

The Memory Keepers – PTA Historians

As a PTA historian, you play an important role as the memory keeper for your unit. Historians raise awareness about the achievements, success and legacy of PTA in a community by:

- Capturing a record of a PTA's activities and success
- Collecting its volunteer hours on a regular basis
- Showcasing its success at PTA meetings, events and activities
- Sharing the history and legacy of PTA as a leading voice for all children



Each year, as the historian, you also complete two, important forms:

- *PTA Unit – Annual Historian Report Form* – To send to your council/ district PTA, often in April/May, reporting your unit's total volunteer hours for the year
- *Historian's Summary Report* – To keep as a snapshot of your unit's activities for the year, filing copies in the minutes and your historian's procedure book

Why Collect Volunteer Hours?

- ✓ To create a permanent record and publicize the extent of your volunteers' service
- ✓ To prepare and submit your *PTA Unit – Annual Historian Report Form*, documenting your PTA's total volunteer hours for the year
- ✓ To raise awareness among members, legislators and the wider community of PTA's efforts to improve the lives of children and their families
- ✓ To maintain PTA's federal tax exemption status as a nonprofit, charitable organization with 1/3 of our support from the general public
- ✓ To showcase parent engagement and community service when applying for grants

Learn more: www.capta.org