

PTA COUNCIL – ANNUAL HISTORIAN REPORT FORM

Reporting Period – July 1 to June 30 _____

Instructions:

- Complete this form and file it in your Historian’s procedure book
- Make 2 copies of your completed form:
 - Give 1 copy to your council secretary to file with the minutes
 - Send 1 copy to your PTA district. Check your district due date.

Why do PTAs submit reports?

California State PTA requires filing of this report as stated in PTA bylaws. Information on volunteer hours is used for audits, advocacy and grant applications.

Tips – Reporting Volunteer Hours:

- Total your council and units volunteer hours projected to June 30
- Remember to include time spent by your members involved in:
 - PTA activities benefiting children
 - Unit, council, district, state and National PTA programs, projects and training
 - PTA-related meetings as well as travel, phone, email and paperwork time

COUNCIL INFORMATION (*Please Print*)

Council PTA Name: _____

Number of Units in Council: _____ Units Reporting: _____ (_____ %)

District PTA Number/ Name: _____ State PTA Identification #: _____
See bylaws or mailing labels from State PTA for ID number

Report Completed by: Historian President Other

Name: _____

Street Address: _____

City/ Zip: _____

Phone #: _____ Email: _____

President’s Name: _____

President’s Signature: _____

TOTAL VOLUNTEER HOURS REPORTED: _____ DATE: _____

COUNCIL = _____ UNITS = _____

GRAND TOTAL – VOLUNTEER HOURS REPORTED = _____