

# MCCPTA Committee Work Plan 2011-2012

## Reflections Committee

**Chair(s):** Chris McDermott  
Melissa McDonald

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### **Committee Members:**

All local Reflections chairpersons are members of the committee.

### **Vision:**

*How does the work of your committee support the objects and mission of PTA and the focus of MCCPTA?*

The Reflections art program encourages students to express themselves through creative projects. Literature, music, photography, visual arts, dance and video are all represented in this program. Each year the program has a theme, and the students are challenged to reflect on this theme and create a work of art that represents their interpretation of it.

### **Goals:**

*Give a summary statement of your committee's goals for this year. Consider how you will identify attainment.*

Continue to increase awareness of the Reflections program by using the action steps listed in next section.

### **Action Steps:**

*What does your committee plan to do to achieve these goals? Include plans for meetings, mailings, etc., interaction with other MCCPTA committees, MCPS staff you may work with and in what capacity, other county, state or federal agencies, organizations you may contact as part of your action plan.*

- Utilize the MCCPTA Listserv to make the local PTAs aware of the program.
- Utilize the MCCPTA Reflections Listserv to provide comprehensive information to the local chairpersons.
- Represent the Reflections committee at the Delegates Assembly in September.
- Participate in the MCCPTA spring & fall training, and make the training materials available to all chair people via e-mail.
- Be available to the local chair people for questions via phone and e-mail.
- Schedule at least one planning meeting with the committee in the fall, and a second in the spring prior to the award ceremony.
- In early April, notify local media of the award ceremony, and invite them to attend the event

In addition, please see following time line:

***MCCPTA Reflections Tentative Time Line***

- August/September-determine date for awards ceremony and reserve site for awards ceremony
- October-request volunteers to take on the duties below:
- November– purchase/solicit donations for judge thank you gifts
- January – submissions due to county – MCCPTA office
- January - Images sorted and delivered to judges
- Winning images photographed prior to taking to state
- Winning videos & musical compositions duplicated prior to taking to state
- Locate/invite entertainment/speaker
- February - Submissions due to state
- February- Start preparing slide show with winning images
- February -- Order awards (trophies for Awards of Excellence, medals for Awards of Merit, participation ribbons for all participants)
- February-copy invitations and maps @ MCCPTA office
- February -- e-mail invitations March – RSVP deadline
- February- Prepare program
  - Proofread for typos
- March-confirm entertainment/speaker
  - Proofread again/corrections as needed
- March -Copy programs @ MCCPTA office
- March - Print identification cards for the artwork @ MCCPTA office
- Mid-March 2012 -- day of event-set up gallery

**Expenses**

Awards –trophies, medals & ribbons	\$1,200.00
Thank you gift for 6-10 Judges (approx \$25 each)	\$ 250.00
Room rental MCPS	\$ 400.00
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Total	\$1,850.00

