

# Programs and Member Services Commission



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**Exhibit D7**

2327 L Street, Sacramento, CA 95816-5014

916.440.1985 • FAX 916.440.1986 • E-mail info@capta.org • www.capta.org

## PTA UNIT – 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 unit secretary to file with the minutes
  - Send 1 copy - through channels - to your PTA council/ district. Check your council/ 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 unit's 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

## UNIT INFORMATION *(Please Print)*

PTA/ PTSA Name: \_\_\_\_\_

Preschool    Elementary School    Jr./ Middle School    High School    Other

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: \_\_\_\_\_

DATE: \_\_\_\_\_   TOTAL VOLUNTEER HOURS REPORTED = \_\_\_\_\_

03/12

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