

## STUDENT REQUIREMENTS CHECKLIST: LITERATURE

**\*\*Upon completion, sign this checklist verifying that all rules and guidelines have been read and understood. STAPLE completed form to the back of your Student Entry Form**

**Student Entry Form completely filled out, including:**

**1. Student's complete contact information**

- Student's full name/Student's address/Student's phone number/Parent's email address
- Original signatures of student and, if student is under 18, parent/guardian

**2. Required Artist Statement:**

- Describe what inspired you to create this work and how it relates to the theme. This is required for all grade divisions. If additional space is needed, use the back of the Student Entry Form or an extra sheet of paper. BE SURE TO WRITE YOUR NAME ON ANY ADDITIONAL PAGES.

**3. Title**

- Included the title on the Student Entry Form- If the entry has no title, please write "Untitled."

### Presentation

**Entries must not exceed 2,000 words.**

**Entries may be handwritten or typed, either on a typewriter or with a computer.**

**Submit entries on any kind of paper, not to exceed 8½ inches by 11 inches in size.**

### Please Note:

- **Collections of poems or short stories are not accepted. A student may submit more than one work, but each one must be submitted separately.**
- Do not mount entries.
- Do not submit entries with text on both sides of the page.

### Format

- Submitting the original and two copies** of the entry
- All pages numbered.**
- Student's name written on the back of each page in case pages become separated. **DO NOT WRITE NAME ON THE FRONT PAGE.**
- Submitting in a manila file folder with the Student Entry Form stapled to the back of the folder, or place all the materials in a clear sheet protector.

---

**Met deadline: Entries delivered and received at the designated place on or before the designated due date.**  
**\*\* Sign and date the box below. By signing this form, you acknowledge that you have completely read all rules and guidelines to the 2009/2010 Reflections program and agree to adhere to the guidelines set forth by NCPTA and National PTA.**

---

Student Name

PTA Name

---

Parent/Guardian Signature (Required unless student 18 years old)

---

Parent/Guardian Print (Required unless student 18 years old)

---

Date of signature