

## PTA UNIT – ANNUAL HISTORIAN REPORT FORM

Reporting Period – July 1 to June 30 2016

### 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 councilCheck your council 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

---

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