Missouri PTA Leader
Reflections Program Checklist

Step 1. Getting Started
☐ Register your participation in the national Reflections program at PTA.org/Reflections.
☐ Visit www.mopta.org/reflections to confirm student eligibility and gather important deadlines and materials.
☐ 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.
☐ Plan and budget for your awards, prizes and recognition activities.
☐ Recruit a Committee to help you promote participation, coordinate judging and host events.
☐ Recruit experienced artists to review student works.
☐ Share your program plans with your PTA and school leaders.

Step 2. Promote Your Program
☐ Distribute program rules and entry forms to students and teachers.
☐ Promote your submission deadline and instructions on how to enter. Don’t forget to include any available awards, scholarships and prizes!
☐ Use #PTAReflections to share how your school participates in Reflections during National Arts & Humanities Month this October.

Step 3. Review Submissions
☐ Collect and organize submissions by category and division.
☐ Qualify entries according to each arts category rules.
☐ Share judging materials and submissions with your volunteer judges.
☐ Collect scores from judges and rank submissions.
☐ Gather awards and prizes and prepare works for exhibition.

Step 4. Advance Entries to the Missouri PTA State Round – Deadline December 15
☐ Be a unit in good standing. Your President or Treasurer or reflections@mopta.org can verify this.
☐ May advance up to 3 entries from each art category for each division your unit (school) covers.
☐ Entries must be submitted using the Reflections Student Entry Portal at https://ptareflections.smapply.io/

Step 4. Celebrate Participants
☐ Announce awardees to the whole school community.
☐ Host a Reflections Celebration Event to showcase student work and distribute certificates/awards.

Step 5. Wrap Up
☐ Return non-advancing submissions to students.
☐ Recognize volunteers, community partners, and judges.
☐ Evaluate your program to consider future improvements.