skip to the Additional Required State Information section just below the signatures. Make sure the name of your PTA County Council is filled in if you have an active County Council. The “Other Maryland PTA Requirements” refers to the required Standards of Affiliation. Each local PTA participating in the Reflections program must have met all Standards of Affiliation by February 1, 2012 (the date all council entries are due to the state office for judging) in order to participate in Reflections. If you have any questions about your PTA's Standard of Affiliation, contact your local PTA president, your PTA Council, or Maryland PTA.
- 9.** The bottom portion is to be completed by the local PTA. If your form is not complete, contact your PTA's Reflections chair or unit president for help.
- 10.** Save your form and print out a copy for your child and you to sign. Sign the form.
- 11.** Include a copy of your form with your student's entry according to the directions provided on the rule sheet corresponding to the art area.

Insert sample student entry form

here



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

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: Requires 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

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

When is a Consent Form NOT Needed?

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

Examples: Does Not Need 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[®] ReflectionsSM 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

Parent/Guardian Signature

Date

For Use of an Adult's Image or Voice

I am 18 years of age or older and I consent to participate in the taping, photographing, or audio recording of an entry in the PTA[®] ReflectionsSM 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: _____

Name of consenting adult: _____

Date

Signed: _____



PTA Reflections Theme Search Contest
STUDENT SUBMISSION FORM | 2013–2014 THEME

National PTA is looking for a theme for the 2013–2014 Reflections Program year. The student who submits the winning entry will receive a cash award and his or her theme will be presented at the 2012 National PTA Convention. Please review the past themes listed on the next page. Repeat themes will not be considered. Use this form to submit theme ideas. Only signed original forms will be considered.

Please submit entries to your State PTA office.

State deadline for theme submissions: November 4, 2011

Local PTA/PTSA name _____

PTA/PTSA president's name _____

PTA/PTSA address _____

City _____ State _____ ZIP _____

Daytime phone () _____ E-mail address _____

Eight-digit PTA ID 00 _ _ _ _ _ School name _____

Student's name _____ Grade _____

Student's address _____

City _____ State _____ ZIP _____

Daytime phone () _____ E-mail address _____

Theme idea _____

Student's signature _____

Parent/guardian's signature _____

