

Hello Reflections Chairs:

Welcome to a new year for the Reflections Program. As many of you know, the rewards for chairing this PTA program are plentiful. Students create amazing art, film, music, photography and literature that is beautiful and inspirational not only to us, but to parents, fellow students and judges. We would like to thank you for committing your time and energy to our talented students and giving them an opportunity to express themselves in an artful way!

Please take the time to review this document as it contains a great deal of new and specific guidelines regarding the Montgomery County County of PTAs Reflections Program.

ALL REFLECTIONS CHAIRS AND PTA PRESIDENTS SHOULD JOIN THE YAHOO LISTSERV. WE WOULD LIKE THE PRESIDENT OF YOUR PTA TO ALSO JOIN THIS LIST. IT IS OUR PRIMARY MEANS OF COMMUNICATION, SO IT IS CRITICAL THAT ALL REFLECTIONS CHAIRS JOIN THE GROUP LISTSERV TO STAY INFORMED OF DEADLINES AND UPDATES.

Important information will be sent out on a regular basis throughout the school year. Rules and deadlines vary from state to state. Although the National PTA website has a great deal of information, it is **imperative** that you pay attention to the MCCPTA website and yahoo group emails regarding the rules and regulations for the MCCPTA Reflections Program.

As harsh as it may sound, not being on the listserv will not be a compelling reason to the Maryland State PTA that your school missed a deadline or program requirement. Sadly, several entries were disqualified last year for either not meeting the categorical requirements (i.e., no 3-D pieces, correct formats), or PTAs not being in good standing with the MDPTA for even one aspect of required documentation. So Reflections Chairs, please make sure you check the guidelines and insure your student's entry meets the categorical requirements, and also be sure that your PTA President and Treasurer are taking care of the various requirements needed to be "in good standing" with MDPTA.

Delegates and PTA Presidents: PLEASE have someone join and monitor the Reflections listserv

TO JOIN OUR YAHOO GROUP FOR ALL THE LATEST INFORMATION AND RESOURCES:

- Go to <http://groups.yahoo.com/group/ReflectionsMCCPTA/>

MANDATORY FORMS AND PAPERWORK FOR ENTRIES TO QUALIFY AND CONTINUE THROUGH THE COUNTY/STATE/NATIONAL LEVELS OF COMPETITION:

NOTE: DO NOT DOWNLOAD THE STUDENT ENTRY FORM FROM THE NATIONAL PTA WEB PAGE. YOU MUST GO TO THE MARYLAND PTA WEB PAGE, WWW.MDPTA.ORG/REFLECTIONS, FOR THE MARYLAND STUDENT ENTRY FORM. ALL MONTGOMERY COUNTY ENTRIES MUST BE SUBMITTED USING THE MARYLAND FORM.

Please note new rules, some of which are highlighted below. These changes and many more are covered in detail in the attached guidebook. Please be sure to review the attached guide carefully for specific details, and be sure to relay the information to your participants.

- Confirmation of your local PTA standing with Maryland PTA
- Student Entry Forms
- Consent Forms
- Electronic execution of paperwork
- Identification and specific labeling of forms and artwork

We apologize that although the changes are numerous and may appear overwhelming, they are the requirements of Maryland PTA. The MCCPTA Reflection Co-Chairs are charged with following the requirements to insure that students do not forfeit the opportunity to be a part of this program due to bureaucratic oversights. We'll do all we can to make this as easy as possible. Please do not hesitate to contact Chris McDermott (malimcdermott@verizon.net) or Melissa McDonald (Melissa.lewis.mcdonald@gmail.com) with any questions.

THE ATTACHED MARYLAND PTA LOCAL CHAIR GUIDE SHOULD BE CAREFULLY REVIEWED BY LOCAL CHAIRS TO INSURE ALL NEW RULES AND REGULATIONS ARE ADHERED TO IN AN EFFORT TO PREVENT DISQUALIFICATION OF AN ENTRY.

NEW THIS YEAR:

Student Entry Form

- The Student Entry form must be entirely completed **electronically**, labeled, printed and signed. Maryland PTA will not accept any forms filled out by hand. If a local chair receives an Entry Form that is filled out by hand, it is up to the chair to have it typed and signed prior to sending it to the County Reflections Committee.
- The form must have the signatures of both the student and the parent/guardian, unless the student is 18 years old.
- Entries submitted without the entry form or the appropriate signatures will be disqualified.
- Do not reduce the size of the form, change or fold the Student Entry Form.
- Please refer to the attached guide for specific instructions regarding **labeling** of the Student Entry Form.

OFFICIAL ENTRY FORM

- The PTA section MUST be completed on **each** entry - including **all** of the dates requested. Please use the official name of your PTA...no abbreviations.
 - Local PTAs must be in good standing with Maryland PTA in order to participate in the Reflections program. **NOTE: In order for an entry to continue in the process, if any single requirement related to "Good Standing" is not met, the entry will not be allowed to move on in the process.** Please see page 3 of the attached guidelines for requirements regarding compliance.
- Each submission must have an **electronically completed entry form that is printed out and signed**. Signatures are required of both the student and a parent (if student is under 18 years of age). Entries submitted without the entry form or the appropriate signatures and labeling (see attached guide) will be disqualified. Do not alter the entry form in any way.

Fill out the Maryland form on-line, save it , print it, sign it, and submit it.

NOTE: If you a student entry from your school moves on from the county level to the state level, we will need your electronic submissions, so save all of the electronic forms that you submit.

Required Title and Artist Statement

- Each entry must include a Title and an Artist Statement. The Student Entry Form provides a space for the artist statement (250 words or less); if the statement does not fit in the space given, it must be written on a separate page and labeled. Please refer to the attached guide for specific instructions regarding labeling of an attached artist statement. "Untitled" is no longer acceptable as a title.

Consent Forms

- The National PTA requires that signed consent forms be submitted along with the Student Entry Form for all individuals who appear in a dance choreography, film production, or photography entry-and if it includes images of an individual in a literature or visual arts entry. If an individual appearing in an entry is under the age of 18, parental consent should also be obtained and submitted. Please refer to the attached guide for specific instructions regarding labeling of a Consent Form(s).
- Unlimited number of participants in a dance number. However, all participants need to sign the Consent form.
- Time limit for music performance, dance, and film is 5 minutes. Two copies of a music, dance or film cd or disc must be submitted. Please refer to the attached guide for specific instructions.

Labeling

- As noted in the Local Chair Guide, student participation forms, consent forms, the artist statement (if attached to the consent form instead of on the consent form) and the artwork itself must be specifically labeled. Please refer to the attached guide for specific instructions.

Online forms will be available on the MDPTA website in mid-September, and will also be uploaded on the MCCPTA yahoo group site.

DELIVERING YOUR SCHOOL'S WINNING ARTWORK TO MOVE ON TO THE COUNTY LEVEL:

Local unit entries must be brought to the MCCPTA office (2096 Gaither Road, Suite 204, Rockville, MD 20850) on the following 4 days:

- Wednesday, December 14th from 10am – 2pm
- Thursday, December 15th from 10am – 2pm
- Friday, December 16th from 10am-2pm
- Monday, December 19th from 10am-2pm

NO ENTRIES WILL BE ACCEPTED AFTER DECEMBER 19' 2011.

When delivering your artwork, a MCCPTA Reflections Co-Chair will review all entries for completion. Remember, entry forms must be typed (with signatures) in order to be accepted.

All entries must be complete (signatures, consents, labeling, etc.) and the PTA must be in good standing or the entry will be disqualified. This step is now enforced to insure that no entry is disqualified later in the process, effectively eliminating a qualified entry from continuing through the process. That is unfair to students competing in that category. To eliminate this possibility and the potential for miscommunication between your PTA and Maryland PTA, we are asking that you bring all documents required that confirm that your PTA is in good standing along with your artwork so that we can send them along to MDPTA. Please refer to the attached guidelines for those requirements.

MCCPTA REFLECTIONS AWARDS – CEREMONY AND GALLERY

- All local Reflections chairpersons are on the MCCPTA Reflections Awards Ceremony committee. We will be asking you to assist in hanging the artwork for the Awards Ceremony. Thank you in advance for your time, energy, and support!
- When submitting your excel spreadsheet of your school's winners and honorable mention award winners (see Local Chair Guide), we will ask that you email a separate document for us to use to create labels for the blind judging and the County Awards Ceremony. We will inform you via the yahoo group when we need this information.
- **School level - top 3** in each category & division move up to county level
- **County level - top 3** in each category & division move up to state level

RESOURCES

To learn more about Reflections, go to:

- www.ptareflections.org/ - National PTA website for general information on the program
- www.mdpta.org/bridge_reflections.html - Maryland PTA guidelines
- <http://groups.yahoo.com/group/ReflectionsMCCPTA/> - Montgomery County Reflections Group
- www.mccpta.org - MCCPTA website - watch for more information

QUESTIONS?

Please do not hesitate to contact either of your MCCPTA Reflection Co-Chairs with your questions:

Chris McDermott, malimcdermott@verizon.net, or (301) 253-9059

Melissa McDonald, Melissa.lewis.mcdonald@gmail.com, or (240) 654-4855

For general information, contact the MCCPTA Office at office@mccpta.com, or (301) 208-0111.