



PTA REFLECTIONS

GENERAL STUDENT PARTICIPATION RULES

Students must adhere to the following General Student Participation Rules as well as the rules for their specific arts area.

The theme for the 2011–2012 PTA Reflections Program is — “Diversity Means...”
Only new pieces of artwork inspired by the theme may be submitted.

Student Eligibility Through Local PTAs

Students must participate in the Reflections Program through a local PTA/PTSA in good standing. Parent groups not affiliated with National PTA are not eligible to sponsor this program. It is the responsibility of the state and local PTA/PTSA to determine each student’s eligibility in the Reflections Program. A student may develop an entry in or outside of school.

Grade Divisions

Students may enter the Reflections Program in the appropriate division for their grade. The divisions are as follows:

- Primary: preschool–grade 2
- Intermediate: grades 3–5
- Middle: grades 6–8
- Senior: grades 9–12

If students do not fall under specific grade divisions, National PTA suggests that they be grouped as follows:

- Primary: up to age 7
- Intermediate: ages 8–10
- Middle: ages 11–13
- Senior: ages 14+

It is the responsibility of the local PTA/PTSA to determine the appropriate division if necessary.

Arts Areas

Students may submit works in any of six arts areas:

- Dance Choreography
- Film Production
- Literature
- Musical Composition
- Photography
- Visual Arts

National PTA does not limit the number of entries a student may submit.

Originality

Each entry must be the original work of one student only. An adult may not alter the creative integrity of a student’s work. Because the program is designed to encourage and recognize each student’s individual creativity, help from an adult or collaboration with other students is not allowed. Only one student may be recognized as the award recipient for each entry. Other individuals may appear in or perform a student’s work, but the work itself—the dance choreography or film production (including screenplay, camerawork, and directing) or musical composition (including written score and any lyrics), etc. — must be the creative product of one student only. (See the specific arts area rules for details.)

Use of copyrighted material (other than recorded music in dance choreography and film production entries) is prohibited.

Plagiarism is defined as taking and using another person’s ideas, writings, or inventions as one’s own. Plagiarized entries will be disqualified and returned to the students.

Student Entry Form

All participants are required to complete and sign the Student Entry Form. Students who have not completely filled out the entry form will not be eligible to participate in the program. In situations where the child cannot fill out the entry form or write legibly, a parent may complete the form.

Beginning in 2011-2012, students must title their works, and the title must be included on the Student Entry Form. For most arts areas, students must also answer a few questions about how they created their works; see Required Information on the Student Entry Form.

All entries must also include an artist statement that describes how the piece relates to the theme. Each participant is required to submit an artist statement that describes what inspired him or her to create the work and how it relates to the theme. The artist statement is mandatory for all entries in all grade divisions. The statement may not exceed 250 words (1,000 characters maximum); there is no minimum length.

Children with Disabilities

PTA believes that each child with a disability should be provided a free and appropriate public education. Therefore, the Reflections Program at the national level does not have a special division for students with disabilities. National PTA believes it is the right of parents to place their child in the Reflections Program grade division that best reflects the child's developmental age. However, guidelines for state and local Reflections Programs may vary. Check with your state PTA for its guidelines.

Deadlines

Students must submit all works by the deadline established by their local PTA/PTSA. Each local PTA/PTSA sponsoring the program sets its own deadline for entries, in adherence with state, district/region, and council deadlines. Entries are judged at the local level and the top entries are forwarded to the next level of judging (council, district/region, or state). Direct all questions regarding deadlines or rules to your state PTA office or arts chair. National PTA does not record deadlines for local, council, district/region, or state PTAs.

Judging

All national entries are judged on artistic merit, creativity, mastery of the medium, and interpretation of the theme. Mastery of the medium in the context of the national Reflections Program pertains to the level of skill the student demonstrates in the basic principles/techniques of the arts area. However, a well-developed concept is more important than technique. Entries will be judged primarily on how well the student uses his or her artistic vision to portray the theme.

The Reflections Program makes no restriction on content or subject in artwork. Students who are submitting entries need to meet school and/or local and state PTA standards.

Each PTA determines its own judges for the program. Under no condition may parents or students contact the judges to dispute the status of an entry. All decisions of judges are final.



National PTA Reflections Program Dance Choreography

Students must adhere to the General Student Participation Rules as well as the following Dance Choreography Rules.

Description

A dance choreography entry must be an original choreographed dance recorded on a DVD. The choreography must be the work of one student and most demonstrate creativity and interpretation of the current Reflections Program theme. The choreographer may be the performer or one of the performers, but does not have to be. Costumes are not necessary. If costumes are used, however, the choreographer must also create the costumes or directly note that costumes are not his or her original work.

Whether an entry uses a variety of techniques or a simple approach, it will be judged primarily on how well a student uses his or her artistic vision to portray the theme. Therefore, it is very important that the student show a clear relation of the dance choreography to the theme. The connection should be made evident through the use of song, props, and the dance itself.

Traditional Dance

The modification of the steps and the interpretation of the dance are considered when judging a traditional dance for creativity and/or originality. An explanation of the origin of the dance and/or the significance of the choreography might be a useful addition to the artist statement when submitting a dance choreography entry that involves traditional cultural or regional dances.

Presentation

- Entries may not exceed five minutes.
- The choreography should directly relate to the theme.
- Submit a DVD of a performance of the choreography.
- The choreographer is not required to be the (or one of the) performer(s).

Recommendations for Quality Recordings

- Use a tripod to hold the camera still.
- Make sure there is plenty of lighting, especially if shooting indoors.
- Turn off all noise-making devices in the room (air conditioners, fans, telephones, etc.).
- Make sure the background music (if any) is audible on the recording.

Format

- Save the entry as a .flv file.
- The recorded performance should be saved as a file on the DVD, not as a DVD movie.
- Name the file in **lower case** letters *exactly* in this order:
state abbreviation.arts category.grade level.student last name.student first name.flv

Example: md.dance.mid.smith.mary.flv.

Grade levels should be indicated only as pri, int, mid, sen.

- Submit the DVD in a plastic or cardboard container, identify both the DVD and the container with the file name, as indicated above.

Labeling Your Documents and Files

Submissions that win at local levels will be forwarded to the next level of adjudication. Final judging of winning entries occurs at the national level where all entries are received in an electronic format using the file names outlined below. It is therefore very important to follow these instructions exactly when labeling files and forms.

- Label the bottom of each page submitted in hard copy with the appropriate file name as indicated.
- Place all file names in the **bottom right corner of each page**, so that identifying information can be easily concealed if needed.
- Do not write or type anything on the back of any page of paper.

Student Entry Forms

- Please complete all information on the Student Entry Form.
- Label the form in the **bottom right hand corner** as follows:

state abbreviation.arts category.grade level.student last name.student first name.pdf
For example: md.dance.mid.entry.smith.mary.pdf

- Any **background music** used in a Dance entry must be credited and documented on the Student Entry Form, by indicating **the title of the music, its composer and its performer/s**. If the entry's connection to the theme is expressed in the song choice, this should be explained in the artist's statement.
- The required **Title** and required **Artist Statement** should be included. If the required Artist statement is too long to fit on the form, please write "See Attachment" on the form. Then submit the Artist Statement in its entirety on a separate piece of paper. Label the artist statement as follows:

state abbreviation.arts category.grade level.statement.student last name.student first name.doc
For example: md.dance.mid.statement.smith.mary.doc

Consent Form

Completed and signed Consent Forms must be included for all individuals whose recognizable images or voices appear in a Reflections entry. Individuals over the age of eighteen may sign their own Consent Form. A parent or legal guardian must sign for individuals under the age of eighteen.

- Label each Consent Form in the **bottom right hand corner** as follows:

State abbreviation.arts category.grade level.consent.student last name.student first name.pdf
Example: md.dance.mid.consent.smith.mary.pdf

Packing

- Pack the DVD, Student Entry Form, Artist Statement, and Consent Form(s) in a large manila envelope that opens and closes with a clasp. **Do not glue the envelope shut**, as it needs to be able to be opened and closed through various stages of judging. The envelope should be at least 8.5 x 11 inches, as the forms inside should not be folded.

Label the outside of the clasp side of the envelope as follows:
State abbreviation.arts category.grade level.student last name.student first name
Example: md.dance.mid.smith.mary



PTA REFLECTIONS

National PTA Reflections Program Film Production

Students must adhere to the General Student Participation Rules as well as the following Film Production Rules.

Description

A film production entry must be an original work of fiction or nonfiction relating to the current Reflections Program theme. Entries may be with or without sound.

The student submitting the entry must be the director, screenwriter, and camera person. If using a computer, the student must do all the work. If the student chooses to appear in the production, a camera on a tripod may be used. All storyboarding, editing, etc. must be done by the student.

Whether an entry uses a variety of techniques or a simple approach, it will be judged primarily on how well the student uses his or her artistic vision to portray the theme.

Styles

- **Animation:** Animation may be drawn, created from a collection of objects, clay, torn paper, etc., or computer-generated.
- **Narrative:** A story told through the images created on film or computer. (This is not the same as a storyteller narrating an original story.)
- **Documentary:** A nonfiction documentary using narration, facts, and images.
- **Experimental:** A video that explores movement, light, and montage.
- **Media presentation:** Computer-generated media presentations must be completely original, and the student must do all the work. Cutting and pasting from other sources is not permitted. In addition, the use of software that allows the user to build a virtual environment using prefabricated characters and elements is not permitted. Any software that is used to create an entry should be used only to enhance and present the work of the student, not to provide the primary design.
- **PowerPoint presentations will not be accepted.** Students must adhere to copyright laws. Software should be used only to enhance and present the work of the student. Due to the fact that most graphic elements of PowerPoint presentations are copyrighted clip art, use of this program is prohibited.

Presentation

- Entries may not exceed five minutes.
- The film should directly relate to the theme.
- Submit a DVD of a performance of the film.
- The student submitting the entry is not required to appear in the film.

Use of Copyrighted Material

Films may include public places, well-known products, trademarks, or certain other copyrighted material as long as that copyrighted material is incidental to the subject matter of the piece and/or is a smaller element of a whole. The resulting work cannot try to establish an association between the student and the trademark/business/material, or influence the purchase/non-purchase of the trademarked good.

Recommendations for Quality Recordings

- Use a tripod to hold the camera still.
- Make sure there is plenty of lighting, especially if shooting indoors.
- Turn off all noise-making devices in the room (air conditioners, fans, telephones, etc.)
- Make sure the background music (if any) is audible on the recording.

Format

- Save the entry as an .flv file.
- The recorded performance should be saved as a file on the DVD, not as a DVD movie.
- Name the file in lower case letters *exactly* in this order:
state abbreviation.arts category.grade level.student last name.student first name.flv

Example: md.film.mid.smith.mary.flv
(Grade levels should be indicated only as pri, int, mid, sen)

- Submit the DVD in a plastic or cardboard container; identify both the DVD and the container with the file name, as indicated above.

Labeling Your Documents and Files

Submissions that win at local levels will be forwarded to the next level of adjudication. Final judging of winning entries occurs at the national level where all entries are received in an electronic format using the file names outlined below. It is therefore very important to follow these instructions exactly when labeling files and forms.

- Label the bottom of each page submitted in hard copy with the appropriate file name as indicated.
- Place all file names in the **bottom right corner of each page**, so that identifying information can be easily concealed if needed.
- Do not write or type anything on the back of any page of paper.

Student Entry Form

- Please complete all information on the Student Entry Form.
- Label the form in the **bottom right hand corner** as follows:

state abbreviation.arts category.grade level.student last name.student first name.pdf
For example: md.film.mid.entry.smith.mary.pdf

- Any **background music** used in a Film entry must be credited and documented on the Student Entry Form, by indicating the **title of the music, its composer and its performer(s)**. If the entry's connection to the theme is expressed in the song choice, this should be explained in the artist's statement.
- List the name of the individuals that appear in the film. Please ensure each individual completes a Consent Form.
- Was film editing software used? If so, name the software.
- The required **Title** and required **Artist Statement** should be included. If the required Artist statement is too long to fit on the form, please write "See Attachment" on the form. Then submit the Artist Statement in its entirety on a separate piece of paper. Label the artist statement as follows:

state abbreviation.arts category.grade level.statement.student last name.student first name.doc
Example for typed page: md.film.mid.statement.smith.mary.doc

Consent Form

Completed and signed Consent Forms must be included for all individuals whose recognizable images or voices appear in a Reflections entry. Individuals over the age of eighteen may sign their own Consent Form. A parent or legal guardian must sign for individuals under the age of eighteen.

- Label each Consent Form in the **bottom right hand corner** as follows:

State abbreviation.arts category.grade level.consent.student last name.student first name.pdf
Example: md.film.mid.consent.smith.mary.pdf

Packing

- Pack the DVD, Student Entry Form, Artist Statement, and Consent Form(s) in a large manila envelope that opens and closes with a clasp. **Do not glue the envelope shut**, as it needs to be able to be opened and closed through various stages of judging. The envelope should be at least 8.5 x 11 inches, as the forms inside should not be folded.

Label the outside of the clasp side of the envelope as follows:

State abbreviation.arts category.grade level.student last name.student first name

Example: md.film.mid.smith.mary



Students must adhere to the General Student Participation Rules as well as the following Literature Rules.

Description

A literature entry may be a work of fiction or nonfiction. Prose, poetry, and drama are all accepted. The entry must relate to the current Reflections Program theme.

Literature entrants are not to borrow from copyrighted material.

Whether an entry uses a variety of techniques or a simple approach, it will be judged primarily on how well the student uses his or her artistic vision to portray the theme.

Presentation

- Entries must not exceed 2,000 words.
- One original and two copies of the entry are to be submitted.
- Entries may be handwritten or typed.
- Illustrated entries, including "books," with pictures drawn by the student are acceptable; however, only literary content is judged.
- Collections of poems or short stories are not accepted.
- Entries are to reflect grade-appropriate grammar, punctuation, and spelling.

Dictation and Typing

- Students may have their entries typed by another person as long as the original work or a copy of the original work is attached.
- Students who are physically challenged or students in pre-school, kindergarten or 1st grade may dictate to another person who may type or write down the original work.
- Transcribers should make every attempt to retain the same level of language and accuracy that is reflected in the student's original work.

Translation

- Students for who English is not their first language may submit literature entries in their own language. An **interpretive translation in English must accompany the entry.**
- Translators should make every attempt to retain the same level of language and accuracy that is reflected in the student's original work.

Format

- Submit Literature entries on 8 ½ inches by 11 paper.
- Entries should be printed single sided only.
- Number all pages.
- Please do not mount the pages. In Maryland, submitting literature entries in clear plastic sheet protectors, one per page, is encouraged. Please secure the tops of the sheet protectors with a paper clip.
- If more than one page is a part of the entry, please clip the pages together. No staples, report covers or folders, please.
- Label each page of the Literature entry on the bottom right corner in **lower case letters exactly** as follows:

State abbreviation.arts category.grade level.student last name.student first name

Example (for typed pages): md.literature.mid.smith.mary.doc

Example (for handwritten pages): md.literature.mid.smith.mary.pdf

Grade levels should be indicated only as pri, int, mid, sen

Labeling Your Documents and Files

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- Label the bottom of each page submitted in hard copy with the appropriate file name as indicated.
- Place all file names in the **bottom right corner of each page**, so that identifying information can be easily concealed if needed.
- Do not write or type anything on the back of any page of paper.

Student Entry Form

- Please complete all information on the Student Entry Form.
- Label the form in the **bottom right hand corner** as follows:

state abbreviation.arts category.grade level.student last name.student first name.pdf

For example: md.literature.mid.entry.smith.mary.pdf

- The required **Title** and required **Artist Statement** should be included. If the required Artist statement is too long to fit on the form, please write "See Attachment" on the form. Then submit the Artist Statement in its entirety on a separate piece of paper. Label the artist statement as follows:

state abbreviation.arts category.grade level.statement.student last name.student first name.doc

Example: md.literature.mid.statement.smith.mary.doc

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- Label each Consent Form in the **bottom right hand corner** as follows:

State abbreviation.arts category.grade level.consent.student last name.student first name.pdf

Example: md.literature.mid.consent.smith.mary.pdf

Packing

- Pack the literature entry, Student Entry Form, Consent Form(s), and Artist Statement in a large manila envelope that opens and closes with a clasp. **Do not glue the envelope shut**, as it needs to be able to be opened and closed through various stages of judging. The envelope should be at least 8.5 x 11 inches, as the forms inside should **not** be folded.

Label the outside of the clasp side of the envelope as follows:

State abbreviation.arts category.grade level.student last name.student first name

Example: md.literature.mid.smith.mary



National PTA Reflections Program Music Composition

Students must adhere to the General Student Participation Rules as well as the following Literature Rules.

A music composition entry may be for voice, instruments, or a combination of voice and instruments. Lyrics may or may not be included in vocal compositions. The composition is not to exceed five minutes. The entry must relate to the current Reflections Program theme.

The use of composition software is permitted. The recording submitted may capture performers in real-time or may make use of a sound library generated performance of a score composed in its entirety by the student participant. The entry may not include commercially pre-programmed imported MIDI or other source files, or use algorithmic composition software.

Use of notation software for the purpose of creating scores and printed parts is permitted. Whether the score is handwritten or computer-generated, appropriate instrumentation and voicing are required for the performance.

Music Composition entrants are not to borrow from copyrighted material.

Whether an entry uses a variety of techniques or a simple approach, it will be judged primarily on how well a student uses his or her artistic vision to portray the theme.

Presentation

- Entries may not exceed five minutes.
- The music composition should directly relate to the theme.
- Submit a CD of a performance of the composition.
- The composer is not required to be the performer (or one of the) performer(s).

Recommendations for Quality Recordings

- Do not place the recording device on top of an instrument or speakers.
- Turn off all noise-making devices in the room (air conditioners, fans, telephones, etc.).
- Record a short test and listen to it. If needed, improve recording quality by changing the record volume or microphone location.
- Make sure the music is audible on the recording.
- Return to the beginning of the CD and record two seconds of silence; then start performing your composition. Finish with another two seconds of silence.

Format

- Save the entry as an .mp3 file.
- The recorded performance should be saved as a file on a CD, not as a CD/DVD movie.
- Name the file in lower case letters *exactly* in this order:
state abbreviation.arts category.grade level.student last name.student first name.mp3

Example: md.music.mid.smith.mary.mp3
(Grade levels should be indicated only as pri, int, mid, sen)

- Submit the CD in a plastic or cardboard container; identify both the CD and the container with the file name, as indicated above.

Musical Notation

Whether a student must submit musical notation is determined by his or her grade division:

- **Primary and Intermediate:** No notation is required. Iconic notation may be submitted. Iconic notation is "made-up" notation.
- **Middle and Senior:** Notation, either traditional or tablature, is required.
- A student's composed work may be performed by a group or may make use of a sound library generated performance of a score composed in its entirety by the student participant.

- **Score:**
 _____ Score pages should be numbered and no larger than 8.5 inches by 11 inches.
 _____ Do not mount or bind the scores.
 _____ Number each page.
 _____ Label each page of the score as follows:

State abbreviation.arts category.grade level.score.student last name.student first name.pdf
 Example: md.music.mid.score.smith.mary.pdf

Labeling Your Documents and Files

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- Label the bottom of each page submitted in hard copy with the appropriate file name as indicated.
- Place all file names in the **bottom right corner of each page**, so that identifying information can be easily concealed if needed.
- Do not write or type anything on the back of any page of paper.

Student Entry Form

- Please complete all information on the Student Entry Form.
- Label the form in the **bottom right hand corner** as follows:

state abbreviation.arts category.grade level.entry.student last name.student first name.pdf
 For example: md.music.mid.entry.smith.mary.pdf

- On the student Entry Form, please answer the following:
 - Name(s) of person(s) who performed your composition.
 - Did you use traditional or MIDI instrumentation?
 - If you used composition software, what software did you use?
- The required **Title** and required **Artist Statement** should be included. If the required Artist statement is too long to fit on the form, please write "See Attachment" on the form. Then submit the Artist Statement in its entirety on a separate piece of paper. Label the artist statement as follows:

state abbreviation.arts category.grade level.statement.student last name.student first name.doc
 Example: md.music.mid.statement.smith.mary.doc

Consent Form

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State abbreviation.arts category.grade level.consent.student last name.student first name.pdf
 Example: md.music.mid.consent.smith.mary.pdf

Packing

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Label the outside of the clasp side of the envelope as follows:
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 Example: md.music.mid.smith.mary



Students must adhere to the General Student Participation Rules as well as the following Film Production Rules.

Description

A photography entry must be an original black-and-white or color image produced by a photographic process. The entry must relate to the current Reflections Program theme.

The entry may incorporate such techniques as photomontage, multiple exposure, negative sandwiches, and photograms. Images may be manipulated conventionally or digitally. Images should demonstrate the student's proper use of photographic techniques such as depth of field and exposure. The images may be created using various lenses, filters, and light sources. Photographs with added graphics over the image, including lettering, are not acceptable.

Whether an entry uses a variety of techniques or a simple approach, it will be judged primarily on how well the student uses his or her artistic vision to portray the theme.

Presentation

- A single print or collage may not exceed 11 inches by 14 inches, including a mat.
- Mount all prints on a cardboard mat, poster board, or some other sturdy material.
- Protecting the work with shrink-wrap or a transparent plastic cover is optional but highly recommended.
- Framed entries, original film (negatives or transparencies), and multidimensional pieces are not accepted.

Use of Copyrighted Material

Use of copyrighted material, including copyrighted cartoon characters or other such material, is not acceptable in any Photography submission, with the following exceptions:

- Photographs may include public places, well-known products, trademarks, or certain other copyrighted material as long as that copyrighted material is incidental to the subject matter of the association between the student and the trademark/business/material, or influence the purchase/non-purchase of the trademarked good.

Format

- Label the entry on the back in **lower case** letters *exactly* in this order:
state abbreviation.arts category.grade level.student last name.student first name.jpg

Example: md.photography.mid.smith.mary.jpg
(Grade levels should be indicated only as pri, int, mid, sen)

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- Place all file names in the **bottom right corner of each page**, so that identifying information can be easily concealed if needed.
- Do not write or type anything on the back of any page of paper.

Student Entry Form

- Please complete all information on the Student Entry Form.
- Label the form in the **bottom right hand corner** as follows:

state abbreviation.arts category.grade level.entry.student last name.student first name.pdf

For example: md.photography.mid.entry.smith.mary.pdf

- Give the dimensions of the work in inches, including mat.
- Give location and date of shot.
- Describe the type of camera and process used in developing the entry.
- The required **Title** and required **Artist Statement** should be included. If the required Artist statement is too long to fit on the form, please write "See Attachment" on the form. Then submit the Artist Statement in its entirety on a separate piece of paper. Label the artist statement as follows:

state abbreviation.arts category.grade level.statement.student last name.student first name.doc

Example: md.photography.mid.statement.smith.mary.doc

Consent Form

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- Label each Consent Form in the **bottom right hand corner** as follows:

State abbreviation.arts category.grade level.consent.student last name.student first name.pdf

Example: md.photography.mid.consent.smith.mary.pdf

Packing

- Pack the Student Entry Form, Artist Statement, and Consent Form(s) in a large manila envelope that opens and closes with a clasp. **Do not glue the envelope shut**, as it needs to be able to be opened and closed through various stages of judging. The envelope should be at least 8.5 x 11 inches, as the forms inside should **not** be folded.
- Attach this manilla envelope to the back of the protective covering of you photograph with masking tape. Tape only the two sides of the envelope, **not the top or the bottom of the envelope.**

Label the outside of the clasp side of the envelope as follows:

State abbreviation.arts category.grade level.student last name.student first name

Example: md.photography.mid.smith.mary



National PTA Reflections Program

Visual Arts

Students must adhere to the General Student Participation Rules as well as the following Film Production Rules.

Description

A visual arts entry must be an original print, drawing, painting, collage, photographic collage, metal etching or punch work, fiber work, or computer-generated artwork that relates to the current Reflections Program theme.

Whether an entry uses a variety of techniques or a simple approach, it will be judged primarily on how well the student uses his or her artistic vision to portray the theme.

Presentation

- All art must be flat and may not be more than 3/8 inch thick. This includes all two-dimensional materials and images, including small, flat items (such as string, fabric, and screening) that have maximum surface contact with the face of the image. Nothing three-dimensional (noodles, beans, beads, boxes, etc.) may extend off the surface of the work.
- No art may exceed 24 inches by 30 inches, including mat.
- Entries may be submitted on paper, canvas board, cardboard, hot or cold pressboard, or canvas (not to exceed 3/8-inch thickness).
- Mount all paper or canvas entries on sturdy cardboard mats, but not in wood, metal, plastic, or glass frames.
- Protecting the work with a transparent plastic cover is optional but highly recommended.
- Lamination is discouraged because it can permanently damage the surface of the artwork.

Works Not Accepted

- Sculpture, ceramics, and other three-dimensional artwork
- Stained glass and jewelry, regardless of thickness
- Reproduction or enlargements of other artwork

Use of Copyrighted Material

Use of copyrighted material, including any copyrighted cartoon characters or other such material is not acceptable in any Visual Arts submission, with the following exceptions:

- Visual art work may include public places, well-known products, trademarks, or certain other copyrighted material as long as that copyrighted material is incidental to the subject matter of the piece and/or is a smaller element of a whole. The resulting work cannot try to establish an association between the student and the trademark/business/material, or influence the purchase/non-purchase of the trademarked good.
- Visual arts collages may include portions of existing copyrighted works, such as photographs, magazine clippings, Internet images, and type cut out of a newspaper, as long as those portions of copyrighted works are used to create a completely new and different work of art. A collage should be judged for its whole, not by its parts, and whether the resulting work stands as a creative, original work of art on its own.

Format

- Label the Visual Art entry on the back of the artwork in lower case letters *exactly* in this order:

state abbreviation.arts category.grade level.student last name.student first name.jpg

Example: md.vis art.mid.smith.mary.jpg

Grade levels should be indicated only as pri, int, mid, sen.

Labeling Your Documents and Files

Submissions that win at local levels will be forwarded to the next level of adjudication. Final judging of winning entries occurs at the national level where all entries are received in an electronic format using the file names outlined below. It is therefore very important to follow these instructions exactly when labeling files and forms.

- Label the bottom of each page submitted in hard copy with the appropriate file name as indicated.
- Place all file names in the **bottom right corner of each page**, so that identifying information can be easily concealed if needed.
- Do not write or type anything on the back of any page of paper.

Student Entry Form

- Please complete all information on the Student Entry Form.
- Label the form in the bottom right hand corner as follows:

state abbreviation.arts category.grade level.entry.student last name.student first name.pdf
Example: md.vis art.mid.entry.smith.mary.pdf

- Give the dimensions of the work in inches, including mat.
- Please describe the medium used (crayons, oil on canvas, etc).
- The required **Title** and required **Artist Statement** should be included. If the required Artist statement is too long to fit on the form, please write "See Attachment" on the form. Then submit the Artist Statement in its entirety on a separate piece of paper. Label the artist statement as follows:

state abbreviation.arts category.grade level.statement.student last name.student first name.doc
Example: md.vis art..mid.statement.smith.mary.doc

Consent Form

Completed and signed Consent Forms must be included for all individuals whose recognizable images or voices appear in a Reflections entry. Individuals over the age of eighteen may sign their own Consent Form. A parent or legal guardian must sign for individuals under the age of eighteen.

- Label each Consent Form in the **bottom right hand corner** as follows:

State abbreviation.arts category.grade level.consent.student last name.student first name.pdf
Example: md.vis art.mid.consent.smith.mary.pdf

Packing

- Pack the Student Entry Form, Artist Statement, and Consent Form(s) in a large manila envelope that opens and closes with a clasp. **Do not glue the envelope shut**, as it needs to be able to be opened and closed through various stages of judging. The envelope should be at least 8.5 x 11 inches, as the forms inside should not be folded.
- Attach this manilla envelope to the back of the protective covering with masking tape. Tape only the two sides of the envelope, **not the top or the bottom of the envelope**.

Label the outside of the clasp side of the envelope as follows:

State abbreviation.arts category.grade level.student last name.student first name

Example: md.photography.mid.smith.mary