

# REFLECTION CHAIRPERSON TIPS AND TRICKS

I Will Change The World By...

2021-2022



Long Beach Council

**PTA**

*everychild.onevoice.*

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## TIPS TO HELP YOU GO VIRTUAL

As we move further into the land of the virtual and electronic Reflections, we've put together some suggestions, tips to help you move down that path.

- Create a Gmail account for your unit reflections program. Ex: [SmithPTAreflections@gmail.com](mailto:SmithPTAreflections@gmail.com). This will get you a free account with 15 GB of storage space to upload digital copies of art as well as making your entry forms for students electronic via Google Forms.
- Have your students complete an entry form electronically. You can use a fillable pdf or as stated above create a Google form.
- Also communication is key when going virtual. Keep in contact with your entrants/parents at the beginning and throughout the Reflections process. When in doubt, don't hesitate to ask questions.
- Along with communicating with your entrants, communicate with your Council Reflections committee. We cannot stress how important communication is when you go virtual.
- Make a book that you can pass down year to year to the next Reflections Chairperson. Things to include would be somethings like:
  - The username and password for the gmail account you create
  - Where you get your certificates, ribbons, etc.
  - Where you buy your supplies
  - A copy of your budget
  - Copies of grants that you right
  - Copies of donation letters
  - Any discounts that you can get through PTA, such as Office Depot
  - Any information that you have found useful
  - Website for virtual gallery if you use that
  - Photos of your physical celebration

## STUDENT ENTRY FORMS

There is an entry form in the student packet that is made available by the Council Reflections Committee. Before you make your copies to give to the students, fill out the highlighted section on top. There is also a fillable pdf version available on the Long Beach Council Website, or via email from us directly. Example below:

***This box is to be completed by PTA before distribution.***

PTA LEADER NAME \_\_\_\_\_ EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_  
PTA ID \_\_\_\_\_ PTA NAME \_\_\_\_\_ STATE \_\_\_\_\_  
COUNCIL PTA \_\_\_\_\_ DISTRICT PTA \_\_\_\_\_ REGION PTA \_\_\_\_\_  
MEMBER DUES PAID DATE \_\_\_\_\_ INSURANCE PAID DATE \_\_\_\_\_ BYLAWS APPROVAL DATE \_\_\_\_\_

Here is a guide to filling this out.

- PTA LEADER NAME - This is either your PTA president or your Unit Reflections Chair
- EMAIL - This is the PTA president or reflections coordinator email
- PHONE - This is the PTA president or reflections coordinator phone number
- PTA ID - This is your 8 digit number 0000 and then four numbers. This information should be on your copy of your unit bylaws.
- PTA NAME - This should be on your bylaws.
- STATE- California
- COUNCIL PTA - Long Beach Council PTA
- DISTRICT PTA – 33<sup>rd</sup> district
- REGION PTA –
- MEMBER DUES PAID DATE - This is the date that you last submitted membership dues to the Long Beach Council PTA. Coordinate with your PTA president when submitted.
- INSURANCE PAID DATE – This is the date that you last paid your insurance to the Long Beach Council PTA. Coordinate with your PTA president when submitted.
- BYLAWS APPROVAL DATE – This is the date you last approved your bylaws. It should be on your copy of the bylaws.

We want to make this process as easy as possible for you. **If you ever have any questions or need help filling this out, please contact us. There is also an example in the Training Slideshow available at the Long Beach Council Website.**

This year we at Council are taking entries only via digital Google Form and digital entries only, not the actual artwork. You at the unit level are welcome to take entries and art however you like. **If you want to go digital and would like some help, please contact us.**

## PHOTOGRAPHY ENTRIES

When you turn in your photograph entries that advance to the Long Beach Council PTA level for reflections, **PLEASE SEND AN ORIGINAL .JPG FILE OF YOUR ENTRY AND KEEP A COPY FOR YOURSELF.**

The files can be emailed to the Long Beach Council PTA Reflections Committee to Karen Wolfe at [reflectionstech@longbeachcouncilpta.org](mailto:reflectionstech@longbeachcouncilpta.org).

- The name of your .jpg file should be the title of the entry it goes with and the student's name. Example. If the Entry's title is "The Grand Finale" and it's by Joe Smith then your .jpg file should be named The Grand Finale-Joe Smith.jpg

## DIGITAL FILES

You will need to send digital files for some of the other categories as well: Dance, Film, Music Composition. If you have questions reach out to Karen Wolfe at [reflectionstech@longbeachcouncilpta.org](mailto:reflectionstech@longbeachcouncilpta.org)

- We will need two copies of your entry: one on a flash drive to send forward with any entries that move on past the LBCPTA level and another copy sent to [reflectionstech@longbeachcouncilpta.org](mailto:reflectionstech@longbeachcouncilpta.org).
- Please name your digital file the title of your entry and student name. Again, if the Entry's title is The Grand Finale by Joe Smith then your digital file should also be named The Grand Finale-Joe Smith.
- For Audio files please make sure that they are saved as .mp3 files. So if your music entry is titled Let's Boogie by Joe Smith, then your file name should be Lets Boogie-Joe Smith.mp3
- For Video files please make sure that they are saved as .mp4 files. So if your video entry is titled My Heart Soars by Joe Smith, then your file name should be My Heart Soars-Joe Smith.mp4

## LITERATURE ENTRIES

- Put entries in a folder. This helps LBCPTA set up displays of ribbons and artist statements at their reflections award ceremony.
- If you have typed your entry, please provide a digital copy of your entry if you can. It should be in a .doc or .rtf or .txt format. So if the title of your entry is Bart the Fart by Joe Smith then your digital file would be Bart the Fart-Joe Smith.doc, Bart the Fart-Joe Smith.rtf or Bart the fart-Joe Smith.txt. This can be emailed to the Long Beach Council PTA Reflections Committee. The email is [reflectionstech@longbeachcouncilpta.org](mailto:reflectionstech@longbeachcouncilpta.org).

## HELPFUL HINTS

- When you submit your entries if you could also submit a typed list of all the names of your entries for us. We don't want to misspell anyone's name, and sometimes the handwriting on the entry forms is hard to read. This can be emailed to the Long Beach Council PTA Reflections Committee. Emails are Kim Erkman at [reflections@longbeachcouncilpta.org](mailto:reflections@longbeachcouncilpta.org) or Karen Wolfe at [reflectionstech@longbeachcouncilpta.org](mailto:reflectionstech@longbeachcouncilpta.org).