

ANNUAL COUNCIL HISTORIAN REPORT FORM
REPORTING PERIOD: JULY 1 to JUNE 30

Instructions

1. District PTA number/name _____
2. Complete this form (front and back) and make ONE copy for council Historian's procedure book.
3. Send report to your District PTA Historian or President WITH UNIT REPORTS ATTACHED.

District PTA Address _____
 City _____ Zip _____

Council Report due to District PTA by: _____

District PTA Report due in California State PTA office no later than June 1.

**DO NOT SEND
THIS REPORT TO
THE CALIFORNIA
STATE PTA OFFICE –
SEND THROUGH
PTA CHANNELS**

COUNCIL INFORMATION

STATE PTA IDENTIFICATION # _____
(Number on label of mailings from California State PTA)

 NAME OF COUNCIL

 COUNCIL PRESIDENT'S NAME

 COUNCIL PRESIDENT'S SIGNATURE

 DATE

 HISTORIAN, or person making report

 Address of above

 City, Zip

 Telephone/Fax

 E-mail

TOTAL NUMBER AS OF DATE OF REPORT

Units in Council _____
 Units Reporting _____ (_____%)

TOTAL VOLUNTEER HOURS REPORTED

UNIT _____
 COUNCIL _____

GRAND TOTAL OF VOLUNTEER HOURS REPORTED _____

The California State PTA requires filing of annual reports in accordance with unit, council and district PTA bylaws. Information on this report is used for advocacy and program planning purposes. Please total your council's volunteer hours (which should be projected through June 30). These should include participation in school and community service or activities benefiting children, unit, council, district, state and National PTA programs, projects, training, and PTA-related travel, phone, meetings, paperwork time. Then complete the back side of this report. Provide Secretary with a copy.

Please check all appropriate items.

Briefly describe the most outstanding program or project. Use an additional sheet if needed.

- Set at least 3 goals for each year and periodically reviewed them
- Observed Founders Day with an event
- Conducted at least one outstanding program/project
 - advocacy
 - parenting
 - health
 - safety
 - welfare
 - other
- Participated in HSA Program (presented PTA Awards)
- Provided leadership training/instruction to member units
- Membership growth promoted to units
- Communicated with units via
 - newsletter
 - telephone tree
 - other
- Used PTA publications in workshops, programs, training (other than the *California State PTA Toolkit*) such as:
 - Parents Empowering Parents (PEP) Guide*
 - Pocket Pals
 - Promotional PTA Brochures
 - Insurance and Loss Prevention Guide*
 - Other
- Communicated and worked with
 - School Districts
 - Allied Agencies
 - Community Groups
- Participated regularly at district level – meetings, events
- Actively supported legislation at any level (local to federal)
- Participation by council or units in PTA scholarship and grant program
- Promoted unit participation in legislative activity
- Promoted bylaws review/revision to units
 - Conducted bylaws training for units
- Promoted and/or publicized the Mission Statement of the California State PTA
- _____ Year council bylaws last revised
