Instructions for Completing Student Entry Form

PTA/PTSA RESPONSIBILITIES TO COMPLETE THE STUDENT ENTRY FORM

Each piece of artwork entered into the National PTA Reflections Program is required to have a completed Student Entry Form. Before beginning, each local unit should enroll its PTA/PTSA Reflections Program in the National PTA Reflections online system at PTA.org/Reflections. Enrollment for the 2019-2020 program begins on July 1, 2019.

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. Criteria for good standing status, 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.

   b. **Remits the state and national portions of dues to Tennessee PTA by December 1** – The Reflections Chair may have to fill this in after the forms are returned with the artwork. Alternatively, the local unit could submit membership dues as soon as possible in the program year.

   c. **Files annually to the Internal Revenue Service (IRS) the appropriate 990 form by November 15 and sends a copy of the appropriate 990 receipt/form to Tennessee PTA by November 20** – The Reflections Chair may have to fill this in after the forms are returned with the artwork.

   d. **Submits an Audit Report Form to Tennessee PTA by November 1** – Enter date on which the audit 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 submitted to Tennessee PTA at least every five years. Either the approval date, or the date bylaws were submitted for review by the Tennessee PTA, must fall within the last five years.

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 the council (if applicable) or the state for judging.
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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 Tennessee PTA Student Entry Form. 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.
3. **AGE.** Age of the student when the artwork was created.
4. **(Optional) M/F.** Indicate gender of the student – male (M) or female (F).
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 (an art or other teacher 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, the student and the 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 2019-2020. 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 category 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.
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16. ARTWORK DETAILS. The student must provide details of the artwork being entered. See appropriate category rules for detailed requirements. Space is provided for the required details for each category, but if more is needed or would be useful use the back of the form or 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).

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 which is at least one sentence long (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 are listed in the Tennessee PTA – Local PTA Leaders Guide found at: http://www.tnpta.org/reflections.html