

<b>Tasks</b>	<b>Suggested Dates</b>
<b>1. Meet with your PTA President</b> <ul style="list-style-type: none"> <li>○ Determine amount in your Budget Line. If there is no Budget Line, create one.</li> <li>○ Determine if your school is in good standing with State/County PTA. If not, pay dues.</li> </ul>	AUG & SEPT (year round schools sooner)
<b>2. Communications</b> <ul style="list-style-type: none"> <li>○ Join Wake PTA Reflections e-mail distribution list; email: <a href="mailto:reflections@wakepta.org">reflections@wakepta.org</a></li> <li>○ Join WCPTA Member Hub</li> </ul>	ASAP
<b>3. Resources</b> <ul style="list-style-type: none"> <li>○ Go to <a href="http://www.wakepta.org/reflections">www.wakepta.org/reflections</a>. Read <b>all</b> guides, handouts, flyers, FAQ, tools, etc.</li> <li>○ Attend any applicable training event/meeting.</li> <li>○ View Training Videos.</li> </ul>	ASAP
<b>4. Organize Your Team</b> <ul style="list-style-type: none"> <li>○ Recruit volunteers for your committee.</li> <li>○ Establish time lines (see website and Leah's informational emails).</li> </ul>	ASAP
<b>5. Meet with your school Principal</b> <ul style="list-style-type: none"> <li>○ Email the "Educator Guide" to the Principal 24-48 hours prior to your meeting for review.</li> <li>○ Obtain approval for teacher involvement.</li> <li>○ Obtain approval for any forms to be sent home (i.e., elementary - intent form).</li> <li>○ Make promotional recommendations and obtain approval (see "Educator Guide") for:               <ul style="list-style-type: none"> <li>*The use of posters and flyers, announcements via daily broadcasts, including in school newsletter and school website.</li> </ul> </li> <li>○ Determine where students will turn in art work, i.e., office, student services, classroom.</li> <li>○ Obtain permission to hold judging at the school if that it your desired judging location.</li> </ul>	AUG & SEPT  (year round schools sooner)
<b>6. Committee Prepares Promotional Material</b> <ul style="list-style-type: none"> <li>○ Distribute rules and forms – see "Getting Started with Promoting Guide" on website.</li> <li>○ Dates/Deadlines to be added to all approved flyers and posters.</li> <li>○ If using school website, include forms and/or link to WCPTA website if desired.</li> </ul>	AUG-OCT (year round schools sooner)
<b>7. Prepare for Judging - See "Judges Guide"</b> <ul style="list-style-type: none"> <li>○ Confirm location and place on calendar.</li> <li>○ Select qualified judges – see "Judges Guide".</li> <li>○ Purchase supplies – masking tape, sheet protectors, large envelopes, pens/pencils.</li> <li>○ Prepare Judges' score cards.</li> </ul>	BEGIN IN OCTOBER
<b>8. Collect and Organize Artwork</b> <ul style="list-style-type: none"> <li>○ Once or twice a week, check artwork submission location.</li> <li>○ Review the Student Entry forms for completion. Have any missing information filled in.</li> <li>○ For Elementary schools, separate Primary and Intermediate divisions for judging.</li> <li>○ Assign each entry a number/code and make certain all correspond to judges' score cards.</li> </ul>	FINAL COLLECTION LATE OCTOBER
<b>9. Judging – See Judges Guide</b>	1 <sup>st</sup> WEEK NOV
<b>10. County Drop-Off and Pick-Up - Review "WCPTA Drop-Off/Pick-Up Guide"</b> <ul style="list-style-type: none"> <li>○ Prepare top 12 (elementary 24-see guide for details) pieces for WCPTA Drop-off.</li> <li>○ Double check you are in good standing and dues/fees have been submitted.</li> <li>○ Fill out Local Unit Participation Form (elementary chairs need two).</li> <li>○ Check your portfolio is properly prepared via the "WCPTA Drop-off/Pick-up Guide".</li> <li>○ Make sure you have read the drop-off/pick-up dates and locations properly from email.</li> <li>○ Attend Pick-up to find our county winners &amp; pick up non-advancing artwork.</li> </ul>	MIDDLE NOVEMBER  (Leah will email details)
<b>11. Display artwork at school for all to see before school celebration</b>	DEC-SPRING
<b>12. Host a Reflections Celebration Event at Your School - see "WCPTA Celebration Guide"</b>	SPRING
<b>13. Wake County Reflections Celebration</b> <ul style="list-style-type: none"> <li>○ By invitation only to All Chairs and County winning students and their family.</li> </ul>	MARCH