



NATIONAL PTA® REFLECTIONS®

About the Reflections Chairman Position:

The Reflections Chairman executes the National PTA Reflections Program (art contest). Work on the program begins in August and ends after Open House. Overarching Job Description available on CAPTA.org.

Qualifications:

Must be available to fulfill the needs outlined below. It is acceptable for the Reflections Chairman to have a committee if needed. Traditionally, this position has only used volunteers as needed.

Key Role – Reflections Chairman

- Reflections Chair is required to attend monthly Executive Meetings and report monthly updates. Responsible for understanding the bylaws and job description.
- Responsible for completing and submitting Working Plan to the Executive Board and updating it to be an End Report filed with the original plan after the event. Historian must be available to support and guide the Academic Rewards Chairman in this process.
- Working Plans must be submitted for approval by the Academic Rewards Chair to the Executive Board at the first PTA Executive Board Meeting. Submit, no later, then 14 days in advance to the PTA President. Working Plans must be voted forward before any funds are released or work done (ex: making copies, decorating rooms, etc.)
- Markets Reflections Program. Collects art entries and process:
 - Prepares them for on-site judging gallery
 - Hosts on-site judging gallery (coordinated with the Principal)
 - Photograph all entries (straight on) and have 8"x10" prints made
 - Forward winning entries to Council level
 - Send out notice of winners, return all other art.
 - Purchase awards through the PTA online store

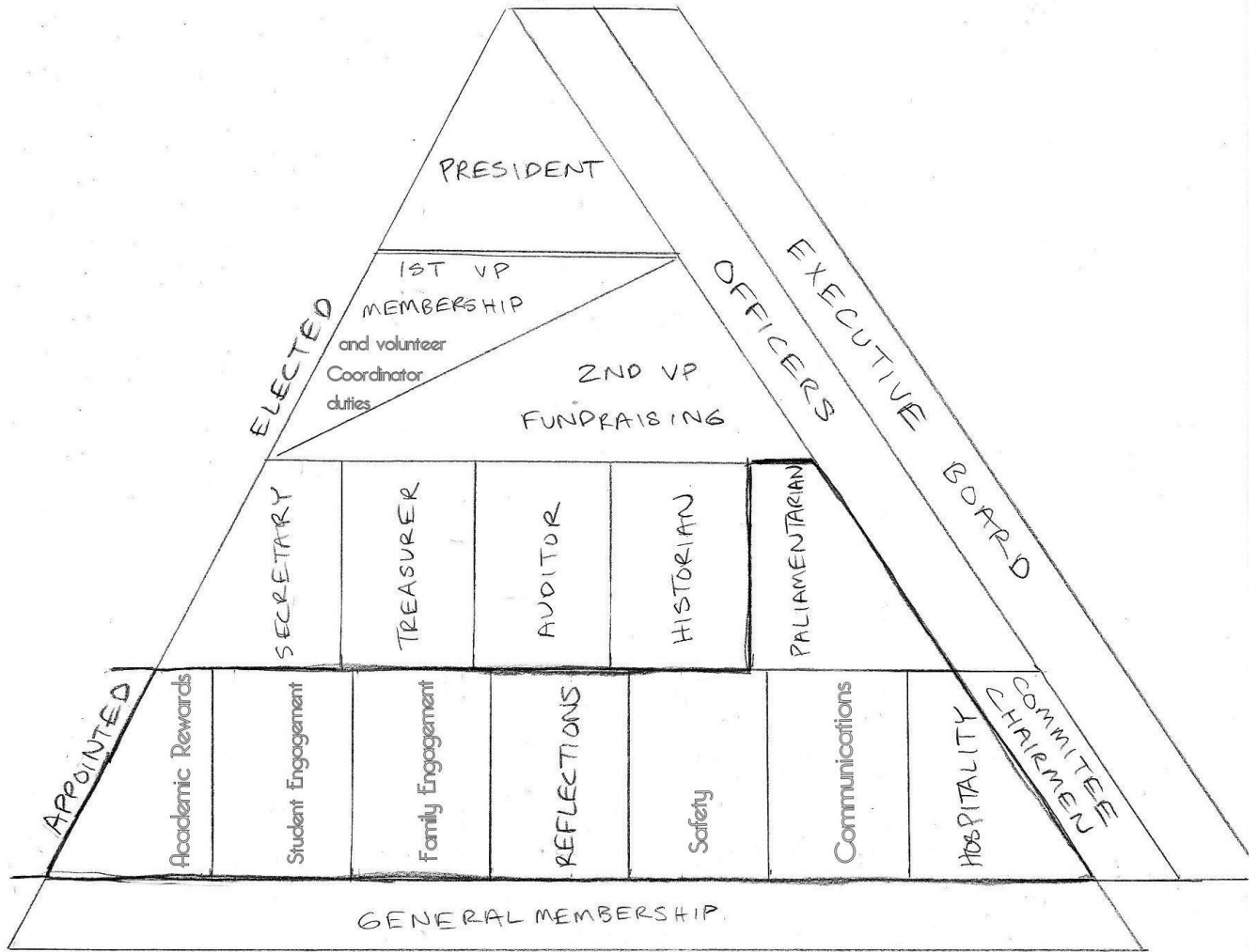
- In January, forward all Council-level invitations to winners. Attend Council-level Awards Ceremony (off-site).
- Spring Awards Assembly: Display art gallery using photographs and ribbon awards, slideshow of contestants (decide with principal whether to include all participants or just the winners. It comes down to timing. Must be 1 1/2-2 min long), hand out awards. Traditionally:
 - Certificates for all participants
 - Participation ribbons for all students who did not win
 - Medals for School-level winners
- As an Executive Board Member, the Reflections Chairman is allowed all the voting and input privileges shared by all other Executive Board Members regardless of rank.

Getting Started

Following the PTA elections and Chairman appointments, incoming Reflections Chairman prepares a plan for the year.

Update PTA Working Plans for approval by the Executive Board at the first PTA Executive Board Meeting. Submit, no later, then 14 days in advance to the PTA President. Working Plans must be voted forward before any funds are released or work done (ex: making copies, decorating rooms, etc.)

Upon approval, the plans may be executed.



WORKING PLAN – CHAIR: REFLECTIONS

2018-2019

Chair: April Borra

Phone: 909-767-8829

Email: aprilborra@gmail.com

PROGRAM/RESPONSIBILITIES OVERVIEW

Are there state guidelines for this position available at capta.org? Yes

Goal: Engage students in participating in art contest; bring awareness of the arts.

Overview of Program/Expectations:

- Creation of Marketing materials (MPR Display, Office Window Display, and Flyer)
- Collection and clerical processing of Art
- Host Judging Gallery
- Creation of Slideshow (for assembly) and Gallery materials
- Install Art Gallery Display in MPR (for Assemblies and Open House)
- Hand out awards at Award Ceremony

BUDGET

Approved proposed budget: \$250**

Estimated expenditure total: \$150

Estimated Expenditure Overview:

\$130 for Awards from the PTA online store

Grant Available? Yes, but we do not qualify.

Previous year's total expenditures: \$200

*Note: Working plans are being approved retro-actively. *indicates approved proposed budget numbers from August 2018. **indicate approved budget numbers for Feb 2019*

DEADLINES/EVENT DATES

Aug 24: Launch Reflections Program

Oct 1: Deadline for Entries

Oct 2-12: Judging Gallery time frame

Oct 12-18: Teacher Viewing of Judging Gallery

Jan: Council & District Level invitations are distributed for off-site Awards Ceremony

Feb 27: Council & District Level awards ceremony off-site

Mar 12: Install Art Gallery in MPR

Mar 14: 2nd Trimester Awards/Reflections Awards, Slideshow, and Gallery

Apr 2: Removal of all displays, return of art and ribbons to students

COMMITTEE MEMBERS

None. Volunteer assistance on request.