**Step 1. Getting Started**

* Register your PTA at [PTA.org/Reflections](file:///\\npta-dc1\departments\Programs\Reflections%20Arts%20Program\Awards\2017-18%20Within%20Reach\DRAFTS\Local%20Leader's%20Guide\PTA.org\Reflections).
* Confirm that your local PTA is in good standing with the state PTA and eligible to participate.
* Make sure the Reflections program is included in your PTA’s program budget for the school year.
* Visit your state PTA website for program deadlines and student materials.
* Recruit volunteers and engage school personnel and community members for additional support.
* Recruit creative professionals to review student works.
* Determine which arts categories and grade divisions your PTA will offer. New program leaders may consider getting started with one or more arts category and division.
* Establish a timeline for your program according to deadlines set by your state PTA.

**Step 2. Promote Your Program**

* Distribute program rules and student entry form.
* Promote submission deadline and instructions.

**Step 3. Coordinate the Review of Student Submissions**

* Collect and organize submissions by category and division. Qualify entries according to category rules.
* Facilitate judging and support judges as needed.
* Collect judges’ scores and rank entries. Assign awards and prepare works for exhibition.

**Step 4. Celebrate Your Student Participants**

* Announce awardees to the whole school community.
* Host a Reflections Celebration Event to showcase student work and distribute certificates/awards.
* Offer state and national opportunities for student recognition by sending your finalists to the next judging round.

**Step 5. Wrap Up and Report Program Success**

* Return non-advancing submissions to students.
* Recognize volunteers and evaluate your program to consider future improvements.
* Report student participation totals and program success at [PTA.org/Reflections](file:///\\npta-dc1\departments\Programs\Reflections%20Arts%20Program\Awards\2017-18%20Within%20Reach\DRAFTS\Local%20Leader's%20Guide\PTA.org\Reflections).

*Don’t forget to register and report your success at* [*PTA.org/Reflections*](file:///\\npta-dc1\departments\Programs\Reflections%20Arts%20Program\Awards\2017-18%20Within%20Reach\DRAFTS\Local%20Leader's%20Guide\PTA.org\Reflections)*.*

*Visit* [*PTA.org/ReflectionsToolkit*](file:///\\npta-dc1\departments\Programs\Reflections%20Arts%20Program\Awards\2017-18%20Within%20Reach\DRAFTS\Local%20Leader's%20Guide\PTA.org\ReflectionsToolkit) *for available template tools and resources.*