

## Record your PTA volunteer hours

Each year, PTAs track and report the total number of volunteer hours that contributed to making their PTA year such a success. By filling out the *PTA Unit – Annual Historian Report Form*, you provide a snapshot of all of your volunteers' efforts to make a difference in your school community.

### Why do PTAs submit Annual Historian Reports?

Information on your PTAs' volunteer hours is forwarded to California State PTA by your local PTA district. This information is used for:

- **Audits** – To maintain our federal tax exempt status as a 501(c)(3) nonprofit organization, PTAs must show one third of their support from the general public.
- **Advocacy** – To raise the awareness of legislators, school and community members of our efforts to promote the welfare of children and youth in California.
- **Grants** – To showcase the power of volunteers when applying for grants to highlight volunteer engagement and community service.



### What's the process?

Each year, PTA units send a completed Annual Historian Report through channels. Councils forward reports to districts which, in turn, include the information from unit and council reports when they submit their own district Annual Historian Reports to the California State PTA.

Volunteer hours are totaled, often, before the end of the school year for the California State PTA office to process the information. That's why volunteers are asked to project and estimate the number of hours they will spend in PTA activities through June 30.

**Learn more** – [www.capta.org](http://www.capta.org)

**Questions?** – Contact your local PTA council/district president