



# *Reflections Program Manual*

*2009-2010*

*Theme:*

*"Beauty Is..."*

# INTRODUCTION



Welcome to another fun year with the Reflections cultural arts program of the National PTA. This program encourages students in grades K-12 to express their thoughts and feelings through the creative arts.

Reflections has two parts: The Reflections Program, and the Reflections Theme Search.

The Reflections theme each year is submitted by a student during the Reflections Theme search.

The 2009-2010 Theme is "*Beauty Is...*"

Thank You to all of the Local PTA Reflections Program Coordinators, because you are willing to volunteer your time, students are able to express themselves in the arts and participate in this program.

# REFLECTIONS HANDBOOK

## TABLE OF CONTENTS

<b>TIMETABLE.....</b>	<b>4-7</b>
<b>JUDGING .....</b>	<b>8-11</b>
<b>PREPARING ENTRIES .....</b>	<b>12</b>
<b>FORMS .....</b>	<b>13</b>
<b>RECAP .....</b>	<b>14</b>
<b>STATE AWARDS .....</b>	<b>15</b>
<b>HOW TO PICK-UP YOUR ENTRIES.....</b>	<b>16</b>
<b>REFLECTIONS FORM FOR Local PTA Units.....</b>	<b>17</b>
<b>LIST OF ENTRANTS.....</b>	<b>18</b>
<b>JUDGING FORM.....</b>	<b>19</b>
<b>WHAT HAPPENS TO YOUR ENTRIES .....</b>	<b>20</b>

## ADDITIONAL INFORMATION

**ALASKA PTA DEADLINES**—All entries must be received at the Alaska PTA office by February 5, 2010.

**NATIONAL PTA STUDENT RULES**

**NATIONAL PTA ARTS AREA RULES**

**NATIONAL PTA OFFICIAL ENTRY FORM**

**NATIONAL PTA PARTICIPATION FORM Local Unit**

**NATIONAL PTA REFLECTIONS THEME SEARCH**

**REFLECTIONS FLYERS**

**Mary Lou Anderson**  
**Reflections Arts Enhancement Grant Program**

# TIMETABLE FOR A REFLECTIONS PROGRAM

## SEPTEMBER/OCTOBER—PRELIMINARY PREPARATIONS

- Appoint a **coordinator and committee** for your program.
- Set up a **budget** to include: awards, mounting, displaying, and judging.
- **Share the program** with your principal and teachers at a staff meeting. Get them **excited** about Reflections.
- Involve the school's Art, Music, and English teachers and let them know that the Reflections Program can **enhance** their programs.
- Stress the positive nature of the program and how it builds **self-esteem**, provides individual fulfillment, supplements the educational process, and is **JUST PLAIN FUN!**
- Decide with the school staff if this should be an **at-home or in-school** project. If at school, decide where and when students are to complete their work.
- Get the **parents' support** of the program so their children are eager to participate.
- Set up a **calendar of events**.
- Obtain the Reflections Rules and other information from the Alaska PTA.
- Reproduce copies of the rules for teachers and students. **Include your PTA deadline date in the rules.**

## **NOVEMBER /DECEMBER -- THE PROGRAM**

1. Decide the time frame of your program. You can conduct your program in the fall, during December/January (the students could work on their projects during the Christmas break), during January or February, or anytime prior to the state deadline. **Give ample time** for your students to work on their projects (three to four weeks).
2. Once you are ready to start your program:
  - Conduct a **Reflections workshop** for staff, parents, and students.
  - Have a general assembly to explain the program.
  - Ask the Art, Music, and English teachers to explain the program, theme, and rules. **KEEP IT SIMPLE!** Tell them what kind of materials they may use, the size limitations, and the deadline date.
  - Stress that the student can *interpret the theme their way*.

Think about ways that PTA can encourage participation in the program, such as holding after school sessions to give students a chance to work on their Reflections project. This is a good time to answer their questions and to provide encouragement. Ask your PTA to buy the supplies.



## **JANUARY—THE PROGRAM**

- **FILL OUT THE RIGHT SIDE OF THE ENTRY FORM** with your PTA information before duplicating and passing them out to the students.
- Arrange for teachers and volunteers to assist in collecting the entries.
- Check entries and make sure they meet criteria.
- ***Make a list of all entries*** to include the student's name, category, teacher, and grade.
  - ❖ This is a good list to use for returning entries, putting recognition information in your newsletter, and to keep an account of the total number of participants in each category.
- Find a place to store the entries, to conduct judging, and to exhibit the entries.
- Select the judges and inform them of their duties. Give each judge a copy of the rules in advance.
- Entries should be identified by a number for local judging. Remove these numbers before sending them to the state competitions.
- On the day of judging, review the evaluation criteria with the judges. Have extra copies of the rules on hand.

**Make sure your unit PTA has paid their dues and insurance to the Alaska PTA.**

**If dues and insurance are not up-to-date, then your PTA is not eligible to participate.**

**It is very important to make sure this is done as National PTA verifies this information.**

## **FEBRUARY -- FOLLOW-UP ACTIONS AFTER LOCAL JUDGING**

- **REWARD ALL PARTICIPANTS.** Give recognition (certificates, ribbons, trophies, plaques, art supplies, and books, gift certificates to music, book and camera stores) and publicity at an awards assembly or at a PTA meeting.
- Make an **announcement of state finalists** over the public address system at the school.
- **Publicize participants** in your PTA newsletter and the local newspaper.
- Take photos of the students and their entries. Display the photos.
- **Display** local unit entries in the school hallways, display cases, or library. State entries can be displayed after judging.
- Look for areas in the community to show the students' work.
- Send **thank-you notes** to all who helped—volunteers, judges, teachers, etc.

**Remember, if necessary**

**YOU CAN CONDENSE THIS ENTIRE TIMETABLE TO ONE MONTH**

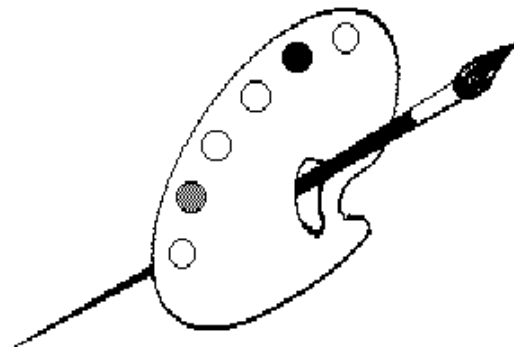
# REFLECTIONS JUDGING

## *THE JUDGES SHOULD*

- Be selected for their knowledge of the category that they will judge. This includes individuals from the amateur to the expert level.
- Enjoy judging youth art work.
- Not be a teacher in the school where the program is being held.
- Not be observed while judging.
- Not have the name of student visible to them. Use a removable sticky to cover the name.

## *RESOURCES FOR FINDING JUDGES*

- **Community members:** Retired teachers, private music teachers, church organists/choir members, newspapers editors, librarians, artists, writers, and photographers.
- High school **teachers** of art, literature, music, and photography, to judge the elementary level and vice versa.
- Art institutions or museums.
- Local community colleges and universities.



## **JUDGES' PERSPECTIVE**

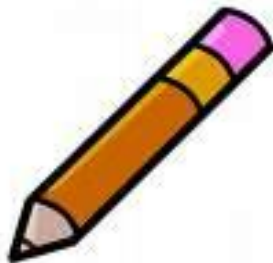
- ***VISUAL ARTS OR PHOTOGRAPHY***
  - Consider the age of the entrant
  - Consider the design of the work
  - Consider the overall and personal expression
  - Color
  - Unique quality
  - Originality and creativity
- ***LITERATURE***
  - Consider originality, creativity, rhetoric, and structure
  - Consider the narrative, poetry, and thought
- ***MUSIC***
  - Consider originality and creativity
  - Tone
  - Technique (rhythm)
  - Interpretation (dynamics, tempo, phrasing)
  - Musical effect (artistry and fluency)
- ***DANCE CHOREOGRAPHY***
  - artistic merit,
  - creativity
  - interpretation of the theme.
- ***FILM/VIDEO PRODUCTION***
  - artistic merit,
  - creativity
  - interpretation of the theme.

***GIVE THIS INFORMATION TO YOUR JUDGES.***

# ENTRY CODE NUMBER

## **KEEP IT SIMPLE**

- Use an entry code number:
  - **EXAMPLE (1-M-K)**
    - **1** = Entry number for that category
    - **M** = Category
      - **M** - Music
      - **L** - Literature
      - **V** - Visual Arts
      - **P** - Photography
    - **K** = Grade level of participant
      - K - Kindergarten
      - 1 - First Grade
      - 2 - Second Grade
- Use this sample form or modify to your needs.
- You can keep entry codes as simple as one number or you can add the category and grade level.
- **Add up points more than once** and preferably by more than one person.



## HOW TO SCORE ENTRIES

Thanks for taking the time to be a judge in our Reflections Program. Here are some points to remember when judging:

- The 2009-2010 Theme is: "*Beauty Is...* "
- Students may interpret the theme in any way they feel is appropriate.
- The purpose of the program is to **encourage creativity**.
- The student's work must be **original**.

**Please assign a point value from 1-10 (one is low/ten is high)**

<u>ENTRY#</u>	<u>ORIGINALITY</u>	CREATIVE <u>ABILITY</u>	INTERPRETATION <u>OF THEME</u>	<u>TOTAL POINTS</u>
1-M-K	8	5	5	18
2-M-2	9	9	9	27
3-M-1	5	5	5	15
4-M-3	10	10	9	29

**PLEASE PREVIEW ALL ENTRIES PRIOR TO JUDGING**

## PREPARING ENTRIES FOR NEXT JUDGING LEVEL

**DEADLINES:** All Entries must be received by the Alaska State PTA office by February 5, 2010.

Each PTA can send only **6 visual arts, 6 literature, 6 photos, 6 music, 6 dance and 6 film/video**. This is a total of 36 entries from your PTA. You **may not** more in any one category or any other combination to make up the total.

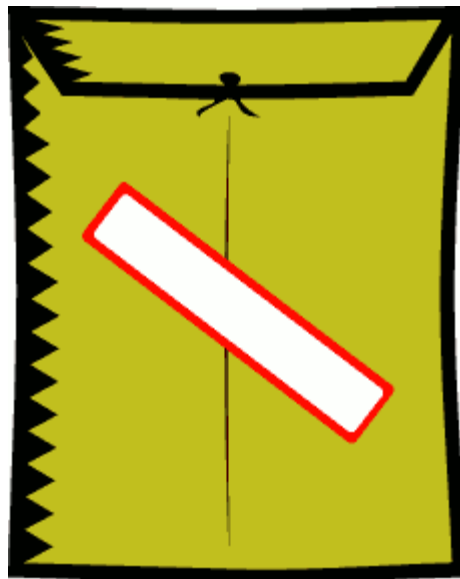
- **Visual Arts and Photography Entries** - Please **shrink wrap**, it is still the best way to protect the piece. Picture framing stores usually do this.
- **Literature Entries** - Please place in a folder. Attach the entry form to the outside back of the folder.
- **Music Entries** - *Please place in a large envelope with the manuscript and CD (please send 3 copies). Attach the entry form to the outside back of the envelope.*
- **Film or Video Entries** - Submit the DVD or computer disk (please send 3 copies) in a plastic or cardboard container; identify both the DVD/computer disk 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.
- **Dance Choreography Entries** - Submit the DVD or computer disk in a plastic or cardboard container (please send 3 copies); identify both the DVD/computer disk 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.

Check to make sure all entries <b>follow submission rules</b> for that category.
--

It is very important to make sure this is correct as the volunteers at the council and state level are **not** in a position to correct any discrepancies.

## FORMS

- Enclose **Reflections Form for Local Units** with your entries.
- Each entry must be accompanied by an **OFFICIAL ENTRY FORM** securely attached to the entry.
- Students and parents must **SIGN** this form.
- Each entry must be accompanied with a signed **State PTA Release Form**.



Be aware that literature, music, dance choreography and film/video production entries, are not returned from the National PTA Level.

Make sure that students, parents and teachers are aware of this, especially if this project will be or may be used for another competition, or a class grade.

## RECAP OF THINGS TO DO



- STATE AND NATIONAL PTA DUES MUST BE PAID
- DECIDE ON YOUR LOCAL PTA DEADLINE
- DISTRIBUTE INFORMATION AND RULES
- RECRUIT JUDGES
- CONDUCT JUDGING
- GET YOUR FINALISTS TO THE NEXT LEVEL OF JUDGING (COUNCIL; REGION ) WITHIN DEADLINE
- FILL OUT REFLECTIONS FORM FOR LOCAL UNITS AND SEND THIS WITH YOUR FINALISTS. XEROX A COPY FOR YOUR OWN FILES.
- CHECK TO SEE IF ALL OFFICIAL ENTRY FORMS ARE COMPLETE. IF THEY DO NOT HAVE SIGNATURES THEY WILL BE DISQUALIFIED. ENTRY FORM MUST BE SECURELY ATTACHED TO ITS ENTRY.
- RECOGNIZE YOUR PARTICIPANTS
- DISPLAY ENTRIES IN A SCHOOL EXHIBIT
- RETURN NON WINNING ENTRIES TO STUDENTS
- WRITE THANK YOU LETTERS
- PICK UP NON WINNING LOCAL FINALISTS (STATE LEVEL) AT THE PTA CONVENTION OR MAKE ARRANGEMENTS TO HAVE THEM MAILED TO YOU.

***NOTE: It takes time to build a solid program. After you gain initial interest, your students will look forward to the Reflections Program with enthusiasm each year. The results will be worth it.***

## STATE AWARDS

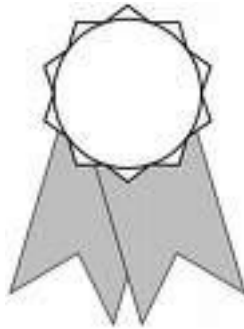
- **FINALIST TO THE NATIONAL LEVEL**

- Five finalists will be selected from each of the four categories. Each finalist will receive the following award:

- Alaska PTA Plaque
- Rosette Ribbon

- **HONORABLE MENTION**

- Honorable Mention ribbons will be awarded to 15 entries in each of the four categories.



***The Alaska PTA has an awards ceremony during the annual convention. All Finalists and their families are recognized. All individuals who receive an honorable mention or special recognition will be recognized as a group. The Reflections display will be open for viewing.***

## HOW TO PICK UP YOUR ENTRIES

The Alaska PTA displays all finalists, honorable mentions, and special recognitions during their convention in April. After the convention, you may take home your entries.

- ***ANCHORAGE PTAs*** -- Please pick-up your entries at the state PTA office in Anchorage.
- ***FAIRBANKS PTAs*** -- Please pick-up your entries at the council meeting in May.
- ***ALL OTHER PTAs*** -- Please notify the state office (279-9345) if you have special arrangements for pick-up. If we do not hear from you, they will be mailed back to your Reflections coordinator COD.

**Alaska PTA Local Unit Reflections Participation Form**

**(THIS IS A 2 PAGE FORM)**

**NAME OF PTA** \_\_\_\_\_

**PTA ADDRESS** \_\_\_\_\_

**SCHOOL PHONE NUMBER** \_\_\_\_\_

**REFLECTIONS CHAIR NAME** \_\_\_\_\_

**REFLECTIONS CHAIR ADDRESS** \_\_\_\_\_

**REFLECTIONS CHAIR PHONE – HOME** \_\_\_\_\_

**WORK** \_\_\_\_\_

**BEST TIME TO CONTACT** \_\_\_\_\_ **AM** \_\_\_\_\_ **PM**

**TOTAL NUMBER OF ENTRIES IN YOUR REFLECTIONS PROGRAM:**

\_\_\_\_\_  
LITERATURE      MUSIC      PHOTOGRAPHY      VISUAL ARTS      DANCE CHOR      FILM/VIDEO

**TOTAL ENTRIES SENT TO COUNCIL (if applies)**

\_\_\_\_\_  
LITERATURE      MUSIC      PHOTOGRAPHY      VISUAL ARTS      DANCE CHOR      FILM/VIDEO

**TOTAL ENTRIES SENT TO REGION (if applies)**

\_\_\_\_\_  
LITERATURE      MUSIC      PHOTOGRAPHY      VISUAL ARTS      DANCE CHOR      FILM/VIDEO

**Be sure to include the second page**

## LIST OF ENTRANTS

(PLEASE LIST FIRST AND LAST NAME)

### *VISUAL ARTS*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

### *MUSIC*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

### *LITERATURE*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

### *PHOTOGRAPHY*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

### *DANCE CHOREOGRAPHY*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

### *FILM/VIDEO PRODUCTION*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_



## WHAT HAPPENS TO YOUR ENTRIES

You are probably wondering what happens to your entries after you deliver them to the state office in February. Here is a list of functions that the Reflections committee accomplishes:

- Committee members separate all entries into one of the six categories -- visual arts, literature, photography, music, and dance choreography and film/video production.
- Committee members organize and code entries for the judging of their category.
- Entries are judged. Our visual art and photography are judged in one day. Music entries are judged during a three week period. The literature category takes the longest because our judges are reading over 200 entries. This usually takes about four weeks.
- Committee members tally points and rank the entries.
- Visual art and photography finalists are photographed for the Alaska PTA convention display. Literature finalists are copied, and copies of music, dance choreography and film/video entries are filed.
- Alaska finalist entries are prepared for mailing to National PTA.
- Reflections coordinators are notified by phone if they have an Alaska finalist. This is around April 1st.
- A total list of finalists, honorable mentions, and special recognitions is prepared and mailed to the Reflections coordinator.
- It is important to fill out the Local Unit Reflections Participation Form with the Reflections coordinators' name, address, and phone number so you can receive the information.
- The Reflections committee wraps up their thank you letters and prepare for the awards ceremony during the Alaska PTA convention.

As you can see, our volunteer committee works very hard. We handle almost 700 entries from over 60 schools. We enjoy this program and look forward to all the entries each year.