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What are Programs

PTA programs are the total planned activities for your unit. They can include: National PTA programs, special speakers, events, and other activities designed by your unit. Programs should be selected to meet the needs of children, youth and parents in your community. For additional explanation of any material in this section, please contact the Oregon PTA Vice President for Programs.

Program Plan (Schedule of Events)

Once your unit has determined their goals for the year, a program plan should be created by your executive committee/board. It should be flexible enough that it can be modified to meet changing conditions, concerns, and needs of the school and/or community. Newly elected officers should begin meeting as soon as possible to develop their plan for the upcoming year.

The program plan should be structured with the following in mind:

- What is your program trying to achieve?
 - Does it align with the Vision, Mission, and Values of PTA?
 - Do you have the volunteers and/or school support needed to carry out the plan?
 - Does this plan fit into your PTA's budget?
 - Does this plan work in conjunction with the school schedule, holidays, testing, etc?
- Check,

Your program plan must be approved by your membership and noted in the meeting minutes so that each activity planned is covered by your insurance. This is typically done at the first meeting of the year. If new activities are added during the year, these new changes to your program plan must also be approved by membership and added to meeting minutes before implementation. This committee should be put in place as soon after the election of new officers as possible so that they have sufficient time to plan the programs for the coming PTA year.

Presenting Programs to your Membership for Approval

When presenting a program to your membership for approval be sure to include the following: the program title, a brief description of the program's purpose and how it aligns with PTA Vision, Mission and Values, a timeline, a budget, if the activity is covered by AIM, and an estimated

number of volunteers needed. If you have a guest speaker/presenter be sure to include their name, title, and qualifications (biography).

Committee Structure

Once approved, the majority of program work is done by committees. Your PTA will want to structure itself with standing committees and special committees to meet the needs of your unit. Standing committees remain on your local board whereas special committees are formed to address specific events/programs/issues. Your committees should always have an individual that is the “chair” or person who organizes and guides the committee. More information about committees can be found in the Committee Chapter of this guide.

Evaluation of Programs

- Did the program meet the objectives of PTA?
- Did the program meet your goals?
- Did members participate?
- Did you meet the needs of participants? (This is not always determined by the number present. If one person who attended is inspired to action, you've met a need.)
- Did the program encourage action?
- How might the program have been improved and would a follow-up program be beneficial?

Programs Ideas

National PTA and other organizations have many programs that have been tried and tested and are easy to implement. You can find many of these programs through the National PTA website, www.pta.org. Programs are added, changed, or deleted periodically, so check back often to see what is new. Be sure to read the National PTA newsletter and Oregon PTA Onevoice newsletter to stay informed of new programs which are being promoted.

Information is now available online for these current programs:

- PTA School of Excellence
- Take Your Family to School Week
- Back to School Kits

- PTA Family Reading Experience
- Fire Up Your Feet
- Connect for Respect (Anti-bullying)
- Reflections Cultural Arts Program
- Teacher Appreciation Week
- WATCH D.O.G.S.
- Urban Family Engagement Network
- Fuel Up to Play 60 Grants

Additionally, the Great Idea Bank, a social network of PTAs sharing program ideas, is located at www.ptagreatideabank.org.

Presenters Available

PTA leaders are available to come to your unit and present the workshops. Please contact your region director to arrange a presentation or speaker.

Teacher Education Scholarships (TES)

Oregon PTA offers a number of tuition scholarships to high school seniors and college students. These scholarships are offered to Oregon residents wishing to prepare themselves to teach in Oregon at the elementary or secondary level. The tuition may be used at a state-supported Oregon college or university that trains teachers or at an Oregon community college that transfers credits in education. The scholarship is awarded one-time, once per year, in the amount of \$500 and students must apply each year. The number of scholarships given is based on funds raised each year.

Applying for a Scholarship

Applications are available each January on the Oregon PTA website. Applications are due to Oregon PTA by March 1st.

How the Scholarships are Funded

The scholarships are financed by the contributions of local PTA/PTSA units, councils, individuals, Honorary Life Achievement Award fees, and the Basket Project at our annual state

conference and convention. The number of scholarships awarded annually is dependent upon the amount of funds contributed.

Contributions to the Teacher Education Scholarships Fund may be sent to:

Teacher Education Scholarship Fund
Oregon PTA
4506 SE Belmont, Suite 108B
Portland, OR 97215-1658

Thank you for supporting Oregon's future teachers!

Reflections Program

2015 - 2016 Theme

Let Your Imagination Fly

About the PTA Reflections Program

PTA's Reflections Program is designed to enhance quality arts education for students in preschool through grade 12. Over the years this program has encouraged millions of students to explore their artistic talents. The Program helps parents encourage the creativity and lifelong learning of their children. It provides opportunities for children to express themselves creatively, and it provides opportunities to recognize the children's artistic endeavors.

Reflections is a grassroots program in that local PTA units sponsor the program in their schools. Works from the local level proceed to the Council/Region level. Some from the Council/Region are sent to the State, and some from State are sent to National PTA. Recognition and awards are given at every level. Parents, teachers, and community members all play a critical role in fostering a positive learning environment for the children.

Providing the Reflections Program through your local unit is one way you can promote cultural arts in your home, in your school, and in your community.

Timeline for Submission of Entries

Local Units that are part of a Council (Portland, Clackamas, Grants Pass, Greater Albany and Springfield) will submit entries via their Council. All others will submit their entries directly to

their Region. Oregon PTA is NOT using the on-line entry system offered through the National PTA Reflections website. All entries will use the paper entry form found in the Chapter 10 - Forms, Samples and Resources of this guide. The Deadline for all entries to be forwarded to the Council or Region Level is Friday, January 16, 2015.

Basic OPTA Reflections Rules for the 2015 - 2016 Program Year

The theme for this year is “**Let Your Imagination Fly**” Only new pieces of artwork inspired by the theme can be submitted. Each entry must be the original work of one student only. No help from an adult or collaboration with other students is allowed. Plagiarized entries will be disqualified and returned to the student. Each entry must have a TITLE and include an Artist Statement (minimum of one sentence, maximum of 100 words).

Entries are submitted in the appropriate division for their grade. The divisions are as follows:

- PR - Primary: preschool – grade 2
- IN - Intermediate: grades 3 – 5
- MS - Middle School: grades 6 – 8
- HS - High School: grades 9 – 12
- SA - Special Artist: ungraded

There are six Arts Categories for the National Program. They are:

- Dance Choreography
- Film Production
- Literature
- Photography
- Music Composition
- Visual Arts (this includes 3-Dimensional)

Students may submit more than one entry in a category and/or submit multiple entries into multiple categories. Students must participate in the Reflections Program through an active Local PTA/PTSA Unit. It is recommended that ALL entries submitted at the local level be forwarded to the appropriate Council or Region. A Local Unit may sponsor entries from students who do not attend their school.

Each entry must have a completed and signed entry form attached to the back of the entry in a plastic page-protector. The student's name must not be visible on the front of the entry piece.

Be aware of the Council and Region Deadline of January 16, 2016, and coordinate with your contact person for delivery of entries to Oregon PTA.

Category-specific rules that need to be followed

Dance Choreography

The entry must be recorded as a DVD and cannot exceed five minutes in length. The choreographer does not have to be a performer.

Film Production

The entry may be fiction or nonfiction, with or without sound. The entry must be submitted as a DVD and cannot exceed five minutes in length.

Literature

The entry may be fiction or nonfiction and in the form of prose, poetry or drama. The entry must not exceed 2,000 words.

Music Composition

The recorded composition must not exceed five minutes in length and must be submitted as a DVD or CD. Middle and High School entries must include a notated score.

Photography

The entry may be a single print or a collage, in color or black-and-white. The entry must not be larger than 11 inches by 14 inches, including mat.

Three-Dimensional Visual Arts

The entry is not limited to size, but must be able to be moved by hand, with no loose pieces. The actual creation will be entered at the local Unit level, accompanied by a CD of photographs

of the entry. Only the CD of photographs will be forwarded to the Council/Region, state and national levels.

Visual Arts

The entry may be in a single medium or a variety of techniques. The entry must not be larger than 24 inches by 30 inches, including mat. With the exception of the frame of a purchased canvas, the entry must not be thicker than 3/8 of an inch. Entries that are thicker may be entered in the Three-Dimensional Visual Arts category. The actual creation will be entered at the local unit level. All entries sent on the Council/Region, State and National level must be by electronic submission.

Electronic Submissions

Accepted File Formats

- Video - avi, mov, mpg, mpeg, wmu, flv
- Audio - mp3, mp4, wma, wav, acc, flac
- Images - jpeg, gif, png, bmp
- Documents - doc, docx, pdf, ppt, pptx,html, xhtml,txt, rtf, odt
- Name each file: STATE.DIVISION.CATEGORY.LAST NAME.FIRST NAME (all caps please)
 - Example: OR.MS.PHOTO.SMITH.JOHN
 - Divisions: PR; IN; MS; HS; SA
 - Categories: DANCE; FILM; LIT; MUSIC; VISART; PHOTO; 3D

Establishing a Reflections Program

You are highly encouraged to participate in the Reflections Program in your local unit. It is important to understand the rules for participating as well as the procedures for submitting entries to the next level (Council or Region). Your Council President or Region Director can help head you in the right direction.

The first step in establishing the program is gaining support of school personnel. In addition you will want to gain the support of the parents and the community.

Gaining Principal and Staff Support

- Meet with your principal to explain the Reflections Program and its benefits for students

and staff.

- Staff support is very important to a successful Reflections Program. Ask to attend a staff meeting to describe the Reflections Program.
- The Reflections Program supports all the art areas in the Arts Benchmarks for the State of Oregon and can also be used to support benchmarks in writing.
- Describe how Reflections can build self-esteem and provide individual fulfillment, as well as supplement the arts program at your school.
- Ask for their opinions as to the best way for students to participate in the program through your PTA.
- Give them a sense of ownership in the program.
- Pass around a sign-up sheet seeking committee members.

Gaining Parent and Community Support

- Provide information about the program in newsletters and special flyers.
- At your first PTA/PTSA meeting, explain the Reflections Program. It only takes one informed person to get Reflections started at your school. Be enthusiastic.
- Describe how Reflections can build self-esteem and provide individual fulfillment, as well as supplement the arts program at your school.
- The Reflections Program supports all the art areas in the Benchmarks for Art Education in the State of Oregon.
- Pass around a sign-up sheet seeking committee members.
- Appoint or elect a chairperson according to the Standing Rules of your local unit.
- Provide a copy of this Reflections information to the committee.

Have the committee read and review all Reflections rules and guidelines, so they are able to answer questions. All information and correspondence needs the approval of the committee and the local unit president prior to publication and distribution.

Keep in mind that it takes time to build a solid program. Don't be afraid to ask for assistance from your council/region director or from the Oregon PTA Reflections Chair.

Set up a calendar, working backward from your council/region deadline. Allow plenty of time for student participation, sorting of entries, mounting, display, and preparation of entries for shipment to the next level. Be sure the date of each activity does not conflict with other school activities.

Reflections Committee Responsibilities

- Contact your council/region to let them know you are participating.
- Propose options for locations where students may complete their entries.
- Students can also create their entries at home. You may want to provide art materials to make it possible for all children to participate.
- Consider planning an Arts Day at school or elsewhere during which students can create their Reflections entries.
- Plan to reward ALL participants. Decide what form of recognition they will receive. Suggestions include certificates, ribbons, trophies, plaques, art supplies, or gift certificates to art-related stores.
- Create a budget and present it to your unit membership for approval.
- Decide if you will have an art showcase. Begin planning the details.

Kicking off your program

- Have a general assembly to explain the program to the students or go to each classroom to talk about the program.
- Share the theme (“Let Your Imagination Fly”) and discuss it with them.
- Discuss the rules, but keep it simple.
- Tell them what kind of materials they may use, the size limitations, and the deadline date.
- Stress that students should interpret the theme in their own way.
- Do not tell them what to draw, write, compose, photograph, choreograph, film or otherwise create.
- Titles and artist statements are required to assist in determining how the theme has been interpreted.

What to do with entries

- Recognize all participants in whatever way you have planned. Publicize Reflections participation in your local PTA/PTSA newsletter.
- Look for opportunities to share the students' work with the community. For Student privacy and security, official entry forms should not be visible when art work is displayed. Display entries in the school's hallway, display case, or library.
- Contact shopping malls, banks, coffee houses, the local library or other area businesses to arrange a display of the visual arts and photography entries, or arrange for DVD players, laptops, etc., to play a continuous video loop of Reflections entries.
- Ask a local radio station to play recordings of the music entries. Request the local newspaper to feature the literature entries.

- Ask local cable access stations to play video entries from the Oregon PTA Reflections program.

What to do after the entries are submitted

- Send a thank you to everyone who helped with the program.
- Ask for written comments from parents and staff. What did they like about the program? How could it be improved?
- Write a report of your activities so next year's committee will be able to benefit from your experience.
- Plan to attend the Oregon PTA Convention/Conference Reflections Luncheon. Coordinate attendance of any students (and their guests) from your unit whose work had been selected for state recognition.
- Promptly return all entries to the students when the artwork is returned to you after the State Convention in April, 2016.