



ACPTA 2018-19 Reflections Advancing Entry Checklist For Local Chairs

The ACPTA timelines for the Reflections advancing entry deadline is set each year to accommodate a variety of important criteria. **This year the DEADLINE IS NOVEMBER 15th, 2018 (9am-2pm) for only the top 20% winning entries.** A local campus PTA should check the ACPTA calendar EACH YEAR in May for the ACPTA Reflections deadline to plan the program for the following year. Entries must be members of PTA.

Upon completing campus judging, awards and coordination of submitting advancing entries to ACPTA, the local campus Chairperson(s) should remain the point of contact for Reflections until the end of the PTA term. Chairperson should continue to give updates to advancing students, assist in pick-up and return of entries to entrants and work with Executive Board to begin planning for next year's program.

Advancing Entry Checklist for Reflections Chairs & Volunteers:

- ✓ **Submit School Participation form by September 30, 2018 to reflections@austincouncilpta.org**
- ✓ **Verify that all advancing entries comply with PTA membership requirements** and fill in the box marked **"local PTA only"** with that information.
- ✓ Check student entry forms for:
 - **Complete** contact information (address & phone or email) and **PTA join date**
 - School name & teacher/adult contact name & number/PTA Contact
 - All required permissions are attached and **signed** by parent and student (& chair)
 - Digital entries should be **emailed** (or placed on USB drive) and paper entry delivered
 - **ARTIST STATEMENT – entries without artist statement will be disqualified**
- ✓ Secure student information on entries
 - **PLEASE DO:**
 - Use plastic sleeve to secure entry information to the back of entry
 - Enclose Two (2) copies of entry form(s)
 - Clearly MARK all Special Artist (504) entries
 - Include at least 2 copies of Advancing Entry Spreadsheet (email also)
 - **Encourage parents to make copy or duplicate of all work submitted**
 - **PLEASE DO NOT:**
 - USE DOUBLE SIDED TAPE
 - Markers that may bleed through to submission
 - Staple forms or sleeves to submission
 - **SUBMIT 3-D ENTRIES THEY WILL NOT BE ACCEPTED**

The 2018-19 drop off on November 15th location is: To Be Determined, ATX (9AM-2PM)

ACPTA judging will take place November & December.

Entries Advancing to TXPTA/ AISD level will remain for judging and all other entries can be returned to students after your recognition event. TXPTA entries advancing to State will be announced in January 2019 at the AISD PAC recognition ceremony. National PTA winners will be announced around April-May 2019.