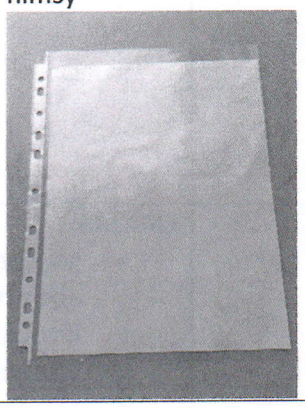
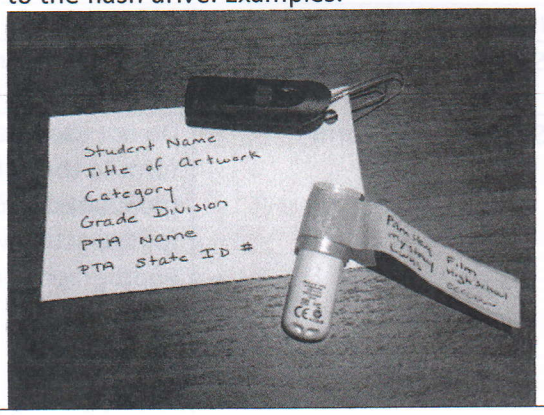
Issues to Be Addressed for 2018-2019 Reflections Program

Issue	Error	Correction
Student Entry Form	Artist Statement should not continue on the back of the entry form	Should continue on a separate page
Student Entry Form	Do not use an artist sleeve to attach form to the entry. Artist sleeves (purchased at Ben Franklin Crafts) are for the actual Visual Arts and Photography entries.	Use a plastic sleeve (sheet protector); it is much easier to access the form and not as flimsy 
Student Entry Form	Should not be attached to the back of Manila Envelope (side with clasp)	Student Entry Form inside a plastic sleeve should be attached to the front of the Manila Envelope
Student Entry Form	School Name abbreviated	Use the full name, e.g., Ben Franklin Elementary, not Franklin Elementary *To have consistency among documents, reports and entries, it is helpful to use the full name on everything
Student Entry Form	Visual Arts and Photography: art dimensions are missing	Art dimensions must be stated on entry form. Note: size includes the mat, for example, Photo + surrounding Mat or foam core = dimensions
Student Participant	Moved	Please inform the Council Chairs if a student moves out of LWSD any time during current school year and their entry is advancing to Council, State, National
Local Reflections Chair	Moved	Please inform the Council Chairs if the Chair has moved anytime during the current school year and provide Council with another contact name/email to receive information from Council
Photography Entries	Size	Encourage students who submit small photos (e.g., 8" x 10") to use a mat or foam core that is at least 10" x 12" but no larger than 11" x 14" (maximum size) – this allows the entry form (inside a plastic sleeve) not show when attached to the back of the photo
Visual Arts and Photography Entries	Wrapped in cellophane	The Rules allow it but, if access is needed of the actual artwork, it's very hard to take off cellophane and tape and then re-wrap
Literature Entries	Multiple Pages not secured together	No staples. Use a paper clip to secure literature entries that have more than one page and same for copies.

Flash Drives / Labelling	Flash Drives with no label physically attached	Prefer some kind of label actually attached to the flash drive. Examples: 
Online Registration	**ERRORS:** • Misspellings in artwork titles and artist statements • Incorrect parent emails • Incorrect parent phone # • Missing size dimensions I found these errors when I was double checking those entries moving on to State. I am unable to correct them in the system because I do not have access. I informed the State about some but not all – THERE WERE TOO MANY – I sent them a spreadsheet with the most important errors and the corrections.	**PROOFREAD:** I cannot stress how important it is to proofread the information that is entered in the online registration system. The information is very important to each stage of the competition. 1) It is not fair to the student if spelling errors were made by the chair entering the information online especially Name, Title and Artist Statement 2) Council and State should not be responsible for correcting any information – they are dealing with a much larger number of entries than at the local level and should not have to take the time to correct mistakes. 3) Correct contact information is vital if the student's entry advances to Council and beyond.