Hosting a SUCCESSFUL Reflections Program

- **Have a designated Reflections Chair.** Include contact information on your LUOR (Local Unit Officer Report) for 2015-16. If you do not have a chair by September 1, please list your local president’s contact info.

- **READ the Reflections Local Leader’s Guide.** Found on the SCPTA website, 2015-16 version available no later than July 1, 2015. This includes how-to instructions, Rules, entry forms and tips to make the process easier. KNOW THE RULES.

- **Go to national website to learn more about the program - pta reflections.org.** Check out the Reflections Tool Kit for flyers/posters, rules, etc. See the gallery of past national winners.

- **Give Reflections a spot on your PTA/school’s calendar.** Make it a tradition, not an afterthought.

- **Include a line item in your PTA Budget for Reflections.** For incentives, awards/prizes, chair’s expenses.

- **Attend TRAINING.** There are small changes every year. Attend Regional or District training. Take advantage of National Webinars.

- **Use your lifeline and ask for help –** Carol Beard, reflections@scpta.org