



## Instructions for Completing Student Entry Form

### PTA/PTSA RESPONSIBILITIES ON THE STUDENT ENTRY FORM

Each piece of artwork entered into the National PTA Reflections Program is required to have a completed Student Entry Form. These are the instructions for properly completing the Student Entry Form for Tennessee PTA. Before beginning, each local unit should register its PTA/PTSA Reflections Program in the National PTA Reflections online system at [PTA.org/Reflections](http://PTA.org/Reflections). Registration for the 2017-2018 program begins on July 1, 2017.

- 1. PTA BOX.** Before the Student Entry Form is copied and distributed for use by the student artists, the PTA/PTSA local unit should complete the information required in the top box of the form. This identifies the PTA/PTSA, names the Reflections Chair for the local unit with contact information, and establishes whether the unit is in good standing and thereby eligible to participate in the program. These eligibility requirements are set forth by Federal and state laws. Quantifiable criteria for good standing, as found in the Tennessee PTA Bylaws, are required on the form and include (in the order they appear on the form):
  - a. Maintains a minimum of 20 members** – Provide the number of members to date for the local unit or, if a membership drive has not been done, the total number of members for the last program year.
  - b. Remits the state and national portions of dues to Tennessee PTA by December 1** – Because most programs start before this date, the Reflections Chair may have to fill this in after the forms are returned with the artwork. Alternatively, the local unit could send in those portions as soon as possible in the program year.
  - c. Shall submit annual[ly] to the Internal Revenue Service (IRS) the appropriate 990 form by November 15 and shall send a copy of the appropriate 990 receipt to Tennessee PTA by November 20** – Since the Reflections program will be well underway before the due date, ensure that the form was filed and receipt sent for the last fiscal year, or mark information when the forms are returned before sending to state with artwork for judging.
  - d. Submits an Audit Report Form to Tennessee PTA by September 1** – Enter date on which the required form was sent to Tennessee PTA.
  - e. Has bylaws approved according to the procedures of the Tennessee PTA** – All local unit bylaws require that they be reviewed and revised at least every five years. Accordingly, a local unit's bylaws approval date (the date on which they are approved by the Tennessee PTA Bylaws Chair) must fall within the last five years of the deadline for submitting the Reflections entries to Tennessee PTA for judging, i.e., approved between January 19, 2013 and January 19, 2018.
- 2. STUDENT INFORMATION.** The rest of the information on the Student Entry Form is to be completed by the student who is submitting the work and/or the parent/guardian. However, it is the responsibility of the local unit Reflections Chair to check this information for completeness, readability and adherence to rules prior to submitting entries to council (if applicable) or state for judging. Please provide access to the following pages to students with a copy of the form, after the PTA/PTSA portion of the Student Entry Form has been completed.



## Instructions for Completing Student Entry Form

### STUDENT INFORMATION ON THE STUDENT ENTRY FORM

Each piece of artwork entered into the National PTA Reflections Program is required to have a completed Student Entry Form. These are the instructions for properly completing the required information provided by the student and/or the parent/guardian on the National PTA Reflections Program Student Entry Form for Tennessee PTA. For all of the entries other than the signatures, either print **clearly** or type.

- 1. STUDENT NAME.** Provide the student's name (first and last) as it should appear on any certificate, correspondence or recognition document.
- 2. GRADE.** Grade of student for the program year – 2017-2018.
- 3. AGE.** Age of the student when the artwork was created.
- 4. M/F.** Indicate gender of the student – male (M) or female (F) – optional.
- 5. MAILING ADDRESS.** Enter the street address with apartment number or P.O. Box, as appropriate, to allow any correspondence to reach the student.
- 6. TEACHER.** Provide name of primary (home room) or appropriate teacher (may be art teacher or other when art is assigned in class).
- 7. CITY.** Enter student's home address city.
- 8. STATE.** This has been pre-filled with TN.
- 9. ZIP.** Enter student's home address zip code.
- 10. PARENT/GUARDIAN NAME(S).** Enter names as appropriate. Only one is required.
- 11. PARENT/GUARDIAN PHONE.** Enter one phone number for the principle point of contact from the parent/guardian entered above.
- 12. E-MAIL.** Enter one email address for the principle point of contact from the parent/guardian entered above. It is essential that this be legible without any ambiguity for letters, numbers or symbols.
- 13. SIGNATURES.** Before signing, student and parent/guardian must read and understand the statement above the signature line. The signature means that the statement is certified as true. Once read, both student and parent/guardian (if student is under 18 years old) must sign in space provided.
- 14. GRADE DIVISION.** Check the appropriate box for the program year 2017-2018. Do not check Special Artist unless the student qualifies (student with disabilities) and chooses to enter as a Special Artist (see rules for Special Artist Division).
- 15. ARTS CATEGORY.** Check the one that applies. Extra care in selecting a category may be required for literature when drawings are done in conjunction with the story or essay (literature is judged on the words only) or visual arts /photography when submitting a collage versus a photomontage – glued versus single print, respectively.



## Instructions for Completing Student Entry Form

- 16. ARTWORK DETAILS.** The student must provide details of the artwork being entered. Space is provided for the required details for each category, but more may be needed or would be useful and should be provided on the back of the form or on a separate sheet. At a minimum, the details must include: Dance Choreography/Film Production: provide length of film and cite background music including title, composer and artist; Music Composition: provide length of piece and musician(s)/instrumentation for the recording; Literature: provide the word count; Photography/Visual Arts: provide information on materials & dimensions (with and without matting). See appropriate category rules for detailed requirements.
- 17. TITLE.** The title is the unique name of the piece of work. It should reflect the work's content. The title may not be the theme for this year's program, but may contain elements of the theme that best fit the work itself. Although the title is to be unique as developed by the artist, it may duplicate another entry's. However, this should be coincidental and not by design. The artist should not be given a title to work with. The program provides the given theme and the student should develop the title based on the theme and the elements of the artwork.
- 18. ARTIST STATEMENT.** The artist statement should provide the reader with the vision that the artist had when developing the artwork. Each entry must have an artist statement that needs to be at least one sentence (10 words minimum) but may not exceed 100 words total. When developing the artist statement, the artist should consider what inspired him/her to create this piece of work to convey the theme, how it actually relates to the theme, and any personal ties the artist might have to the content of the work. If it is not intuitively obvious to the observer how the art is related to the theme, the artist statement serves as the interpreter. It is a very important tool in the judging process.
- 19. STATE SPECIFIC INSTRUCTIONS.** Although these are the state specific instructions for completing the Student Entry Form, all Tennessee PTA requirements for the Tennessee PTA Reflections Program must be followed for artwork and submission. They may be found at:  
<http://www.tnpta.org/reflections.html>