



Local PTA/PTSA Leader's Checklist

Step 1. Getting Started (July – August)

- ☐ Register your PTA at [PTA.org/Reflections](https://pta.org/reflections).
- ☐ Confirm that your local PTA is in good standing with the state PTA and eligible to participate.
- ☐ Make sure the Reflections program is included in your PTA's program budget for the school year.
- ☐ Visit your County Council PTA website for program deadlines and additional requirements.
- ☐ Visit <https://floridapta.org/reflections-art-program/> for Florida PTA forms and guide.
- ☐ Recruit volunteers and engage school personnel and community members for additional support.
- ☐ Recruit creative professionals to review student works.
- ☐ Determine which arts categories and grade divisions your PTA will offer. New program leaders may consider getting started with one or more arts category and division.
- ☐ Establish a timeline for your program according to deadlines set by your County Council PTA.

Step 2. Promote Your Program (August – September)

- ☐ Attend your County Council training.
- ☐ Distribute program rules and student entry form.
- ☐ Promote submission deadline and instructions.

Step 3. Coordinate the Review of Student Submissions (October)

- ☐ Collect and organize submissions by category and division. Qualify entries according to category rules.
- ☐ Quickly return any entries with missing items to be fixed and returned to PTA by set date.
- ☐ Facilitate judging and support judges as needed.
- ☐ Collect judges' scores and rank entries. Assign awards and prepare works for exhibition.
- ☐ Prepare entries for advancement to the next level.

Step 4. Celebrate Your Student Participants (November – December)

- ☐ Announce awardees to the whole school community.
- ☐ Host a Reflections Celebration Event to showcase student work and distribute certificates/awards.
- ☐ Offer state and national opportunities for student recognition by sending your finalists to the next judging round.

Step 5. Wrap Up and Report Program Success (January)

- ☐ Return non-advancing submissions to students.
- ☐ Recognize volunteers and evaluate your program to consider future improvements.
- ☐ Report student participation totals and program success at [PTA.org/Reflections](https://pta.org/reflections).

Visit [PTA.org/Reflections](https://pta.org/reflections) and click Reflections Toolbox for additional program template tools and resources.