

# Spring/summer check-list for Reflections

- **Budget** - Include money in your budget for your Reflections program!

**\$100 minimum**, (with no student prizes).

Example of expenses: paper & printing for marketing and creating certificates etc.; supplies needed to prep entries for higher level of judging: mats, clear plastic protectors, sheet protectors, manila envelopes, tape; thank you gifts for judges.

- Budgeting for student awards/prizes:

**Elementary** – up to 60 awards + Special Artists

- 6 Arts categories x 5 Ranks (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, two Honorable Mentions) = 30
- 2 age divisions (primary, intermediate) x 30 = 60
- Engraved medals can be ordered online for around \$1.50 each

**Middle & High** – up to 30 awards + Special Artists

- Money or gift cards better incentives for older students

- **Calendar** - Set a date for a Reflections recognition/awards ceremony at your school IN THE FALL. It is highly recommended to recognize your school winners *before* the next round of judging.
- **Training** – Offered by District August/Sept
  - **Please** READ the Local Unit Reflections Guide; updated version will be online no later than July 1
  - Websites to use as resources:
    - [www.greenvillepta.com](http://www.greenvillepta.com): District 1 site for training materials, documents, forms
    - [www.scpta.org](http://www.scpta.org) – state information
    - [www.pta.org](http://www.pta.org)
- **Update District/State with Chair information** – include on Local Unit Officer Report (LUOR) by May 31. Make sure to pass along any updates if changes are made before or during the school year!
- **Good Standing** – make sure your unit is ready to collect membership dues, has current bylaws on file in the state office, and has all financial records in order. All dues (national/state & district) **must** be paid by December 1 for school Reflections entries to advance to district or state level. Please reach out to your district board if you have problems with your unit management, we are here to help.
- **Stock up on supplies** – clear sheet protectors, 9x12 manilla clasp envelopes, masking tape will become your best friends when preparing entries for the state round. Watch for back-to-school deals.