



MCCPTA Committee Work Plan 2009-2010

Committee: Reflections

Point of Contact: Melissa McDonald

Email: Melissa.mcdonald@verizon.net

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.

Under the direction and approval of MCCPTA, the committee will address the following:

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.

Under the direction and approval of MCCPTA, the committee will take the following steps:

- 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 Time Line

- August/September-determine date for awards ceremony & determine site for awards ceremony (tentatively mid-March 2010 @ Montgomery College-Germantown)
- October-request volunteers to take on the duties below:
- November-schedule entertainment (jazz band/chorus etc)
- 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
- February - Submissions due to state
- February- Start preparing slide show with winning images (perhaps with winning musical composition as accompanying it)
- February -- Order awards (trophies for Awards of Excellence, medals for Awards of Merit, participation ribbons for all participants)
- February-print invitations & maps
- February -- Mail invitations March – RSVP deadline
- February- Prepare program
 - Proofread for typos
- February/March– purchase/solicit donations for refreshments-
- March-confirm entertainment
 - Proofread again/corrections as needed
- March - Print programs
- March - Print identification cards for the artwork
- Mid-March 2010 -- day of event-set up gallery

Expenses

Based upon 400 participants:

Invitations & postage (approx 400)	\$264.00
Copying programs (approx 150)	MCCPTA Office
Awards –trophies, medals & ribbons	\$886.00
Refreshments	\$300.00
Room rental Montgomery College (no charge)	\$ 0.00
	<hr/>
Total	\$1450.00