

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/>