

# Reflections Turn-in Process

LWPTSA Council 2020

# Steps to Complete at the Local PTA level

- ▶ Deadline for all submissions (late October-early November)
- ▶ Review all submissions for completion, compliance with guidelines, verify that you have all entry form information
- ▶ Complete the judging/evaluation process for all submissions
- ▶ Based on judges' scores, determine the top entries that will advance to the Council level
  - ▶ Each local PTA may advance a total of 15 entries across all categories, plus up to 6 additional entries from Special Artists
- ▶ Proceed with Council turn-in process
- ▶ Plan and carryout your recognition/celebration efforts for all entrants!

# Turning In Entries to Council

*(each of these points will be explained in later slides)*

- ▶ Assign each entry a unique Council identification number
- ▶ Complete the Council Microsoft Form for each entry OR upload a spreadsheet with all entry form information to your PTA folder in the Council Reflections OneDrive
- ▶ Name each artist's entry with the unique Council identification number and upload all files into your PTA folder in the Council Reflections OneDrive. Complete by end-of-day, Thursday, November 19<sup>th</sup>!
- ▶ Sign up for a meeting time on November 20<sup>th</sup>-21<sup>st</sup> and join your Council Reflections chairs at that time (in the online meeting link we will provide) to review your submissions.

# 1. Assign each entry a unique Council identification number

- ▶ We will be using a unique file name to connect the entry form information and the entry file(s) for all entries advancing to Council. Here is how you will create this unique file identification:
  - ▶ The last number in your local PTA ID: 2.8.xxx (3 digits...use 0s if your number is less)
  - ▶ Two letters to represent the art category: VA, PH, DC, MC, FP, LT
  - ▶ One letter to represent the age category: P, I, M, H, S
  - ▶ The students' first and last initial
  - ▶ The number of the entry from your local PTA: two digits please, 01-15 (16-21 for Special Artist entries)
  - ▶ This will give you a 10-character file name
  - ▶ Example: Lake Washington HS PTSA is 2.8.95; a photography entry from Graham Hay is the 4<sup>th</sup> entry from LWHS PTSA advancing to Council...the identification and file name for this entry is “095PHHGH04” (095PHHGH04.jpg)

## 2. Complete the Council Microsoft Form for each entry OR upload a spreadsheet with all entry form information

- ▶ If your PTA collected the actual entry forms from your students, we will need you to enter the following information from each form into a MS Form so that we have the information in one place:
  - ▶ <http://bit.ly/LWPTSAReflectionsForm>
  - ▶ Unique ID (see previous slide), School Name, Student Name, Parent Name, Parent phone, Parent email, Grade Level, Art Category, Title of Artwork, Artist Statement, Other Details
- ▶ If your PTA used Google Forms or MS Forms to collect student entry information, you can upload a spreadsheet with just the entries moving on to Council into the same folder as you upload the entries.
  - ▶ Your spreadsheet may have more information than we list above - that's OK, no need to edit! Please add the column with the Unique ID as the first column.

# 3. Upload all files into your PTA folder in the Council Reflections OneDrive

- ▶ Link to the Council OneDrive: <http://bit.ly/CouncilReflections2020>
- ▶ At this link, find your PTA folder and click on it to open it.
- ▶ Select “upload” at the top of the screen and load all of the files (named with the Unique ID) into your folder.
  - ▶ For Music Composition entries, there will be a .pdf file that is the notation and a .wav or .mp3 file that is the recording of the music - these should be given the same file name (unique ID) with the different suffixes (.pdf or .mp3)
- ▶ If you have all the student entry information in a spreadsheet, upload that spreadsheet (with just the advancing entries) to this file as well.
- ▶ *TROUBLESHOOTING: We have had mixed success with being able to upload at this link; it seems to depend on whether you have a Microsoft Account. We are working on an alternative, so if you find that you can't upload to your folder, email us! (Please don't wait 'til Nov 19 to try!)*

## 4. Sign up for a meeting time on November 20<sup>th</sup>-21<sup>st</sup>

- ▶ We will have a list of meeting times available in Sign-up Genius; please sign-up for an available time with your name and PTA name.
  - ▶ <https://www.signupgenius.com/go/9040A4BADAE283-reflections>
- ▶ At the assigned time, login to the GoToMeeting - we may be wrapping up the meeting before yours, but we will do our best to stay on time!
  - ▶ **Friday GoToMeetings** <https://global.gotomeeting.com/join/654053877>
  - ▶ **Saturday GoToMeetings** <https://global.gotomeeting.com/join/343790045>
- ▶ If none of the times available work for you, please email us and we will make other arrangements! [Reflections@lwptsa.net](mailto:Reflections@lwptsa.net)

# Questions & Answers

- ▶ Can we use a student id/login as our Microsoft account? (In order to upload to the OneDrive) answer: that might work...if someone tests it and it works, please let us know!
- ▶ Should we create an electronic form for the judges to enter their ratings and feedback? Answer: you can create whatever tools will work best for you and your judges. The judges will need the Artist's Statement and the Title of the artwork along with the digital file of the artwork; there should be no personal or identifying information with the artwork. Judges scores and feedback do not get sent to Council when you advance the entries.
- ▶ If a student submits artwork that has their name visible, is it ok to blur it or cover it up in some way? Answer: yes, that will be necessary. In the past, we would put a small piece of paper or tape over a name...you can give the student the option to "fix" it, but the rules are clear that there can't be identifying information visible when the art is being judged.
- ▶ If a parent admits that they helped with their student's entry, I know that it cannot advance beyond the school level. Is it ok to recognize the student at the school level for their participation? Answer: yes
- ▶ How do we identify entries from students who don't attend our school (do we put their school name or our school name)? Answer: All entries must be submitted through a PTA/PTSA; any entries you receive are identified as coming from your PTA. It is up to each PTA to determine who they will accept entries from (just students at your school, or include students from other schools/homeschool/etc).
- ▶ Is it OK to advance all entries if we received fewer than 15 in total? Answer: All entries need to be judged, and only the ones that score strongly on the rubric should be advanced. It's not as much about competing against other students as showing high caliber artwork and strong expression of the theme.
- ▶ Is the Artist Statement being evaluated as well? Answer: Yes - the Artist's Statement with the entry are evaluated in the "Interpretation" category, worth 40pts
- ▶ How do we keep student entries private when they are being uploaded to a shared Google drive or shared OneDrive? Answer: We suggest moving entries from the shared folder to a private folder so that they don't remain in the shared folder for an extended time. Some chairs shared instances where students were reading/viewing other's entries, and that could give an unfair advantage.
- ▶ How can we appreciate and thank our judges? Is it ok to use PTA funds? Answer: Thank them publically, with a mention on your website or in your newsletter! Take a look at the Committee Plan of Action or Program Evaluation form to see what might have been done in the past. In past years, it may have been easier to give a small box of candy, or a cute plant...and in-person gifts may be harder to deliver in current times. As a general rule, gift cards are discouraged because IRS rules look at gift cards as compensation...but in current circumstances, low value gift cards (\$10 or less) may be an alternative to an in-person treat/gift. Anything you're going to spend PTA money on should be approved by your PTA board!