

## 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.

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## 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 = \_\_\_\_\_