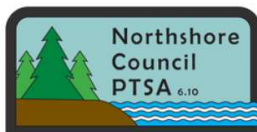


PTA Reflections Program – Task Breakdown

Northshore Council PTSA 6.10

Updated February 2021



The PTA Reflections Program, is a [National](#) and [WSPTA program](#). It is a yearlong program, with the peak months being November through January. The lists below are a top-level overview and not meant to be all encompassing.

Communications – The VP of Communications is extremely helpful in managing website and council newsletter updates. Content and regular emails/newsletter is the responsibility of the Reflections Chair.

Event – Essential to work with Council on the Event. President must sign contracts. VP Events may be able to offer some assistance with venue bookings and other coordination. Treasurer will process checks for payments. Plus, you will need volunteers for the Celebration Event.

Communications	Art	Event
<ul style="list-style-type: none"> • Reflections Expert – know the rules, attend State Training, be the Council expert to answer questions • Chairs: contact each of the 30 PTAs and get the Reflections Chair names. No chair, you use the President • Training Chairs – determine what the PTAs need for training to understand the program. Formal training, 1x1 calls, good solid emails. • Communication and Promotion: <ul style="list-style-type: none"> ○ Weekly Mails: starting in early September, write weekly emails in Mailchimp to Reflections Chairs AND PTA Presidents (yes, keep both in the mail) ○ PTA Council Meetings: promote it • Website – keep website updated. It changes as we get into difference phases of the program • Event Program – create program for distribution at the Celebration (also sent via email notifications) • Family Event Invite – send an invite to all families who have a council qualifier a few days prior to the event. Included the results when inviting the families. It helps them plan. • Invite District officials to event • State Results/National Qualifiers – communicate results in March when they arrive. 	<ul style="list-style-type: none"> • Judges – recruit judges – start in September/October. Judging is in December so need to set their expectations. • Collect Art – set 2 dates in early Dec. or late Nov. to collect art. • Logging Art – get master list from state PTA and use it to track all pieces you receive. Also use for art pieces you send out for judging. Helps prevent art going missing! • Getting Art to and from Judges: This happens in December. Communicate with judges along the way and thank them. Use Dropbox or the like for online art sharing and collecting judging results as an alternative to moving physical art pieces. • Council Results – track results in spreadsheet. We build the program off this and do communications. • Labeling Artwork – each piece needs to be labeled with student name, grade, school, art category and title for the Celebration • Thank Judges – on website, in program, etc. • Returning Artwork: after the event, return the artwork to the PTAs and get the state qualifiers to State. Same is true for when art comes back from State PTA in the Spring. 	<ul style="list-style-type: none"> • Choose Open House Date - typically the 1st or 2nd Friday of January (art has to be at the State office by end of month) • Reserve venue – Partner with president since they sign the contract. Work with treasurer to get the check for any payment. Reserve for event and night before to setup (If needed). • Arts Of Kenmore – reserve the panels and pay them. Consider if you need a truck to transport. • Ribbons – order them and make sure we have enough for all the art. (Council Qualifier, Judges Choice & State Qualifier) • Recruit Volunteers to help setup and day of event • Event Itself: You determine flow of the event and what you want to do. Feel free to try new things. ; <ul style="list-style-type: none"> ○ Computers for dance, film and music ○ People’s Choice voting awards ○ Welcome Board at the Event ○ Signage at Event ○ Idea – artists statement for state qualifiers • Returning Artwork: once event is over - determine strategy for getting artwork back to PTAs and on to State.