

# LOCAL REFLECTIONS CHAIR CHECKLIST

## Sending Entries to COUNCIL

### PLEASE CHECK LIST AND SIGN BELOW

- Your school is in good standing with Utah PTA. Your bylaws are current and on file at the Utah PTA office. You have submitted the state portion of your dues to the Utah PTA office by December 1st. If you are unsure about the status of your bylaws, please talk to your President and ask what the red stamped date is. If you are unsure if your membership has been paid by your PTA go to the Utah PTA Web site: [www.utahpta.org](http://www.utahpta.org), and go to Reports (under the Membership tab) to find your Region. The state report is updated by the 6th of each month. Any other questions should be directed to your Council or Region Reflections Chair. Do not jeopardize your students chances of winning at Council, Region, State, or National levels by neglecting to check your local unit status.
- Include a copy of first page of your current bylaws and membership report.
- Information on ALL *Official Entry Forms* is complete, accurate, legible, and includes student and parent signatures.
- All entries meet National PTA criteria. Sizes for photographs and visual art entries have been measured, information entered on entry form, and all National PTA rules have been reviewed.
- All entries meet National PTA criteria for packaging. For example, each music entry cassette/CD and cassette/CD holder is labeled and is in a separate envelope with *Official Entry Form* secured to the outside of the envelope, etc.
- All *Official Entry Forms* have been color coded in the designated area located at the upper left corner of the *Official Entry Form*. PLEASE DO NOT USE COLORED PAPER.
  - Primary: Preschool-2nd Grade (red dot sticker or magic marker circle)
  - Intermediate: Grades 3-5 (yellow dot sticker or magic marker circle)
  - Middle/Junior: Grades 6-8 (green dot sticker or magic marker circle)
  - Senior: Grades 9-12 (blue dot sticker or magic marker circle)
- Utah PTA Reflection Entry List* is complete, legible, and accurate with LOCAL information.
- LOCAL FORMA* (yellow) is complete, legible, and accurate.
- You have copies of all forms you are sending to your COUNCIL.
- Package to your council includes:
  - 1) Entries with completed *Official Entry Forms/Media Release Forms*
  - 2) *Utah PTA Reflections Entry List* with LOCAL information
  - 3) *LOCAL FORMA* (yellow)
  - 4) Signed CHECKLIST

Sign Here: \_\_\_\_\_

*Local Reflections Chair signature*



# COUNCIL REFLECTIONS CHAIR CHECKLIST

Sending Entries to COUNCIL. PLEASE CHECK LIST AND SIGN BELOW

- The status of the schools for all entries have been checked (bylaws and membership dues). This should have been completed at the local level. If you are unsure about the status of your bylaws, please talk to your President and ask what the red stamped date is. If you are unsure if your membership has been paid by your PTA go to the Utah PTA Web site: [www.utahpta.org](http://www.utahpta.org), and go to Reports (under the Membership tab) to find your Region. The state report is updated by the 6th of each month
  
- Include a copy of first page of your current bylaws and membership report.
  
- Information on ALL *Official Entry Forms* is complete, accurate, legible, and includes student and parent signatures. (This should have been completed at the local level. If it has not, please check before sending it on to Region.)
  
- All entries meet National PTA criteria. Sizes for photographs and visual art entries have been measured, information entered on entry form, and all National PTA rules have been reviewed.
  
- All entries meet National PTA criteria for packaging. For example, each music entry cassette/CD and cassette/CD holder is labeled and is in a separate envelope with *Official Entry Form* secured to the outside of the envelope, etc.
  
- All *Official Entry Forms* have been color coded in the designated area located at the upper left corner of the *Official Entry Form*. PLEASE DO NOT USE COLORED PAPER.
  - Primary: Preschool-2nd Grade (red dot sticker or magic marker circle)
  - Intermediate: Grades 3-5 (yellow dot sticker or magic marker circle)
  - Middle/Junior: Grades 6-8 (green dot sticker or magic marker circle)
  - Senior: Grades 9-12 (blue dot sticker or magic marker circle)
  
- Utah PTA Reflection Entry List* is complete, legible, and accurate with COUNCIL information.
  
- COUNCIL FORM A* (green) is complete, legible, accurate, including number of local units in council, number of local units participating, total number of entries submitted by students, etc.
  
- Copies of *LOCAL FORM As* are attached to *COUNCIL FORM A*.
  
- You have copies of all forms you are sending to your REGION.
  
- Package to Region includes:
  - 1) Entries with completed color coded *Official Entry Forms/Media Release Forms*
  - 2) *Utah PTA Reflections Entry List* with COUNCIL information
  - 3) *COUNCIL FORM A* (green) with yellow *LOCAL UNIT FORM As* attached
  - 4) Signed CHECKLIST

Sign Here: \_\_\_\_\_

*Council Reflection Chair or Council President signature*



# REGION REFLECTIONS CHAIR CHECKLIST

Sending Entries to COUNCIL  
PLEASE CHECK LIST AND SIGN BELOW

- Double check all bylaws and membership dues.
- Information on ALL *Official Entry Forms* is complete, accurate, legible, and includes student and parent signatures.
- All entries meet National PTA criteria. Sizes for photographs and visual art entries have been measured, information entered on entry form, and all National PTA rules have been reviewed.
- All entries meet National PTA criteria for packaging. For example, each music entry cassette/CD and cassette/CD holder is labeled and is in a separate envelope with *Official Entry Form* secured to the outside of the envelope, etc.
- All *Official Entry Forms* have been color coded in the designated area located at the upper left corner of the *Official Entry Form*. PLEASE DO NOT USE COLORED PAPER.
  - Primary: Preschool-2nd Grade (red dot sticker or magic marker circle)
  - Intermediate: Grades 3-5 (yellow dot sticker or magic marker circle)
  - Middle/Junior: Grades 6-8 (green dot sticker or magic marker circle)
  - Senior: Grades 9-12 (blue dot sticker or magic marker circle)
- Utah PTA Reflection Entry List* is complete, legible and accurate with REGION information.
- REGION FORMA* (lilac) is complete, legible and accurate with REGION information, including number of local units and council units participating, total number of entries submitted to local units and council units, etc.
- Copies of *COUNCIL FORM As* are attached to *REGION FORMA*.
- You have copies of all forms you are sending to UTAH PTA.
- Package to State includes:
  - 1) Entries with completed color coded *Official Entry Forms/Media Release Forms*
  - 2) *Utah PTA Reflections Entry List* with REGION information
  - 3) *REGION FORMA* (lilac) with green *COUNCIL FORM As* attached
  - 4) Signed CHECKLIST

Sign Here: \_\_\_\_\_

*Region Reflection Chair or Region Director's Signature*