MARYLAND PTA REFLECTIONS PROGRAM

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INFORMATION FOR LOCAL AND COUNCIL REFLECTIONS CHAIRS
Welcome to this year’s National PTA Reflections Program. Over 700,000 students participate annually in this cultural arts program. Last year over 8,000 Maryland students from 230 PTAs participated. We hope that with your support, even more students will take the opportunity to share their world via the Reflections Program, expressing their feelings, thoughts and ideas creatively through Dance, Literature, Music, Photography, Visual Arts, and Film/Video.

Important Timesaving Notes!

• **Before duplicating** the Official Entry Form and Theme Search Form on white paper, it is recommended that local PTA unit Reflections Chairs complete the **mandatory** local PTA information at the bottom of the Official Entry Form. The eight-digit PTA ID number is located in the upper left corner of each PTA President’s mailing label on materials from National PTA, such as Our Children Magazine. It is also located on the PTA unit membership card. This will save having to complete each entry form individually later. **Note:** the local PTA good standing status area must be completed.

• Students are encouraged to **include a title** for their entries and **complete the “optional artist statement”** section of the entry form. This information greatly assists the judges.

• Prior to forwarding entries to the council Reflections Chair for judging, local PTA chairs **must complete the Requirements Checklist and Forms A & C**, and include them with the entries. Councils must complete Council Forms B & D and include it with their entries sent to Maryland PTA. Local chairs and council chairs are encouraged to complete forms C & D electronically using Microsoft Excel spreadsheet. A template is available on the Maryland PTA website, [www.mdpta.org](http://www.mdpta.org), under the keyword Reflections.

Local PTAs will judge entries from their unit then submit up to four entries in each division and category to their council PTA for judging. Each local Reflections chair should contact their Council Reflections Chair or Council President for coordination. **Locals must submit entries and forms directly to their PTA Council.** Maryland PTA will only accept entries from Councils, not directly from local PTAs, with two exceptions. Locals whose Councils do not have a Reflections program may submit entries directly to Maryland PTA.

**LOCAL DEADLINE FOR SUBMISSION TO COUNCIL:** Tuesday, January 2, 2008

PTA Councils will judge entries from local schools then submit up to four entries in each division and category to Maryland PTA for judging.

**COUNCIL DEADLINE FOR SUBMISSION TO STATE:** Friday, February 2, 2008

**TYPES OF AWARDS PRESENTED BY MARYLAND PTA:**

• **Outstanding Interpretation of Theme:** Up to 24 students statewide may receive the Outstanding Interpretation of Theme Award. One recipient may be selected in each of the four age divisions for each of the six arts categories.

• **Award of Excellence:** Up to 48 award recipients statewide can receive the Award of Excellence. Two recipients may be selected in each of the four age divisions for each of the six arts categories.

• **Award of Merit:** Additional award recipients in each category and age division may receive the Award of Merit. (Similar to an Honorable Mention).

• **Participation Certificates:** All entrants whose works are submitted for judging at the state level are recognized either with an award certificate or a participation certificate. Outstanding Interpretation of Theme, Award of Excellence and Award of Merit winners may receive additional recognition, and may be asked to perform at the State Reflections Awards Ceremony.

**Note:** Contact the Maryland PTA office to request the Reflections Program rules in Spanish.
MARYLAND PTA Reflections Program
“\textit{I can make a difference by…}”
LOCAL PTA 2007-2008 REQUIREMENTS CHECKLIST

\textbf{Include the original of this list with your entries.} The requirements checklist is helpful in preparing your local Reflections Program packet for submission to your PTA Council Cultural Arts or Reflections Chair. Please make a copy of this list for your records. If the local packet is not complete, it may be disqualified.

\textbf{REMEMBER: COUNCIL ENTRY DEADLINE IS TUESDAY, JANUARY 2, 2008}

\textbf{FORMS}

\begin{itemize}
  \item Official entry forms prepared only on \textit{white} paper and completely filled out in \textit{DARK INK}.
  \item National PTA ID number (found on National PTA mailing labels & Membership cards)
  \item Original signatures of student and parent
  \item Confirmation that your PTA is in good standing* 
    \begin{itemize}
      \item 2006-2007 Membership Dues were mailed to Maryland PTA in \underline{______________}(mm/yy)
      \item Local PTA Bylaws last approved by Maryland PTA in \underline{____________________}(mm/yy)
      \item Local PTA incorporated in \underline{____________________}(mm/yy)
      \item Local PTA liability insurance paid to council in \underline{____________________}(mm/yy)**
    \end{itemize}
  \end{itemize}

*MARYLAND PTA WILL NOT JUDGE ENTRIES FROM PTAs THAT ARE NOT IN GOOD STANDING

**If required by Council

\begin{itemize}
  \item Local PTA Participation Form (Form A) completely filled out
  \item Entrant listing (Form C) completely filled out. Email electronic version to Council Reflections Chair.
    \begin{itemize}
      \item \textit{NOTE: Elementary school PTAs with student entries in Primary (pre K-2) and Intermediate (3-5) Divisions should complete one Form A and one Form C for Primary entries PLUS a second set of forms for Intermediate entries.}
    \end{itemize}
  \item Retain an extra copy of all forms for your files.
\end{itemize}

\textbf{PACKING INSTRUCTIONS}

\textbf{DANCE CHOREOGRAPHY AND FILM/VIDEO PRODUCTION ENTRIES}

\begin{itemize}
  \item Original work of student submitted. Video of the student’s work must be submitted. View the video to verify that it is complete and clear. Entry must not exceed 5 minutes.
  \item Place the video in a container. Identify both the video and container with the student’s name, grade division, PTA unit name, state, year and playing time. Submit video in a 9 x 12 inch envelope.
  \item Attach a sheet protector to the envelope containing the video, leaving the top of sheet protector open and accessible. Place the entry form into the sheet protector.
  \item \textit{Optional:} Locals may want to copy the videos submitted to Council. Retain a copy of the entry forms for your files. DANCE AND FILM ENTRIES WILL NOT BE RETURNED.
\end{itemize}

\textbf{LITERATURE ENTRIES}

\begin{itemize}
  \item Original work on any kind of paper, not to exceed 8½ by 11 inches. (dark letters on light paper duplicate best)
\end{itemize}
☐ No student information may be visible on the front of any page.

☐ Number all pages.

☐ Attach a sheet protector to the back of a letter-size manila folder, and place the entry form into the sheet protector, leaving the top open and accessible. Place the original entry plus 3 copies in the folder. (NOTE: The National Literature rules only require the original plus one copy. It is the local PTA’s responsibility to make the two additional copies to submit to Council judging.)

☐ Student’s name and school only on the back of each page of the original entry.

☐ No student information should appear on the 3 copies.

☐ Optional: Locals may want to retain a copy of Literature entries submitted to Council. Retain a copy of the entry forms for your files. LITERATURE ENTRIES WILL NOT BE RETURNED.

VISUAL ARTS ENTRIES

☐ Original work of student submitted. No student information may be visible on the front of entry.

☐ Flat, ⅜ inch thickness maximum, no larger than 24 x 30 inches (including mat)

☐ Mounted on sturdy cardboard or foamboard.

☐ Shrinkwrap or tape clear cello-wrap plastic over front of entry to protect work (no Saran wrap)

☐ Use masking tape to attach a sheet protector to the back of the entry outside the shrinkwrap, leaving the top of the sheet protector open and accessible. Place entry form into the sheet protector.

☐ Optional: Locals may want to photograph the Visual Arts entries submitted to Council. Retain a copy of the entry forms for your files. VISUAL ARTS ENTRIES WILL BE RETURNED

PHOTOGRAPHY ENTRIES

☐ Original work of each student submitted. No student information may be visible on the front of entry.

☐ Flat, ⅜ inch thickness maximum, no larger than 11 x 14 inches, including mat.

☐ Mounted on sturdy cardboard or foamboard.

☐ Shrinkwrap or tape clear cello-wrap plastic over front of entry to protect work. (no Saran wrap)

☐ Use masking tape to attach a sheet protector to the back of the entry outside the shrinkwrap, leaving the top of the sheet protector open and accessible. Place the entry form into the sheet protector.

☐ Optional: Locals may want to photograph the Photography entries submitted to Council. Retain a copy of the entry forms for your files. PHOTOGRAPHY ENTRIES WILL BE RETURNED.

MUSICAL COMPOSITION ENTRIES

☐ Original work of student submitted. Required music questions answered on official entry form. Listen to the entry to verify that it is complete and clear. Entry must not exceed 5 minutes.

☐ Submit the audiocassette or CD in a plastic or cardboard container; identify both the audiocassette/CD and container with the student’s name, grade division, PTA name, state, year, and playing time. Pack the audiocassette or CD and the score (if supplied) in a 9 x 12 inch envelope. Middle/junior and senior division entries require a score in a standard notation. (NOTE: The National Musical Composition rules state that the student submits the written score, if applicable. It is the local PTA’s responsibility to make three additional copies to submit to Council judging.)

☐ Place the entry form in a sheet protector and tape it to the envelope leaving the top of sheet protector open and accessible.

☐ Optional: Locals may want to copy the recordings submitted to Council. Retain a copy of the entry forms for your files. MUSIC ENTRIES WILL NOT BE RETURNED.
RESPONSIBILITIES OF LOCAL PTA REFLECTIONS CHAIRS

- It is your responsibility to convey to all students and parents the importance of following all rules of general participation and of the specific categories, so that each entry may have the best chance for placement at the Council, State and National levels.

- Your willingness to **double-check all forms and entries** for completeness and for proper mounting will help your students progress further in the judging process. **Verify the spelling of each entrant’s name.**

- Your verification of your PTA’s good standing (current dues and bylaws) will prevent disqualification of entries from your PTA.

OFFICIAL ENTRY FORMS

- Individual entries must be legible, filled out completely, in black ink on white paper only.
- Students must **PRINT** names, addresses, etc.
- Local school/PTA information is printed and filled in completely.
- **No abbreviations of any kind in any area.**
- Students and parents or guardians **MUST** sign the forms themselves – do not sign for them.

FORMS A & C & REQUIREMENTS CHECKLIST

- Make copies for your files before sending entries to your PTA Council.
- Include **all totals** requested in the appropriate columns, not just the entries submitted to PTA Council.
- **ALL** spaces must be completed on the forms – **NO BLANK SPACES.**
- Place these forms together and package them in a envelope with your PTA name labeled clearly.
- Completion of the Forms A & C and Requirements Checklist will help minimize problems related to incomplete entries. The participation numbers given on Form A enables National PTA to count student participation for sponsorship

LOCAL JUDGING

- Strive for selections showcasing the creative abilities and widest possible representation across all students within a grade division. Interpretation of the theme is the most important judging criterion, and judges should apply age appropriate skill assessments to each work.
- The total number of entries that may be forwarded from Local to Council in each grade division in each category is 4. The total number of entries per age division (4 entries per category x 6 categories) is 24. PTAs which have students in more than one grade division within their schools may submit up to 24 entries for each grade division.
- Contact your PTA Council Cultural Arts or Reflections Chair for council procedures for displaying and/or returning remaining entries to your local PTAs.

COUNCIL JUDGING

- Strive for selections showcasing the creative abilities and widest possible representation across all students within a grade division.
- The total number of entries that may be forwarded from Council to State in each grade division in each category is 4. The total number of entries per age division (4 entries per category x 6 categories) is 24.

STATE JUDGING

- Each entry in each age division receiving Outstanding Interpretation of Theme Awards (maximum of 24 entries) will be submitted to National PTA for national judging.
- Digital photographs are taken of all Photography and Visual Arts entries winning state awards for use in display and on the Maryland PTA website.
• Copies of Literature entries and Musical Composition scores are retained for use in display and on the Maryland PTA website.

• Photography and Visual Arts entries submitted to the Maryland PTA will be returned to the MDPTA Office for pick-up by May 30, 2008. (except original Photography or Visual Arts entries which are retained for display or which receive National PTA awards).

NATIONAL JUDGING

• Slides of the Photography and Visual Arts Maryland PTA Outstanding Interpretation of Theme Award winners are submitted to National PTA for national judging – the original entries are retained in the Maryland PTA office until the national awards are announced.

• Photography or Visual Arts entries winning national awards are forwarded to National PTA for use in the Reflections Program virtual exhibit and gallery video. National PTA will make every effort to return the winning photographs and artwork directly to the student’s address by early 2009.

• Original Dance Choreography, Literature, Musical Composition and Film/Video Production Maryland PTA Outstanding Interpretation of the Theme Award Award winners are submitted to National PTA for national judging – these original entries will not be returned by National PTA.

IMPORTANT DATES:
Council PTA Deadline Date:  Tuesday, January 2, 2008
Maryland PTA Deadline Date:  Friday, February 2, 2008
National PTA Deadline Date:  Friday, March 9, 2008

IF YOU HAVE QUESTIONS
Contact your Council Reflections chair or Mr. Neal Meyerson, Maryland PTA Reflections chair at 301-942-9056. Additional information about the Reflections Program can be found at the National PTA website: http://www.pta.org/ap_programs.html.
Local PTA Participation Form A
Theme: I Can Make A Difference By....

Please complete this form and forward it with your Reflections Program entries to your Council. This form documents the number of students participating in the Reflections Program at the local PTA level. Please provide all of the information requested.

This form is to be completed by the local PTA representative.

Local PTA Information
PTA/PTSA Unit ID

PTA/PTSA name

PTA/PTSA address

PTA/PTSA president's name

Reflections Program chair's name

Reflections Program chair's address

Telephone ( )

E-mail address

School name

School address

Total number of students enrolled in the school

Total number of students participating in the Reflections Program

<table>
<thead>
<tr>
<th>Literature</th>
<th>Total entries received by local PTA</th>
<th>Total entries forwarded to Council PTA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Musical composition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Photography</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visual arts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dance choreography</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Film/video production</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total number of entries

Please forward this completed form with your entries to your Council.
2007–2008 National PTA Reflections Program
Council PTA Participation Form B
Theme: I Can Make A Difference By….

Please complete this form and forward it with your Reflections Program entries to Maryland PTA. This form documents the number of students participating in the Reflections Program at the local and council PTA levels. Please provide all of the information requested.

This form is to be completed by the council PTA representative.

**Council PTA Information**

Council name
Council address
Reflections Program chair’s name
Reflections Program chair’s address
Telephone
E-mail address

Number of local PTAs in council
Number of local PTAs participating in the program

**Local PTA Information**

<table>
<thead>
<tr>
<th>Category</th>
<th>Total entries submitted to Council</th>
<th>Total entries submitted to State PTA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literature</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Musical composition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Photography</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visual arts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dance choreography</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Film/video production</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total number of entries

Please forward this completed form with your entries to Maryland PTA.
MARYLAND PTA
2007-2008 REFLECTIONS PROGRAM
Theme: I Can Make A Difference By…….

LOCAL PTA PARTICIPATION FORM C
You may download Form C (Excel Version) from www.mdpta.org.

DIV = Division = Primary (P), Intermediate (I), Middle (M), or Senior (S)  CAT = Category = Dance (D), Literature (L), Music (M), Photography (P), Visual Arts (A), or Film(F)
MARYLAND PTA
2007-2008 REFLECTIONS PROGRAM
“I Can Make A Difference By...”
COUNCIL PTA PARTICIPATION FORM D

You may download Form D (Excel version) from www.mdpta.org. If unavailable, type or legibly print in black ink!

DIV = Division = Primary (P), Intermediate (I), Middle (M), or Senior (S)  CAT = Category = Dance (D), Literature (L), Music (M), Photography (P), Visual Arts (A), or Film(F)
STUDENT INFORMATION
GENERAL STUDENT PARTICIPATION RULES

Theme: I Can Make A Difference By...

Students must adhere to the following general rules as well as the rules for their specific arts area.

1. Theme
The theme for the 2007–2008 program is “I Can Make A Difference By...” Only new pieces of artwork inspired by the theme are acceptable.

2. Student eligibility through local PTA
Students must participate in the Reflections Program through a 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.

3. 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/Junior: 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/Junior: ages 11–13
- Senior: ages 14+

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

4. Arts areas
Students may submit works in any of the six arts areas:

- Literature
- Musical composition
- Photography
- Visual arts
- Dance choreography
- Film/video production

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

5. Children with disabilities
National PTA believes that each child with a disability should be provided with a free and appropriate 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 vary. Check with your state PTA for its guidelines.

6. Deadlines
Each student must submit his or her work by the deadline established by his or her local PTA/PTSA. Each local PTA/PTSA sponsoring the program will set a deadline for entries in adherence with the state, district, and council needs. These entries are judged, and the selected works are forwarded to the next level of judging (council, district, or state). Direct all questions regarding deadlines or rules to your state PTA or state arts chair. National PTA does not have deadlines for local, council, district, or state PTAs.

7. Judging
All national entries are judged on interpretation of the theme, artistic merit, and creativity.

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. Judges review entries based upon creativity, artistic merit, and interpretation of the theme.

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

8. Award recipient notification
State arts chairs will notify students who receive national recognition. State arts chairs will submit original photography and visual arts pieces to National PTA for the creation of the Reflections Program Gallery on the National PTA website.

9. Further information
Only your state PTA office and state PTA arts chair can provide you with information about your state’s Reflections Program rules and deadlines.
### Required Information

**Photography and Visual Arts:** Give the dimensions of the work in inches, including mat.

**Photography:** Describe the process used in preparing the piece.

**Visual Arts:** Describe the media (crayons, oil on canvas, etc.).

**Dance Choreography:** Who danced to your choreography?

**Film/Video Production:** Respond to the following:

- Who appears in your video?
- Was a computer used? If so, name the software and hardware.

**Dance Choreography and Film/Video Production:** Credit the background music below.

### Grade Division (check one)

<table>
<thead>
<tr>
<th>Grade Division</th>
<th>Arts Area (check one)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>Literature</td>
</tr>
<tr>
<td>Primary: Preschool–Grade 2</td>
<td></td>
</tr>
<tr>
<td>Age</td>
<td>Musical Composition</td>
</tr>
<tr>
<td>Intermediate: Grades 3–5</td>
<td></td>
</tr>
<tr>
<td>Middle/Junior: Grades 6–8</td>
<td>Photography</td>
</tr>
<tr>
<td>Senior: Grades 9–12</td>
<td>Visual Arts</td>
</tr>
<tr>
<td></td>
<td>Dance Choreography</td>
</tr>
<tr>
<td></td>
<td>Film/Video Production</td>
</tr>
</tbody>
</table>

### Title of work (if any)

Optional artist statement

### Required Information

**Photography and Visual Arts:** Give the dimensions of the work in inches, including mat.

**Photography:** Describe the process used in preparing the piece.

**Visual Arts:** Describe the media (crayons, oil on canvas, etc.).

**Dance Choreography:** Who danced to your choreography?

**Film/Video Production:** Respond to the following:

- Who appears in your video?
- Was a computer used? If so, name the software and hardware.

**Dance Choreography and Film/Video Production:** Credit the background music below.

### Student’s first name

### Middle name

### Last name

### Address 1

### Address 2

### City

### State

### ZIP

### Phone ( )

### E-mail

### Signature of student

### Signature of parent/legal guardian *(necessary if child is under 18 years)*

### To be completed by local PTA

**Local Eight-Digit National PTA ID**

**Local PTA good standing status**

Membership dues date paid

Insurance paid date

Bylaws approval date
Students must adhere to the general rules as well as the following Literature Rules.

**Description**

Literature entries may be works of fiction or nonfiction. Prose, poetry, and drama are all accepted.

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. A well-developed concept is more important than technique.

**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. Use of copyrighted material is prohibited. Literature entrants are not to borrow from copyrighted material.

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.

**Entry Form**

All participants are required to fill out in its entirety and sign the **Official Entry Form**. Students who have not completely filled out the 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 sign his or her child’s name.

Students have the option of placing the titles of their works on the Official Entry Form.

**Return of Artwork**

The national PTA office does not return literature entries.

**Judging**

All national entries are judged on artistic merit, creativity, and interpretation of the theme.

**Presentation**

Entries must not exceed 2,000 words.

One original and one copy are to be submitted.

**Number all pages.**

- Illustrated entries, including “books,” with pictures drawn by the student are acceptable; however, only literary content is judged.
- Entries are to reflect grade-appropriate grammar, punctuation, and spelling.
- Format:
  - Submit entries on any kind of paper, not to exceed 8½ inches by 11 inches in size.
  - Submit the original and one copy in a manila file folder with the Official Entry Form stapled to the back of the folder.
  - Do not mount entries.
  - Write the student’s name on the back of each page in case pages become separated.
- Collections of poems or short stories are not acceptable. A student may submit more than one work, but each one must be submitted separately.

**Assistance**

**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 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 whom English is not their first language may submit literature entries in their own languages. An interpretive translation 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.

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On the **Official Entry Form**, describe what inspired you to create this work.
Students must adhere to the general rules as well as the following Musical Composition Rules.

Description
A musical 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 use of composition software is permitted. Students are strongly discouraged from submitting highly edited MIDI sequences or audio files. The recording submitted must capture performers in real-time. The entry may not include 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.

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. A well-developed concept is more important than technique.

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. Use of copyrighted material is prohibited. Musical composition entrants are not to borrow from copyrighted material.

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.

Entry Form
All participants are required to fill out its entirety and sign the Official Entry Form. Students who have not completely filled out the 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 sign his or her child’s name.

Students have the option of placing the titles of their works on the Official Entry Form and must answer a few questions about how they created their works (see Required Information).

Return of Artwork
The national PTA office does not return musical composition entries.

Judging
All national entries are judged on artistic merit, creativity, and interpretation of the theme.

Presentation
- Students must submit musical notation as required by their grade divisions.
  - Primary and Intermediate: No notation is required. Iconic notation may be submitted. Iconic notation is “made-up” notation.
  - Middle/Junior and Senior: Notation, either traditional, tablature, or electronic, is required. The notation should aid the listener and serve as a guide through the piece.
  - Adults may not assist. Physically challenged students may dictate to another person who may write the notation. The quality or accuracy of the notation and performance support the musical idea, but they are not considered judging criteria.
- Entries may not exceed five minutes.
- Students are not required to perform their own compositions. A student’s composed work may be performed by a group.

Score size
- Entries should be no larger than 11 inches by 14 inches.
- Band and orchestra compositions may be 11 inches by 16 inches.
- Do not mount or bind the scores.

Recording requirements
- All grade divisions must submit an audiocassette or CD recording of the composition.
- Submit the audiocassette or CD in a plastic or cardboard container; identify both the audiocassette/CD and container with the student’s name, grade division, state, and year.
- Pack the audiocassette or CD with the score (if required) in a large envelope.
- Secure the Official Entry Form to the outside of the envelope with masking tape.

Recommendations for quality recordings
- Make the room you record in as quiet as possible. Close windows and turn off all noise-making devices in the room (air conditioners, fans, telephones, etc.). Do not place the recording device on top of an instrument or speakers.
- If recording on cassette, use Dolby B Noise Reductions to reduce background tape hiss.
- Don’t record at too loud (in the red zone on the meter) or too soft (meter barely moving) a level.
- Record a short test and listen to it while watching the meter. If needed, improve recording quality by changing the record volume or microphone location.
- If recording on cassette, rewind to the beginning, record 15 seconds of silence, and then begin performing your composition. Finish with another 15 seconds of silence. CD submissions may reduce silence to two seconds.

Required Information
- On the Official Entry Form, please answer the following:
  - Who performed your composition?
  - Did you use traditional instrumentation or a synthesizer?
  - If you used MIDI, what software and hardware did you use to compose your work?
  - If you included lyrics, how do they work with your composition?

Optional Artist Statement
On the Official Entry Form, describe what inspired you to create this work.
Students must adhere to the general rules as well as the following Photography Rules.

**Description**

A photography entry must be an original black-and-white or color image, or a group of images, produced by a photographic process. The entry must relate to the theme.

The entry may incorporate such techniques as montage, 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. A well-developed concept is more important than technique.

**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. Use of copyrighted material is prohibited. This includes the use of copyrighted cartoon characters or other such material.

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.

**Entry Form**

All participants are required to fill out in its entirety and sign the Official Entry Form. Students who have not completely filled out the 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 sign his or her child’s name.

Students have the option of placing the titles of their works on the Official Entry Form and must answer a few questions about how they created their works (see Required Information).

**Return of Artwork**

Please contact your state PTA for the artwork return policy. If your entry receives a national-level award, your original artwork will be used to prepare the Reflections Program online gallery. Following the completion of the website, the national PTA office will make every effort to return your artwork by early 2009.

**Judging**

All national entries are judged on artistic merit, creativity, and interpretation of the theme.

**PRESENTATION**

A single print or collage may not exceed 11 inches by 14 inches, including a mat.

Print the entries on paper or other two-dimensional material.

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 but highly recommended.

Framed entries, original film (negatives or transparencies), and multidimensional pieces are not accepted.

Place the Official Entry Form in a sheet protector and tape it (with masking tape) to the back of the photograph on top of the shrink-wrap.

**Required Information**

On the Official Entry Form, give the dimensions of the piece and describe the process used in preparing the piece.

**Optional Artist Statement**

On the Official Entry Form, describe what inspired you to create this work.
VISUAL ARTS RULES

Theme: I Can Make A Difference By....

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 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. A well-developed concept is more important than technique.

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. Use of copyrighted material is prohibited. This includes the use of copyrighted cartoon characters or other such material.

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.

Entry Form

All participants are required to fill out in its entirety and sign the Official Entry Form. Students who have not completely filled out the 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 sign his or her child’s name.

Students have the option of placing the titles of their works on the Official Entry Form and must answer a few questions about how they created their works (see Required Information).

Return of Artwork

Please contact your state PTA for the artwork return policy. If your entry receives a national-level award, your original artwork will be used to prepare the Reflections Program online gallery. Following the completion of the website, the national PTA office will make every effort to return your artwork by early 2009.

Judging

All national entries are judged on artistic merit, creativity, and interpretation of 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 a work.

• No art may exceed 24 inches by 30 inches, including a 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 wooden, metal, plastic, or glass frames.

• Protecting the work with shrink-wrap or a transparent plastic cover is optional but highly recommended.

• Lamination is discouraged because it can permanently damage the surface of the artwork.

• Place the Official Entry Form in a sheet protector and tape it (with masking tape) to the back of the artwork on top of the shrink-wrap.

Works Not Accepted

• Sculpture, ceramics, jewelry, and other three-dimensional artwork

• Reproductions or enlargements of other artwork

Required Information

On the Official Entry Form, give the dimensions of the piece and describe the media used to create the piece.

Optional Artist Statement

On the Official Entry Form, describe what inspired you to create this work.
DANCE CHOREOGRAPHY RULES

Theme: I Can Make A Difference By...

Students must adhere to the general rules as well as the following Dance Choreography Rules.

Description

Dance choreography entries must be original choreographed dance composition works recorded on a VHS videotape or DVD. The choreography must be the work of one student and must demonstrate creativity and interpretation of the theme.

There may be up to three dancers performing the choreography. 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.

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. A well-developed concept is more important than technique.

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.

Use of copyrighted material other than music 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.

Entry Form

All participants are required to fill out in its entirety and sign the Official Entry Form. Students who have not completely filled out the 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 sign his or her child’s name.

Students have the option of placing the titles of their works on the Official Entry Form and must answer a few questions about how they created their works (see Required Information).

Return of Artwork

The national PTA office does not return dance choreography entries.

Judging

All national entries are judged on artistic merit, creativity, and interpretation of the theme.

Music

The title, composer, and performer of any background music must be credited and documented on the Official Entry Form.

Presentation

Entries may not exceed five minutes.

All grade divisions must submit a videotape or DVD of a performance of the choreography.

The choreographer is not required to be the (or one of the) performer(s).

Submit the videotape or DVD in a plastic or cardboard container; identify both the videotape/DVD and container with the student’s name, grade division, state, and year.

Pack the videotape or DVD in a large envelope.

Secure the Official Entry Form to the outside of the envelope with masking tape.

Recommendations for quality recordings

If recording on videotape, use a new high-quality VHS videotape. Rewind to the beginning, record 10 seconds of black, and then begin recording the performance.

Use a tripod to hold the camera still.

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.

Required Information

On the Official Entry Form, state who performed your choreography and credit the background music.

Optional Artist Statement

On the Official Entry Form, describe what inspired you to create this work.
2007–20078 National PTA Reflections Program

FILM/VIDEO PRODUCTION RULES

Theme: I Can Make A Difference By....

Students must adhere to the general rules as well as the following Film/Video Production Rules.

Description

Film/video production entries must be original works of fiction or nonfiction relating to the current Reflections Program theme. The entries may be with or without sound.

The student submitting the entry must be the director, screenwriter, and cameraperson. If using a computer, the student must do all of 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. A well-developed concept is more important than technique.

Categories

- **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, video, or computer. (This is not the same as a storyteller narrating an original story.)

- **Documentary**: Nonfiction documentation using narration, facts, and images.

- **Experimental**: Video that explores movement, light, and montage.

- **Media presentations using computers**: Computer-generated media presentations must be completely original, and the student must do all the work. Cutting and pasting is not permitted. 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.

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. **Use of copyrighted material other than music 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.

Entry Form

All participants are required to fill out in its entirety and sign the Official Entry Form. Students who have not completely filled out the 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 sign his or her child’s name.

Students have the option of placing the titles of their works on the Official Entry Form and must answer a few questions about how they created their works (see Required Information).

Return of Artwork

The national PTA office does not return film/video production entries.

Judging

All national entries are judged on artistic merit, creativity, and interpretation of the theme.

Music

The title, composer, and performer of any background music must be credited and documented on the Official Entry Form.

Presentation

- Entries may not exceed five minutes.

- Submissions should be in one of the following file formats.
  - .MPG / .MPEG
  - .MOV / .QT (Quicktime Video)
  - .WMV (Windows Media Video)

- Submissions should be submitted on CD or DVD. In case of DVD, the submission should be saved as a file on the disc, not as a DVD movie.

- The student submitting the entry is not required to appear in the video.

- Submit the CD or DVD in a plastic or cardboard container; identify both the CD/DVD and container with the student’s name, grade division, state, and year.

- Pack the CD or DVD in a large, catalog-style envelope, such as a 10” x 13” envelope.

- Secure the Official Entry Form to the outside of the envelope with masking tape.

Recommendations for quality recordings

- Use a tripod to hold the camera still.

- Make sure there is plenty of lighting, especially if shooting indoors.

- Think about sound. Use an extra microphone (boom mike) if needed. Turn off all noise-making devices in the room (air conditioners, fans, telephones, etc.).

Required Information

- On the Official Entry Form, please answer the following:

  - Who appears in your video?
  - Was a computer used? If so, name the software and hardware.
  - Was any background music used? If so, credit the music.

Optional Artist Statement

On the Official Entry Form, describe what inspired you to create this work.
National Awards

National PTA gives out 12 Awards of Excellence in each arts area—three for each grade division. Up to five Awards of Merit may be given in each grade division of each arts area.

Award of Excellence recipients receive a $200 cash award and a silver-plated Reflections medallion. Award of Merit recipients receive a silver-plated Reflections medallion. Additional sponsor gifts may be given.

Outstanding Interpretation Awards

Six Outstanding Interpretation Award recipients—one from each arts area—are chosen from among all of the Award of Excellence recipients. The six Outstanding Interpretation Awards recognize the most creative interpretation of the theme in each of the arts areas, regardless of grade division.

The six Outstanding Interpretation Award recipients receive the following:

- An expense-paid trip for themselves and one adult to the National PTA Convention
- A $750 arts education award from National PTA
- A gold-plated Reflections medallion
- Additional sponsor-related awards

Notification to students

All students whose entries reach the national level of judging will receive a letter of congratulations from National PTA in June.

Recipients of the Award of Excellence and the Award of Merit will be notified in writing in May.

Outstanding Interpretation Award recipients and their state arts chairs will be notified by telephone in April.

Return of artwork

Entries that receive national awards will be featured in the Reflections Program Gallery on the National PTA website.

National PTA will make every effort to return the photographs and visual artwork in January, following the completion of the gallery. National PTA does not return literature, musical composition, dance choreography, or film/video production entries.

Contact your state PTA for its artwork return policy.
The national PTA office receives many inquiries about eligibility, specific arts areas, student information protection, and the judging process. The following information addresses these concerns.

**Frequently Asked Questions**

**Participation**

**Who is eligible to participate?** Participation in the Reflections Program is open to any student through a local PTA/PTSA in good standing. 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?** State PTAs may adopt policies regarding this situation. The national PTA organization requires only that national entries come from local PTAs in good standing.

**May students no longer attending a PTA school still enter the Reflections Program through their former school?** State PTAs establish their own policies regarding this situation. Some states restrict this practice, so it is important to contact the state PTA about its participation policy.

**May home-schooled students participate in the Reflections Program?** State PTAs may adopt policies regarding this situation. The national PTA organization requires only that national entries come from local PTAs in good standing.

**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. The national PTA organization 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 vary. Check with your state PTA for its guidelines.

**May developmentally or physically challenged students receive help from a parent or teacher?** 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.

**Use of Copyrighted Material**

**May students use copyrighted material as a source for their artwork?** Use of copyrighted material is not acceptable in visual arts collages. Photo renderings must be from non-copyrighted material.

**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, 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**

**May students submit computer-manipulated photos?** Images may be manipulated conventionally or digitally.

**Visual arts**

**May students submit computer-generated visual artwork?** The national PTA organization accepts visual arts pieces generated on a computer.

**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 may be up to three dancers. The choreographer need not be one of the dancers.

**Film/video production**

**Does the student submitting the entry have to appear in the video?** The student must be the director, screenwriter, and cameraperson. He or she does not have to appear in the video.

**Protection of student information**

**How does a PTA protect student information on artwork?** When artwork is on display, label the back
of the piece only with the student’s name, school, and town. Do not attach the Official Entry Form 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 and reattach Official Entry Forms to artwork for returning to the artist or sending on to the next judging level.

Judging Process

Finding judges

You may already have a judging system in place that works well for your program. However, if you are having difficulty recruiting qualified judges, here are some ideas of others to invite to participate:

- 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 artisans
- 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 the PTA, its work, and the wonderful benefits students derive from participating in the arts.

If a judge knows a student participant, the judge should remove himself or herself from the judging process for that particular arts area to prevent a conflict of interest. Teachers from the host school serving as judges would also have a conflict of interest, so it is better to invite teachers from another school that offers the Reflections Program.

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.

Judging at the National Level

All national entries are judged on artistic merit, creativity, and interpretation of the theme. A local, council, or district PTA might want to use a similar process.

- Literature, musical composition, dance choreography, and film/video production: The four judges in the arts area each receive entries from one grade division to review. Each judge selects 10 entries from his or her assigned grade division for presentation to the full panel. After the presentation, the judges assign awards of excellence and awards of merit.

- Photography and visual arts: Entries are judged from electronic files of the original artwork. The judges view all of the artwork for one grade division and select the pieces that they would like to see in a second round of viewing. In the second round, they pick the top eight and assign awards of excellence and awards of merit. They then repeat the process for the other grade divisions. A state-level judging system could have a similar design.

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

- Outstanding Interpretation selection: All of the award of excellence recipients in each arts area are reviewed together. The one piece that best interprets the theme is selected for the Outstanding Interpretation Award.

Blind judging

It is important to conduct blind judging where judges do not see artists’ names in situations or settings where judges may know the student or the work.

- Literature: Distribute photocopies of only the front side of each literature entry. However, send the original manuscript of each winning entry on to the next level of judging.

- Musical composition, dance choreography, and film/video production: For each arts area, prepare a master audiocassette, CD, videotape, or DVD of all of the entries, as well as a list of the entries, using a code for the students’ names. Include the grade division, title of work, playing time, and artist statement (if one is submitted) in the list of the entries.

- Photography and visual arts: Cover the personal information attached to the artwork.

Beyond the local PTA level, blind judging will need to occur only if there is a chance that the judges will recognize a student’s entry. In most situations, judges at the council, district, and state PTA levels should be able to use the original materials for literature, musical composition, dance choreography, and film/video production.
National PTA is looking for a theme for its Reflections Program for 2008–2009. The student who submits the winning entry will receive $100, and his or her theme will be presented at the 2007 National PTA Convention (June 29–July 1, 2007, in St. Louis, Missouri). Use this form to submit theme ideas. Only signed original forms will be considered. Please submit entries to the state PTA office: Maryland PTA 5 Central Avenue, Glen Burnie, Maryland 21061

State deadline for theme submissions: November 1, 2007

Local PTA/PTSA

PTA/PTSA president

Address

City/State/ZIP

Daytime phone

E-mail address

Eight-digit National PTA ID

Student’s name

Grade

Address

City/State/ZIP

Daytime phone

E-mail address

School name

Theme idea

Parent/guardian’s signature
### Maryland PTA Scholarship Committee
### 2007 Scholarship Application Score Sheet

Scoring = 0 through 5 with 5 being the highest score. Use decimals to score any category.

| # | Community Involvement = score from application's Community Service | Career Education = score from application and guidance | Financial Need = score from parent's statement(s) | Character = score from guidance and applicant's awards | Academic Record = score from transcript and applicant's awards | Total | Ranking |
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Description of Program

A limited number of matching grants of up to $1,000 are awarded each year to local PTAs for student-centered programs focused on arts education. Special consideration is given to programs that reach large numbers of students, especially students who are at risk. At risk is the term applied to children whose environmental, familial, and/or socioeconomic situation may affect their academic success or ability to learn.

The grant program complements PTA's long-standing commitment to quality arts education in public schools by providing funds to local PTAs to establish or enhance school arts programs in one or more arts areas: visual arts, photography, music (including dance), and literature (including theater). Local PTAs must submit complete applications and provide funds that match the amount they are requesting from the national PTA organization.

Program Objective

To enhance arts education for students in the classroom or other learning environments through activities; materials; introduction of new technologies, techniques, or methods; visiting artists; or programs.

Requirements

To be considered for a grant, interested applicants must submit the following:

- A completed application form
- Responses to the Selection Criteria listed on the application form
- A letter of commitment with the local PTA president’s original signature stating the amount and source of matching funds from the local PTA

Restrictions

Grant money will be given to a local PTA for the management and implementation of a program such as a visiting artist program.

Grant money and matching funds may not be used for any overhead costs. Overhead costs refer to the cost of doing business (rental of space, teacher salaries, utilities, etc.). Funds may not be used for capital improvements, construction, or the purchase of permanent equipment. Funds may support the purchase of software.

Selection of Award Recipients

A panel of judges selected by and including one or more members of the PTA national board of directors will determine the grant recipients.

Timeline for Grant Application and Awards

Completed applications must be received by the national PTA office on or before May 1, 2008, for consideration. Grant recipients will be notified in early June, and grants will be distributed beginning in October 2008. All applicants will be notified of the status of their applications by the end of July 2008.

Mail all application materials to:

PTA Office of Programs and Public Policy
Mary Lou Anderson Reflections Arts Enhancement Grant Program
1400 L Street NW, Suite 300
Washington, DC 20005

No faxed applications will be accepted.
Grant Application Form Instructions

The application form is designed so that text may be entered electronically or typed in using a typewriter.

To complete the form:

1. On a typewriter
   a. Print it.
   b. Fill it out using a typewriter.
   c. Mail the completed form with the grant application narrative.

2. Electronically (on a computer)
   a. Save the document to your hard drive and fill it out electronically by clicking on the gray cells to enter information. You will be able to enter information only in the gray cells. The cells will expand to accommodate the text.
   b. Print out the completed form.
   c. Mail the completed form with the grant application narrative.

Completed applications must be received at the PTA Office of Programs and Public Policy on or before May 1, 2008, for consideration.
2008 Mary Lou Anderson
Reflections Arts Enhancement Grant Program
APPLICATION FORM
This application form must be typed. The entire form must be completed.

Local PTA address

City __________________________ State _______________ ZIP ____________

Eight-digit PTA ID number

PTA/PTSA president

President’s address

City __________________________ State _______________ ZIP ____________

President’s daytime phone _____________ E-mail address __________________

School name

School address

School phone __________________________ Total number of students in school __________

School is Elementary Middle/Junior Secondary

Does school receive Title I funds? Yes No

Percent of students receiving reduced-cost or free lunches __________%

Grant request amount

Person submitting application __________________________

Address of person submitting application __________________________

City __________________________ State _______________ ZIP ____________

Submitter’s phone __________________________ E-mail address __________________

Signature of PTA president __________________________ Date __________

Signature of person submitting application __________________________ Date __________

Please indicate where you would like correspondence sent (check one):
Local PTA address Local PTA president Person submitting application

Selection Criteria (required)
Type or word process the answers to the Selection Criteria on 8½" x 11" white paper, single-sided, double-spaced, with 1-inch margins. Use a standard 12-point or larger computer font, or equivalent typewriter pitch, in black ink. Responses to all five selection criteria together may be up to four pages total. Present a narrative for all five selection criteria. Responses become part of the complete application set. Send the one (1) original and two (2) copies of the complete application set—each set paper clipped (no staples or binders)—to the PTA Office of Programs and Public Policy on or before May 1, 2008.

1. Program/project: What program/project would you like to implement with the grant?
2. Objective: What is your program/project objective? What steps will you take to implement the program? How will they achieve the objective?
3. Funding: What amount of funding are you requesting? What is your source of matching funds? How will these funds be used (budget)?
4. Timeline: What is your timeline for implementing your proposed program?
5. At-risk factor: Please clarify how the at-risk factor applies to your school’s student population.
Local PTA in good standing

An application set, totaling up to six (6) pages, that includes

- A one-page letter of commitment of funds from the local PTA president, with the president’s original signature

- A one-page completed application form:
  
  — Word processed or typed
  
  — Correct eight-digit local PTA ID number
  
  — Original signature of PTA president
  
  — Original signature of applicant

- A four-page (maximum) response to Selection Criteria questions:
  
  — Word processed or typed
  
  — In black ink and standard 12-point or larger computer font, or equivalent typewriter pitch
  
  — Double-spaced, single-sided pages
  
  — On white paper
  
  — 1-inch margin on all sides
  
  — Responses to questions numbered and in the order the questions appear on the application

Original application set and two copies (on white paper); each set paper clipped—no staples or binders

Shipped/mailed in time to ensure delivery to the PTA Office of Programs and Public Policy by the May 1, 2008, deadline
2007–2008 PTA Reflections Program
Requirements Checklist

The requirements checklist is for your use in preparing your state Reflections Program packet for submission to the national PTA office. Please keep this list for your records. If the state packet is not complete, it will be disqualified.

☐ Confirmed that all entries are from PTAs in good standing

Forms
☐ Hard-copy
  ☐ Official Entry Forms completely filled out, including
    • Eight-digit PTA ID number (found in upper left corner of PTA mailing labels)
    • Original signatures of student and parent/guardian
  ☐ State PTA Participation Form completely filled out for all levels applicable for your state

Copies
☐ Made copies of Official Entry Forms for state files
☐ Copies of photography and visual arts Official Entry Forms included in the packet

Compact disc
☐ A CD clearly labeled with your state, containing:
  • State entrants list spreadsheet completely filled out
  • Photography and visual arts files prepared according to guidelines
  • Photography and visual arts files labeled correctly with state, arts area, student’s last name, and grade division

Musical composition entries
☐ Each audiocassette or CD packed in a plastic or cardboard container
  (audiocassette/CD and container both identified with the student’s name, grade division, state, and year) and placed in a large envelope
☐ Scores included for middle/junior and senior entries
☐ Official Entry Form attached to the outside of each envelope

Literature entries
☐ Student’s name written on the back of each page or, if a picture book, the student’s name included somewhere on the entry
☐ Each entry is in a manila file folder with the Official Entry Form stapled to the back of the folder
☐ One original and one copy of the entry included in the folder

Dance choreography entries
☐ Each VHS videotape or DVD packed in a plastic or cardboard container (videotape/DVD and container both identified with the student’s name, grade division, state, and year) and placed in a large envelope
☐ Official Entry Form attached to the outside of each envelope

Film/video production entries
☐ Each DVD or CD packed in a plastic or cardboard container (DVD/CD and container both identified with the student’s name, grade division, state, and year) and placed in a large, catalog-style envelope
☐ Official Entry Form attached to the outside of each envelope

Met deadline: Packet received at the PTA Office of Programs and Public Policy, 1400 L Street NW, Suite 300, Washington, DC. 20005-9998 on or before March 10, 2008
Celebrate your talents

Do you express your creativity through dance, music, story, or poetry?
Do you dream of having your drawings displayed in a special exhibit?
Do you enjoy taking photographs or videotaping your friends?

Participate in PTA’s Reflections Program.

Join thousands of other students as they create entries based on the 2006–2007 theme, “My Favorite Place.”

Think about the theme. Then select a category:
- Film/Video Production
- Dance Choreography
- Musical Composition
- Photography
- Visual Arts
- Literature

Put on your dancing shoes, grab a camera, or pick up a pen or paintbrush and create! It’ll be fun!

Check out what other kids did last year. Visit the Reflections Program gallery online at www.pta.org/reflections06.

Suggested for preschool through 5th grade