Are You Tracking Your PTA’s Volunteer Hours?

All PTAs are required to keep track of their volunteer hours. These hours are a record of how much PTA members contribute to the school and the community. As a non-profit organization, volunteer hours are collected and reported to maintain PTA’s federal tax exemption status.

What types of activities should you keep track of?

**Administrative tasks**
- Phone calls
- Travel time
- Meetings:
  - General Membership meetings
  - Executive Board meetings
  - Meetings with administrators or teachers having to do with PTA
  - School district or school board meetings that you attend as a representative of PTA
  - Any other meetings attended for PTA purposes

**Writing:**
- Meeting agendas
- Minutes
- Treasurer’s reports
- Chair/VP reports

**Preparation for:**
- Meetings
- Events
- Phone calls/emails

**Event tasks**
- Set-up/Clean-up
- Actual event
- Shopping for event/activity

**Thinking PTA**
- Promoting PTA to friends and acquaintances
- Volunteering at school for PTA administered programs
- Email conversations

**Attending**
- California State PTA Convention
- National Convention
- Council/District trainings
- Legislation activities/conferences

If PTA asks you to do it, count it toward your volunteer hours.

The Annual Historian Report Form is used to report your volunteer hours. This is a required report that must be submitted by PTA Units, Councils and Districts. Adapted from http://toolkit.capta.org/job-descriptions/historian/