

## Submitting Entries to the Next Level of Judging

### Literature entries:

Send the original and two copies of each literature entry. Paperclip the duplicate copies of the entry to the original. The student's name should be written on the back of each page of the original and the copies. Submit the entry in a manila file folder with the Student Entry Form stapled to the back of the folder, or slip the Student Entry Form, original, and two copies into a clear sheet protector. Keep a copy of the entry for your files. Make sure all copies are clearly legible. This may prove difficult when copying handwritten entries. Check all copies before mailing them to the next level of judging.

### Musical composition entries:

Send each musical composition entry—the CD in a plastic or cardboard container and, if applicable, the score—in its own large envelope with the Student Entry Form in a clear sheet protector secured to the outside of the envelope. Any musical composition entries that include a score should have the student's name written on the back of each page of the score. Keep a copy of the score and CD for your files.

### Dance choreography and Film production entries:

Send each dance choreography and film production entry—the CD or DVD in a plastic or cardboard container—in its own large envelope with the Student Entry Form in a clear sheet protector secured to the outside of the envelope. Keep a copy of the CD/DVD for your files. All dance choreography and film production entries must be saved as a file on the CD/DVD, not as a CD/DVD movie.

### Photography and visual arts entries:

**\*\*State Requirement\*\***

Every Entry **MUST** be wrapped in Plastic Wrap/Plastic Film. (See Program Details)

Student Entry Form: place in a clear sheet protector attached to the back of the artwork with masking tape **ONTOP** of the Plastic Wrap/Plastic Film. Do not staple, tape, glue, or otherwise affix Student Entry Forms directly to a piece of artwork.

**2009-2010 PTA Reflections Program STUDENT ENTRY FORM** Theme: "Beauty is..."

Directions: Please type or print clearly in black or blue ink (do not use pencil). Carefully fill out this form slowly and include the required signatures. Leave the boxed area for local PTA information blank. If you need more space, use the back of this form or an extra sheet of paper. Be sure to write your full name on any additional pages.

Circle Grade (check one):  Elementary grades 1-5  Intermediate grades 6-8  High School grades 9-12

Grade:  M  F  S  JV  Varsity

Art Area (check one):  Dance/Choreography  Film Production  Literature  Musical Composition  Photography  Visual Arts

Title of Work: \_\_\_\_\_

Required Artist Statement: \_\_\_\_\_  
Explain how your work relates to the theme. \_\_\_\_\_  See attached (Place your name on any attached sheets)

**REQUIRED INFORMATION**

Photography and Visual Arts: Give the dimensions of the work in inches, including mat. L \_\_\_\_\_ W \_\_\_\_\_  
Photography: Location/Name of show: \_\_\_\_\_  
Describe the type of camera and process used in preparing the piece: \_\_\_\_\_  
Visual Arts: Describe the medium (medium, oil on canvas, etc.): \_\_\_\_\_  
Dance Choreography: Name(s) of performer(s): \_\_\_\_\_  
Film Production: Name(s) of person(s) appearing in your film: \_\_\_\_\_  
Was a computer used? If so, name the software and hardware: \_\_\_\_\_  
Dance Choreography and Film Production: Create the background music below (title, composer, and performer): \_\_\_\_\_

Musical Composition:  Traditional Instruments  Synthesizer  
Name(s) of person(s) who performed your composition: \_\_\_\_\_  
Was a computer used? If so, name the software and hardware: \_\_\_\_\_  
Are lyrics included? If so, how do your lyrics complement your composition? \_\_\_\_\_  
Lyrics: \_\_\_\_\_

Student's Information: First name \_\_\_\_\_ Middle Init. \_\_\_\_\_ Last name \_\_\_\_\_  
Address 1 \_\_\_\_\_ Address 2 \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Signature of student: \_\_\_\_\_ Signature of parent/legal guardian (necessary if child is under 18 years): \_\_\_\_\_

**TO BE COMPLETED BY LOCAL PTA** Check one:  PTA  PTSA Local neighborhood PTA ID: \_\_\_\_\_  
Local PTA name: \_\_\_\_\_ Local PTA/PTSA name: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
PTA address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Local PTA used mailing service:  Community share paid date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Insurance paid date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
PTA office approval date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

When sending entries to the next level of judging, use a service that allows you to track and confirm receipt of entries from your end.

### **Submitting Required Forms**

With the entries moving to the next level of judging, all units are required to submit:

- The appropriate PTA Participation Form (local or council).

**All information is mandatory.**

- A completed and signed original Student Entry Form for each entry, including the required artist statement in the space designated or on a separate page attached and identified with the student name.

### **PTA Participation Form**

National PTA requires each state to track the number of PTAs that participated and the total number of works entered in the state's program.

Therefore, all units are **required** to submit a participation form to the next level of judging along with their winning artwork. There are forms for local and council PTAs.

**Please keep copies of all forms for your records.**

### **Keeping Records**

Keep copies of Student Entry Forms for PTA records. It is recommended that you document and make copies of all materials mailed to the next level of judging. File that information in the PTA office so that there is a comprehensive log of all artwork submitted to the next level of judging. Also keep a detailed record of all artwork being displayed in your community and returned to students. Again, file the information in the PTA office so that there is more than one person or group of people privy to this information.