

PTA DISTRICT – 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 district secretary to file with the minutes.
- Send 1 copy to California State PTA Historian by June 1.

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 district, councils 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.

DISTRICT INFORMATION *(Please Print)*

District PTA Name: _____

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

Number of Councils in District: _____ Councils Reporting _____ (_____%)

Report Completed by: Historian President Other

Name: _____

Street Address: _____

City/Zip: _____

Phone #: _____ Email: _____

President's Name: _____

President's Signature: _____

DATE: _____ TOTAL VOLUNTEER HOURS REPORTED = _____

DISTRICT = _____ COUNCIL = _____ UNITS = _____

GRAND TOTAL – VOLUNTEER HOURS REPORTED = _____