



Checklist for Reflections Entries

Forms

- Confirmed that you are a PTA/PTSA in good standing:
 - bylaws current
 - financial review form to Kentucky PTA by August 15, 2011
 - sent at least one dues payment by October 15, 2011.
- Student entry form completely filled out, including PTA ID number (found in upper left corner of National PTA mailing labels).
- Original signatures of student and, if student is under 18, parent/guardian.
- Required Artist Statement & Consent Form(s).
- PTA participation Form completely filled out and included in packet and sent electronically to the next level up. Electronic Copy emailed to National PTA at Reflections@pta.org.
- Master Entrants Form is completely filled out, labeled and sent electronically or provided on CD to the next level up.

*****All winning local entries must include electronic files, saved to a CD or DVD, as appropriate for each art category.*****

Dance Choreography and Film Production Entries

This DVD must contain the following files:

1. Student Entry Form File
2. The Artist Statement Form File
3. Consent Form(s) File
4. The Arts Category Entry File (the .flv file)

Each DVD packed in plastic or cardboard container should be labeled with ky.art category.grade level.student last name.student first name and placed in a manila envelope with clasp.

Literature, Musical Composition, Photography, & Visual Arts Entries

The CD must contain the following files:

1. Student Entry Form File
2. The Artist Statement Form File
3. Consent Form(s) File
4. Arts Category Entry File
 - a) The literature entries saved as Word (.doc) files if typed or PDF (.pdf) files if handwritten.
 - b) The music files saved as .mp3 and the music score files saved as .pdf files.
 - c) The photography and visual art files saved as jpg files.

Each CD packed in plastic or cardboard container should be labeled with ky.art category.grade level.student last name.student first name and placed in a manila envelope with clasp

Literature Entries

- One original and two copies are included with each page labeled in the bottom right corner.
- Labeled Student Entry Form, CD, and labeled Artist Statement placed in manila envelope with clasp.

Musical Composition Entries

- Each CD packed in a plastic or cardboard containers, CD and containers both labeled and placed in a manila envelope with clasp.
- Labeled Scores included for middle and senior entries as described above and placed in manila envelope with clasp.
- Labels Student Entry Form, Artist Statement and Consent Form(s), if needed, are placed inside the manila envelope with clasp.

Photography & Visual Arts Entries

- Entry labeled on the back. No writing on the front of the entries.
- Labeled Student Entry Form, CD, Artist Statement, and Consent Form(s), if needed, are put in to a manila envelope with clasp. Envelope is taped to the back of the entry with masking tape on the sides.

Required Consent Forms

Completed and signed Consent Forms must be included for all individuals whose recognizable images or voices appear in a Reflections entry. Individuals over the age of eighteen may sign their own Consent form. A parent or legal guardian must sign for individuals under the age of eighteen.

Required Artist Statement

In all categories, students are required to include what inspired them to create their work and explain how it relates to the theme.

Kentucky PTA only returns visual arts and photography entries. Please be sure students have an additional copy of their work.