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.

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.

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 = ____________________________________________