

Reflections Unit Calendar 2011-2012

“Diversity Means...”

July / August

- Attend NYS PTA Summer Leadership Conference: Utica College July 28-30, 2011
- Develop a Reflections timeline/calendar; allow enough time for collecting and judging entries before sending finalists to the region level

September / October

- Visit www.nyspta.org and www.pta.org for all Reflections information and region deadlines
- Familiarize yourself with all general rules, arts area rules and forms
- Create a Reflections committee/team: remember to include school personnel when possible
- Establish a location for showcasing and judging student works, remember to request permission for building use
- Promote the Reflections program at the Back to School Night and/or Open House
- Announce theme at PTA meetings and through PTA newsletter
- Send press release to your local newspaper
- Use posters and bulletin boards to encourage participation
- Collect the student entries
- Verify each entry conforms to the Reflections rules; remember check that all forms are completely filled out
- Recruit judges for each arts area category
- Confirm building use dates, times and location of judging
- Confirm judge's availability; provide each judge with the relevant rules and judging sheets for their arts area.

November/December

- Visit the “Together We Can...” Reflections Gallery and Award recognitions; November 11-13, 2011 during the 115th Annual New York State PTA Convention at Niagara Falls, NY
- Submit finalist entries to the region level of Reflections
- Region level judging will begin
- Region PTAs will submit their finalists to the state level of judging
- Verify your region's process for announcing region level Reflections finalists and returning non-finalist entries
- Relax and enjoy the holidays! You deserve it!

January/February

- Consider hosting a Reflections Ceremony
- Announce student recognition in local newspapers and PTA newsletter
- Ask your local school board to recognize student Reflections finalists during a meeting
- Recognize all students participating in Reflections, committee volunteers and judges
- Send Thank you notes to all who helped with the program including judges, teachers, parents and committee members include any local sponsors who may have provided incentive prizes or awards

March

- New York State PTA Reflections Finalists announced
- Region PTAs provided with congratulatory letters, certificates and ribbons for New York State PTA winners
- State level non-finalist Reflections entries are returned to region representatives during the Legislation/Education Conference
- Make sure all entries are returned to their proper artists

April/May

- Congratulations! Sponsoring a Reflections program, your PTA has enhanced Arts Education for your school and provided students with a means for artistic expression. Thank You!

June

- National PTA Reflections Finalists announced
- Prepare to launch next year's Reflections Program theme with the incoming PTA board and Reflections Chair
- Encourage the President and new Reflections Chair to attend Summer Leadership Conference; come back yourself