

Montana PTA General Guidelines

Only new pieces of artwork inspired by the theme may be submitted.

Student Eligibility: Students must participate in the Reflections Program through a local PTA/PTSA in good standing. Parent groups not affiliated with National PTA are not eligible to sponsor this program. It is the responsibility of the state and local PTA/PTSA to determine each student's eligibility in the Reflections program. A student may develop an entry inside or outside of the school. A student may submit an entry in more than one arts category.

Grade Divisions: Students may enter the Reflections Program in the appropriate division for their grade. The divisions are as follows:

Primary: preschool–grade 2	High School: grades 9–12
Intermediate: grades 3–5	Special Artist: all grades welcome
Middle School: grades 6–8	

Arts Areas: Students may submit works in any of six arts areas:

Dance Choreography	Musical Composition
Film Production	Photography
Literature	Visual Arts

Establishing a Reflections Program Network

Create a network of teachers and volunteers to help distribute information about the Reflections Program and answer questions from parents and students regarding rules and deadlines. Consider establishing a Reflections Program committee of two to three additional volunteers to assist in running the program. Make sure your team knows how the Reflections Program works and what the deadlines are at the state level. Your unit is not required to participate in all six arts areas, but you should be familiar with the rules and submission requirements for each arts area that you do accept entries.

Establishing a Timeline

When establishing your timeline, allow ample time for students to create the works of art and for entries to be received and judged. When setting the deadline for student submissions, work backward from the deadline established by your state PTA for submitting entries to the next level of judging. Allow at least two weeks for the judging process, and another two to three weeks for copying paperwork and packaging the winning artwork for the next level of judging. To avoid confusion, distribute only the student submission deadline to parents and students. Do not share the deadline for entries to be sent to the next level of judging. Make sure you know where to send winning entries for the next level of judging.

Promoting the PTA Reflections Program

Once you've established the deadline for student submissions, promote the Reflections Program to families and students, as well as teachers. (Reflections Program submissions may be developed in or outside of school as long as the entries are new pieces inspired by the current year's theme and created expressly for the program.) The school's art, music, theater, film, dance, and photography teachers can

be strong allies in encouraging all students to participate. Consider kicking off the program with a PTA-hosted arts night at which you share the submission deadline, rules, and Student Entry Form (see below). Promotional fliers for the program are available at PTAreflections.org along with the Reflections Toolkit. Be sure to also include Reflections Program information and reminders in PTA and school newsletters and websites. In all promotions, include the student submission deadline and contact information for where to direct questions.

Distributing the General Student Participation Rules, Arts Area Rules, and Online Process

General Student Participation Rules and Arts Area Rules

All students must adhere to the General Student Participation Rules as well as the rules for their specific arts area. Provide teachers with the rules in advance. Then distribute all rules, as well as the Student Entry Form and Consent Form, to families and students through a kick-off meeting, other PTA or school events, fine arts classes, newsletters, and the PTA/school website. Be prepared to answer questions.

Judging

Establishing Judging Dates:

Establish judging dates based on the date entries are due within your school, the deadline for submitting entries to the next level of judging, and the number of entries you expect to receive. If your unit participates in all six arts areas of the Reflections Program, expect to need at least two weeks for the judging process, and another two to three weeks to prepare artwork for the State level of judging. Refer to the earlier section —Establishing a Timeline for additional information.

Recruiting Judges

All judges should have a working knowledge of their assigned arts area. Sources of judges might include:

- Art, literature, dance, film, journalism, and music educators or college/university professors
- Teachers from other schools participating in the Reflections Program
- Art museum directors, docents, curators, or historians
- Professional photographers and local artists
- Local symphony orchestra or choral directors, musicians, conductors, or composers
- Local dance conservatories, dance studios, ballets, or theaters
- Local multimedia/video production companies
- Newspaper journalists, editors, or photographers
- Local television stations
- Arts advocacy organization presidents or directors

Inviting professionals in the arts or influential community leaders to participate in Reflections Program judging increases the exposure of your PTA, its work, and the wonderful benefits students derive from participating in the arts.

Once judges are selected, provide them with the General Student Participation Rules and their Arts

category Rules, as well as the Judging Rubric. (See and/or print Rubric sample at website)
Remember to recognize judges in promotions and thank them for their participation. Some PTAs provide each judge with a small gift or certificate of appreciation.

Avoiding Conflicts of Interest:

It is always preferable to conduct Blind Judging. Teachers from the host school may know student work and/or have a conflict of interest in judging, so it is better, whenever possible, to invite teachers from another school that offers the Reflections Program.

File names are listed on the bottom of all forms so that the bottom of the form can simply be folded over during the judging process. **Unfold it when sending on to State please.** Beyond the local PTA level, blind judging will need to occur only if there is a chance that the judges may know a student.

Judging at the State and National Level

All state and national entries are judged on artistic merit/creativity, mastery of the medium, and interpretation of the theme. Mastery of the medium in the context of the National Reflections Program pertains to the level of skill the student demonstrates in the basic principles/techniques of the arts category. Entries will be judged primarily on how well the student uses his or her artistic vision to portray the theme. At National levels, the submission in each arts category that best interprets the theme is selected for the Outstanding Interpretation Award. There are a total of six Outstanding Interpretation Award recipients—one in each arts area. Three Awards of Excellence and Five Awards of Merit are also selected within each of the six arts categories.

At the state level there will be 1st and 2nd place awards in each category and age division as well as up to three Judge's awards which are at the discretion of the judges.

Tiebreakers: If two entries are judged as equal across all areas, the entry that best interprets the theme receives more recognition.

A local judging process could have a similar design.

Sample Judging Rubric

A basic judging rubric units may use in evaluating entries and assigning awards.

All entries should be judged on artistic merit/creativity, mastery of the medium, and, most heavily, interpretation of the theme. **Please see website for sample.**

Originality

All entries into the Reflections Program must be new pieces of artwork inspired by the current year's theme and created expressly for the program. Artwork produced before the dissemination of the theme or created and used for another competition or program may not be submitted. Each entry must be the original work of one student only. An adult may not alter the creative integrity of a student's work.

Because the program is designed to encourage and recognize each student's individual creativity, help from an adult or collaboration with other students is not allowed.

Each entry must be the original work of one student only. Only one student may be recognized as the award recipient for each entry. Other individuals may appear in or perform a student's work, but the

work itself—the dance choreography or film production (including screenplay, camerawork, and directing) or musical composition (including written score and any lyrics), etc. — must be the creative product of one student only. Use of copyrighted material is prohibited in the literature, musical composition, visual arts, and photography categories. This includes the use of copyrighted cartoon characters or other such material.

Examples of copyrighted materials:

- Cartoon characters from television, videos, and comic books are copyrighted. Even if the character is in a new setting, the character itself is copyrighted and is not to be used.
- Copyrighted material from the Internet is not to be used.
- Advertisements and advertising ideas from print, film, TV, or radio are not to be used.
- Using a musical theme from an existing copyrighted composition (printed music) is not acceptable.
- Copyrighted recorded music is not to be used.
- Copyrighted photographs, especially from print media, are not to be used.
- Copyrighted photographs or stock photography may not be used as a subject for any visual arts entries.

Use of copyrighted music in dance choreography and film production entries is acceptable. **The title, composer, and performer of any music used must be credited and documented on the Student Entry Form.** Use of any other copyrighted material is prohibited.

Misuse of the above materials constitutes plagiarism—taking and using another’s ideas, words, or inventions as one’s own.

Please note: Photographs, visual artworks, and films may include public places, well-known products, trademarks, or certain other copyrighted material as long as that copyrighted material is incidental to the subject matter of the piece and/or is a smaller element of a whole. The resulting work cannot try to establish an association between the student and the trademark/business/ material, or influence the purchase/non-purchase of the trademarked good. Visual arts collages may include portions of existing copyrighted works, such as photographs, magazine clippings, Internet images, and type cut out of a newspaper, as long as those portions of copyrighted works are used to create a completely new and different work of art. A collage should be judged for its whole, not by its parts, and whether the resulting work stands as a creative, original work of art on its own.

Plagiarized and Resubmitted Entries

Occasionally, entries submitted to the Reflections Program are ineligible. Two of the most common reasons for declaring an entry ineligible are plagiarism and resubmission. The Reflections Program rules define plagiarism as taking and using another person’s ideas, writings, or inventions as one’s own. The rules also state that only new pieces of artwork inspired by the theme are acceptable. If a student submits an entry that was created and submitted the previous year, it is ineligible because all artwork needs to express the current year’s theme. Recommended procedures for dealing with both plagiarized and resubmitted entries follow.

When students use another artist’s work to gain recognition from PTA, a remedy is needed to protect the integrity of the program.

Here's what you can do to maintain the Reflections Program's integrity:

- Assume that there will be entries that are not original.
- Institute a process to confirm originality.
- Alert judges to the possibility that some pieces might not be original.
- Seek judges' guidance for determining originality if a piece is questionable.
- Check questionable entries via the Internet. Google is a great tool. For example, if the submitted visual arts entry or photograph is of a famous person, type in that person's name and search listed websites to see if the image is from a book cover or a collection of published photos.

The discovery that an artwork is ineligible can be very disappointing. The rules clearly state that plagiarized entries should be disqualified and returned to the student. All levels of the program—local, council, district/region, state, and national—need to be unified in their efforts to deal with this issue.

The following are necessary procedures for managing a plagiarized or resubmitted work:

- At the level of discovery, return the piece to the student and let the student know why the piece has been disqualified. If the piece is discovered at the council, district/region, state, or national level, the arts chair at that level will notify the local arts chair that the submitted piece is ineligible and then return it to the student.
- If judging has already occurred at the level of discovery, have the level-of-discovery arts chair (and prior-level arts chair, if applicable) determine if awards (including award money, pins, certificates, etc.) should be returned.
- If judging has not occurred at the level of discovery, have the prior-level arts chair determine if the award should be returned (if applicable). The arts chair and local unit will need to work with the student and the student's family to help the student understand the seriousness of copying someone else's work and claiming it as their own. School counselors or teachers might also be able to provide assistance in helping the student deal with the discovery and the consequences.

Recognizing Award Recipients

Each unit determines how it will recognize and award participants. Formal award ceremonies, certificates of participation, ribbons, and plaques are some types of recognition. In addition, units may recognize students by publishing photography, visual arts, and literature entries in local newsletters; hosting a Reflections Program exhibit; or creating an online gallery or special publication of award-winning entries

Displaying Artwork

When displaying student artwork, be sure to protect student information. Whether the artwork is on display in the school, community, or online, National PTA suggests displaying only the following information for each piece of artwork:

- Title of work
- Artist's first name and last initial
- City and state of school
- Arts area and grade division

Title and an Artist Statement Each student entry must contain a title and an artist statement, which communicates his/her inspiration for the work and how it relates to the theme. The statement must describe the content and include at least one sentence, but not exceed 100 words. Try to help the student understand the importance of this. The entries are judged highly on how closely their entry relates to the theme. (Suggestion; Have them look the theme up in the dictionary.)

Submitting Entries to the State level for Judging

You may submit your 1st and 2nd place winners per category and age division to State. All entries must be submitted in the appropriate format, as described below.

Student Entry Form

All entries going on to State level must adhere to the following:

Make 2 copies of the online or paper entry and attach it to the students work as outlined below.

- Do not change the Student Entry Form.
- Student Entry Forms need to be on **white** 8½-inch by 11-inch (8½" x 11") paper.
- Do not reduce the size of the form.

Dance Choreography and Film Production Entries:

Each Dance Choreography and Film Production entry should be submitted on a DVD. Accepted file formats include: AVI, Quicktime (.mov), MPEG (.mpg, .mpeg, .mp4), Windows Media (.wmv), and Flash Video (.flv, .f4v).

- Place the DVD into a plastic or cardboard container and label both the DVD with the students name and your PTA.
- Place DVD in a manila envelope. Place Student Entry Forms in a sheet protector and adhere to the outside of the envelope leaving the top open.
- Keep a copy of each dance and film entry for your files

Literature Entries:

- Place each literature entry and 2 additional copies in a clear plastic sheet protector. (You will have a total of 3 copies.)
- Place the Student Entry Forms in the same sheet protector facing away from the entry. (So it can be seen from the other side)
- Keep a copy of the literature entry for your files. Make sure all copies are clearly legible. This may prove difficult when photocopying handwritten entries. Check all copies for legibility before mailing them to the next level.

Music Composition Entries:

- Save each Music Composition entry on a CD as an .mp3 file.
- Place the CD into a plastic or cardboard container and label with the students name and your PTA.
- Place the cd and score (should they have one) in a manila envelope
- Place the Student Entry Forms into a clear sheet protector and attach to the outside of the envelope leaving the top open
- Keep a copy of the score and CD for your files.

Photography and Visual Art Entries:

- Visual Art entries must be no larger than 24x30 including mat if used.
- Photography entries must be no larger than 11x14 including mat if used.
(Use shrink wrap or place in plastic to protect entries if desired)
- Place Student Entry Forms in clear sheet protector and attach to back of works with masking tape (so it doesn't damage work when removing) If the Student Entry form is larger than the work, you may place both in a zip lock bag. (Include consent form if needed.)
- Keep a copy of each photography and visual art entry for your files.

When sending entries to the next level of judging, use a service that allows you to track and confirm receipt of entries from your end.

✓ **PTA Reflections Program Submission Checklist**

This checklist is for use in preparing your unit's Reflections Program packet for submission to the state level of judging. Please keep this list for your records. If your packet is not complete, it may be disqualified.

- Your PTA/PTSA in good standing.
- All entries must be submitted in the appropriate format, as described below.

Local PTA Participation Form

The following to be placed in manila envelope with your PTA name on front

- 1.** One copy of PTA Participation Form completely filled out including PTA ID Number.
- 2.** \$15 Check or money order or prepaid return postage
- 3.** Return Label filled out where you wish works to be returned to

Literature, Photography, and Visual Arts Entries

1. Two Copies of Student Entry filled out completely with close attention to Required Title and Artist Statement attached to work as described
2. Entry Submitted as described

Dance Choreography and Film Production Entries

1. Two Copies of Student Entry filled out completely with close attention to Required Title and Artist Statement attached to work as described
2. Additional Consent Form(s) (**only if others appear in the work**)
3. Entry DVD Submitted as described

Music Composition

1. Two Copies of Student Entry filled out completely with close attention to Required Title and Artist Statement attached to work as described
2. Entry CD saved as mp3 and Submitted as described

Special category:

Special Artist Division

Previously, there were only four traditional grade divisions for the National student competition:

- **Primary:** Preschool – Grade 2
- **Intermediate:** Grades 3 – 5
- **Middle School:** Grades 6 – 8
- **High School:** Grades 9 – 12

In the 2012-2013 **General Rules in Appendix A**, you will see that National PTA is launching a fifth division of the Reflections program – the **Special Artist Division**. This is a non-graded division limited to students whose physical, cognitive or mental health challenges meet the guidelines set forth in the American Disabilities Act. Qualifying students create their own artwork but may receive non-artistic accommodation and assistance from an adult. Students who qualify for the Special Interest Division may choose to enter in the traditional four grade divisions. If this is the case, the student will follow all general rules and arts category rules, but may submit the entry in the grade division most closely aligned to their cognitive or functional abilities. The student is recognized and awarded as part of the general student population without regard to special needs or challenges.

National PTA will honor one Special Artist from across all categories to receive an Outstanding Interpretation Award. Up to five additional Special Arts will receive a National PTA Award of Excellence.