



# Plan of Work Plan de Trabajo

<b>Officer/Chairman Name:</b> (Nombre de Oficial/Presidente de Junta)			
<b>Position:</b> (Posición)	Arts in Education Chair	<b>Year:</b> (Año)	

Reproduce as needed for the appropriate number of goals.  
(Se puede reproducir para metas adicionales.)

<b>Responsibilities / Duties:</b> (Responsabilidades)	Perform basic board member duties; Organize activities and work with teachers to educate and engage students in the arts; focus on the National PTA Reflections program.	<b>Committee Members:</b> (Miembros del Comité)	(list committee members)
<b>Goal:</b> (Meta)	To encourage students to participate in the Reflections program and strategically provide the information, ideas, and resources to allow each to be successful in this endeavor.	<b>Evaluation Process:</b> (Proceso de Evaluación)	Feedback from teachers, students, board. Did we increase participation?

Specific Action Steps (Proceso Especifico de Acción)	Start Date (Fecha de Empezio)	Completion Date (Fecha de Terminación)	Budget (Presupuesto)
Promote and facilitate the National PTA Reflections Program utilizing newsletters, social media, flyers in welcome packets, and posters; promote for next year starting in spring	July 2020	June 2020	\$15 (posters, signs, flyers)
Coordinate judging of Reflections entries: arranging for judging, forwarding winning entries to council level competition, return any collected artwork after ceremony.	Aug 2020	Nov 2020	\$5 (judging supplies: post-its, thank you notes)
Source donations or provide PTA funds for membership for low income students advancing to council who cannot purchase membership	Oct 2020	Nov 2020	\$35
Order or print ribbons <b>or</b> medals and certificates for students who entered Reflections.	Nov 2020	Jan 2020	\$200
Plan and execute Reflections award ceremony to include invitation and program printing and refreshments (Covid maybe goody bags to go).	Nov 2020	Feb 2020	\$50

<b>Resources:</b> (Recursos)	Texas PTA website, BASICS Arts in Education Resource Guide, procedure book, TEA website for Fine Arts TEKS, school librarian, theater, arts, yearbook, choir, English, and orchestra teachers, community artists and local arts organizations.
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