

This requirements checklist is for your use in preparing your local unit Reflections Program packet for submission to your city/county council or district PTA. Please keep this list for your records. **If the local unit packet is not complete, it will be disqualified.**

- Verify with your council president the deadlines and number of entries you may submit. If you have no council, check with the PTA district representative.
- Set your local deadline so you can meet the deadline at the next level of judging.
- Verify that your PTA unit is in good standing with the Virginia PTA. (Membership dues paid by June 30, 2008, and unit bylaws current through December 1, 2008.)
- Use only the forms and rules provided in this year's Reflections Section on the web. Forms available on the VAPTA web site at www.vapta.org in the Reflections Forms Library.

Forms (*See new requirement for students)

- Entry Form: Must be completely filled out. Fill out Local Unit information section in full, including National PTA ID number, before photocopying and distributing entry forms to students.
- Original signatures of student and parent/guardian must be included on the form. Student needs first and last name. Parent signature not required if student is 18. Write ***Artist Statement**, required for ALL students.
- Type or print legibly in ink. Printed form is preferred. do not shrink entry form. Download from vapta.org. Make copies on **white** paper 8 ½ by 11 inches only.
- Only 2008-2009 Student Entry Forms accepted.
- Verify that the "**Required Information**" is completed for the specific art area of entry.
- Entry form is attached to work according to the "**Presentation**" section of rules page of art category.
- Local Unit Participation Form A: Fill out for all entries submitted to your PTA. Available in the Reflections Section on the VA PTA web site.
- Award Recipients Log-Form B: Fill in student information of works sent to next higher level.

Literature Entries

- Write student's name on back of each page in pencil. If entry is a book, write student's name somewhere on the entry.
- Entry submitted in a manila folder with Student Entry Form, including Artist Statement, stapled to folder back
- One original and one copy required. Staple original to the inside of the manila folder and paper clip the copy in the manila folder.
- Student Entry Form placed in sheet protector and attached with masking tape to backside of folder.

Musical Composition Entries

- Music score must be included in Middle/Junior and Senior Music Composition entry.
- Student Entry Form, including *Artist Statement, placed in sheet protector and attached with masking tape to outside of envelope.
- Pack CD in plastic or cardboard container. Label media and container with student's name, grade, division, state, and year, and place in manila envelope no smaller than 10" x 13".
- Verify that each entry plays less than 5 MINUTES.

Dance Choreography and Film Production Entries

- Pack CD, or DVD in plastic or cardboard container. Label media and container with student's name, grade, division, state, and year, and place in manila envelope no larger than 10" x 13".
- Student Entry Form placed in sheet protector and attached with masking tape to outside of envelope.
- Be sure there is an ***Artist Statement** for all entries.
- If background music is used for dance or film/video, give title, composer and performer in shaded area of entry form.
- Verify that each entry plays less than 5 MINUTES.

Photography Entries

- Verify size of entry. The maximum size for photography is 11" x 14" including mat.
- On student entry form, write size of photograph.
- Answer required question about procedure used in making the photograph. Check for *Artist Statement!
- Student Entry Form placed in sheet protector and attached with masking tape to backside of the photograph.

Visual Art Entries

- Verify size of entry. The maximum size for visual arts is 24" x 30" with mat, 3/8th inch depth.
- On entry form, write size and medium used for art. Check for student *Artist Statement!
- Student Entry Form placed in sheet protector and attached with masking tape to backside of the art entry.