PTA COUNCIL – 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 council secretary to file with the minutes.
• Send 1 copy to your PTA district. Check your district due date.

Tips – Reporting Volunteer Hours:
Total your council 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.

COUNCIL INFORMATION (Please Print)

Council PTA Name: ____________________________________________________________________________
Number of Units in Council: ________________________ Units Reporting ______________ (________ %)
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 = _______________________
COUNCIL = ________________________ UNITS = ________________________

GRAND TOTAL – VOLUNTEER HOURS REPORTED = ________________________

03/2012