



MCCPTA Committee Work Plan 2007-08

Committee: Reflections

Chair(s): Melissa McDonald and Chuck Benjamin

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Committee Members (use reverse side if more space is needed):

All local Reflections chairpersons are members of the committee.

Vision

How does the work of your committee support the objects and mission of PTA and the focus of MCCPTA?

The Reflections art program encourages students to express themselves through creative projects. Literature, music, photography, visual arts, dance and video are all represented in this program. Each year the program has a theme, and the students are challenged to reflect on this theme and create a work of art that represents their interpretation of it.

Goals

Give a summary statement of your committee's goals for this year. Consider how you will identify attainment.

Increase awareness of the program.
Increase the number of participating schools from last year's 37 to 45.

Action Steps

What does your committee plan to do to achieve these goals? Include plans for

meetings, mailings, etc., interaction with other MCCPTA committees, MCPS staff you may work with and in what capacity, other county, state or federal agencies, organizations you may contact as part of your action plan.

- Utilize the MCCPTA Listserv to make the local PTAs aware of the program.
- Represent the Reflections committee at the Delegates Assembly on September 25th
- Participate in the MCCPTA training on September 29th, and make the training materials available to all chair people via e-mail.
- Be available to the local chair people for questions via phone and e-mail.
- Schedule at least one planning meeting with the committee in the fall, and a second in the spring prior to the award ceremony.
- Place an announcement in the school news section of the Gazette newspaper (geared to schools that may not be aware of the program).
- In early April, notify local media of the award ceremony

In addition, please see following time line:

MCCPTA Reflections (tentative) Time Line

- September-determine date for awards ceremony-Melissa/Chuck
- October-determine site for awards ceremony-Melissa/Chuck
- October-request volunteers to take on the duties below:
- November-schedule entertainment (jazz band/chorus etc or professional artist/musician/photographer speak about their profession?)
- January 2 – submissions due to county -Melissa/Chuck
- January - Images sorted and delivered to judges-Melissa/Chuck
 - Winning images photographed prior to taking to state --Melissa
- February 2- Submissions due to state
- February- Start preparing slide show with winning images (perhaps with winning musical composition as accompanying it)
- March -- Order awards (medals/trophies)
- March-print invitations & Maps

- March -- Mail invitations & include note to all county award winners to do a brief presentation of their work (what inspired them; mediums used, etc –they could read their artist’s statement)
- March – RSVP deadline
- March-Print certificates
 - For Students
 - For Chairpersons
- March- Prepare program
 - Proofread for typos
- April-confirm entertainment
 - Proofread again/corrections as needed
- April - Print programs
- April- Print identification cards for the artwork
- April – purchase refreshments-
- April – Set up gallery (usually day of event)
- April 23 - Reflections Awards Ceremony @ BlackRock Center for the Arts

Expenses

Invitations & postage (approx 120)	\$150.00
Copying programs (approx 120)	\$100.00*
Awards -medals & trophies- (approx \$3 each)	\$360.00*
Thank you gift for 45 Chair people (approx \$5 ea)	\$225.00
Thank you gift for 6-10 Judges (approx \$25 each)	\$250.00
Refreshments	\$150.00

Total	\$1235.00

*We hope to have these donated

Respectively submitted,
Melissa McDonald & Chuck Benjamin