

Unit Calendar for Reflections 2009-2010

“Beauty is...”

July / August

- Attend NYS PTA Summer Leadership Conference
- Develop working calendar for program with PTA President

September / October

- Receive Reflections packet from President (will be mailed to President from the NYS PTA in August)
- Carefully read all general and specific rules and familiarize yourself with the forms
- Call your Region or check www.nyspta.org to find out the Region Deadline for Reflections and they can be found on the last page of this packet.
- Discuss your unit deadline with the President allowing time for collection and judging of all entries before the finalists are due in the Region
- Announce theme at PTA meetings and through PTA newsletter
- Send press release to your local Newspaper
- Solicit help of the school principal and staff when possible
- Promote the Reflections program at the Back to School Night and/or Open House
- Set up site for showcasing and judging student works
- Use posters and bulletin boards to encourage participation
- Choose judges for all arts categories (reconfirm 2 weeks before the judging is to take place in writing on PTA letterhead)
- Confirm site for judging to take place
- If possible, attend NYS PTA convention and see the Reflections exhibit
- Have judges select finalist entries to progress to Region PTA

November/December

- Have judges select finalist entries to progress to Region PTA
- Region judging will be taking place
- Region will be packing and sending work on to NYS PTA for State level judging
- Check with Region PTA for those entries that will be progressing to State competition, and find out how those who do not proceed to NYS PTA will be returned
- Make sure all paperwork is completed and that parent signature is on entry forms
- Check with the Region PTA to find out when, and how finalist entries are to reach the Region and confirm Region Deadline
- Relax and enjoy the holidays! You deserve it!

January/February

- Announce student recognition in local newspapers and PTA newsletter
- Ask your local school board if they will recognize student Reflections finalists at a meeting
- State Reflections Finalists will be announced

March

- National entrants will proceed to National PTA
- Have your PTA recognize all students who participate in Reflections
- Congratulatory letters and ribbons sent to State Winners
- Thank you notes to all who helped with the program including judges, teachers, parents and committee members as well as any local sponsors who may have provided incentive prizes or awards
- Make sure all entries that are not going to be displayed in the NYS PTA office are returned to their proper artists

April/May

- Congratulations on a job well done!
- You have done a fabulous job, and were personally responsible for furthering the Arts in Education, and providing students with a means of expression. **Thank You!**
- Rest up so that you can help us once again next year!

June/July

- Discuss the development of Reflections calendar with incoming board for September launch of the Reflections Program
- Encourage new chair and President to attend Summer Leadership Conference and come back yourself to share your success stories with us.