



Puesta del Sol PTA Reflections Checklists

Introduction

With seven different categories, Reflections entry rules can feel overwhelming! The National PTA and the WA State PTA have developed these guidelines to ensure a fair competition for all. In order for our school to submit entries to the District, State and National competitions, we need to follow these rules. To simplify the process, we have summarized the rules with the following Reflections Checklists:

- Visual Arts & Photography Checklist
- Digital Entries: Film, Dance, and Music Checklist
- Literature Checklist

Each checklist rule must be followed for an entry to be eligible and avoid disqualification. Special Artist entries can use these checklists with the accommodations listed on the [WA State PTA Reflections website](#).

Academic Challenge Credit

The **checklist rules need to be followed completely** and the **online registration form submitted** for the artwork to qualify for Academic Challenge. This maintains the spirit of both [Reflections](#) and [Academic Challenge](#).

General Rules and Guidelines

Entries must be the work of **one student**, be **new**, **original** and **inspired** by the theme. The entry should not be created in a class or with the assistance of an adult and should be made for this competition.

The checklists are a compilation of rules found on the WA State PTA Reflections website. Please see this page for rule details and tips. National PTA rules are also available, but keep in mind that WA State PTA has its own set of rules, so always default to State rules when planning your entries. See the Reflections page for links to these sites.

Deadline

The submission period is from Monday, November 12th to Friday, November 16th. To guarantee your entry will qualify, we will review entries turned in by Monday, November 12th for eligibility and students can make corrections before the final deadline of Friday, November 16th.

Questions?

Please send any questions to Reflections@puestadelsolpta.org. If we cannot answer them, we will gladly contact the District or State Reflections Chair to find an answer for you.



Visual Arts and Photography Checklist

Checklist	Rule Type	Rule Specifics
<input type="checkbox"/>	Content	<p>VISUAL: Collages, photographic collages (multiple photos cut/pasted), computer-generated image, design, drawing, painting, and printmaking made with paper, canvas board, cardboard, hot or cold pressboard, or cut canvas.</p> <p>NO sculpture or anything thicker than 1/2". Nothing three-dimensional (fabric, string, noodles, beans, beads, etc.) may move freely off the surface.</p> <p>PHOTOS: A single photo, panoramic, photomontage (one seamless print of multiple original photos), a multiple exposure, negative sandwich or photogram. Black-and-white and color images are accepted. Digital photos must be 300dpi or higher.</p> <p>NO negatives, transparencies or multi-dimensional pieces. Photos with added graphics/lettering over the image or collages made of hard copies of multiple photos are judged as Visual Arts not Photography.</p> <p>Student name should not be on the front of visual art or photo entries since Reflections uses a blind judging process. Please visit the WA State PTA guidelines for info on the use of copyrighted images/materials.</p>
<input type="checkbox"/>	Size	Not to exceed 24" x 30" and 1/2" thickness
<input type="checkbox"/>	Mounting	<p>Entries should be mounted on foam core, sturdy cardboard, mat board, or some other rigid material (min thickness equals approx. 10 sheets of paper).</p> <p>NO poster board, wood, metal, plastic, glass, framed stretched canvas (too thick)</p> <p>Mat board, protective sleeves and sheet protectors are often sold at walk-a-thon.</p>
<input type="checkbox"/>	Labeling	<p>On the back of the mounting, mark:</p> <ul style="list-style-type: none"> • Orientation (example: top) • Student name • Title of artwork • Category • Grade division • PTA name and number – Puesta del Sol Elementary PTA Unit 2.3.95
<input type="checkbox"/>	Forms	<p>1) Place signed and completed Official Entry Form in a sheet protector and attach to the back of the entry.</p> <p>2) Complete Puesta del Sol Online Registration to ensure Academic Challenge credit and to generate judging sheets.</p> <p>Artist Statement is required and is a large part of the judges' decision. It must MATCH on the Online Registration and Official Entry Forms.</p>
<input type="checkbox"/>	Protection/ Covering	Strongly suggested. Only required at Puesta del Sol if your medium is oil or chalk pastels, which can rub off and damage other artwork. Sleeves are available at fine art stores like Daniel Smith. DO NOT laminate or use plastic food wrap.

Digital Entries Submission Checklist



Checklist	Rule Type	Rule Specifics
<input type="checkbox"/>	Content	<p>FILM: The producer (student submitting the entry) is not required to appear in the film but if chooses to, a tripod may be used. All screenwriting, directing, camera/filming, animation and editing must be done by the student. No Powerpoint.</p> <p>DANCE: The choreographer (student submitting entry) maybe the performer or one of the performers, but the choreographer does not have to perform in the entry.</p> <p>MUSIC: The composer (student submitting entry) may submit their original entry performed by an individual or group and/or make use of a sound library generated performance of their composed score. Student composers are not required to perform their composition. All instruments, sounds, styles and combinations are accepted. Software may be used to produce an audio recording that does not include pre-programmed imported MIDI or other source files.</p> <p>Software used to create an entry should only enhance and present the work, not provide the primary design.</p> <p>Student name should not be on the entry title screens, credits, etc. since Reflections uses a blind judging process. Please visit the WA State PTA guidelines for info on the use of copyrighted images/materials.</p>
<input type="checkbox"/>	File Size/Length	Not to exceed 5 minutes and 1 GB (one gigabyte)
<input type="checkbox"/>	File types	<p>1) Email to reflections@puestadelсолpta.org. Use first and last name as file name</p> <p>FILM: AVI, MOV, MP4, WMV, and FLV. DANCE: AVI, MOV, MP4, WMV, and FLV. Save as a FILE and NOT a movie. MUSIC: MP3, WMA, WAV, ACC (M4A), and FLAC. Save as a FILE and NOT a movie.</p> <p>2) Place a copy of the file on a DVD, CD (music) or USB and label it with your student name, title of artwork, category, grade division, PTA name and number. Place it in a manila envelope.</p>
<input type="checkbox"/>	Forms	<p>1) Place signed and completed Official Entry Form in a sheet protector, tape it to the manila envelope with the DVD/CD/USB and turn it in by the due date. For Film and Dance, cite background music (if any) on the entry form as well.</p> <p>2) Complete Puesta del Sol Online Registration to ensure Academic Challenge credit and to generate judging sheets. Remember to email the files as well.</p> <p>Artist Statement is required and is a large part of the judges' decision. It must MATCH on the Online Registration and Official Entry Forms.</p>

Literature Entries Checklist



Checklist	Rule Type	Rule Specifics
<input type="checkbox"/>	Content	<p>The author (student submitting entry) submits a single literary work, handwritten or typed, using grade appropriate grammar, punctuation and spelling. Consider prose, poetry, drama (screen play and play script), reflective essay, narrative, or short story. Entry may be illustrated, but will be judged on the written content. Graphic novels are acceptable.</p> <p>Collections of literary work (such as poems and short stories) are not accepted. Entries may be illustrated but only written content will be judged.</p> <p>Student name should not be on the front of the manuscript since Reflections uses a blind judging process. Use of copyrighted material is prohibited. See WA State PTA page for more details.</p>
<input type="checkbox"/>	Format	<ul style="list-style-type: none"> • Handwritten or typed on 8.5" x 11" paper • Single sided with page numbers • Not mounted, bound or stapled • Length - 2,000 word maximum
<input type="checkbox"/>	Labeling	<p>On the back of the last page ONLY of the handwritten/printed copy:</p> <ul style="list-style-type: none"> • Student name • Title of artwork • Category • Grade division • PTA name and number – Puesta del Sol Elementary PTA Unit 2.3.95
<input type="checkbox"/>	File types	<p>1) Submit printed/written copy with the Official Entry Form, or place a copy of the file on a USB and label it with your student name, title of artwork, category, grade division, PTA name and number. Place it in a manila envelope.</p> <p>2) Send PDF, Word Doc or JPG copy to reflections@puestadelsolpta.org. Use your first and last name as the file name</p>
<input type="checkbox"/>	Forms	<p>1) Place signed and completed Official Entry Form in a sheet protector and attach to a manila envelope containing the printed/written literature or USB.</p> <p>2) Complete Puesta del Sol Online Registration to ensure Academic Challenge credit and to generate judging sheets. Remember to email a digital copy as well.</p> <p>Artist Statement is required and is a large part of the judges' decision. It must MATCH on the Online Registration and Official Entry Forms.</p>
<input type="checkbox"/>	Dictation and Translation	<ul style="list-style-type: none"> • Can be typed by another person - original work must be attached. • Can be dictated to another person and printed or typed in exact words as spoken by the student if the student is in preschool, kindergarten or first grade. • Students for whom English is not their first language may submit entries in their language. An interpretive translation in English must be included. • Transcribers/Translators should make every attempt to retain the same level of language and accuracy that is reflected in the student's original work.