

PTA DISTRICT – ANNUAL HISTORIAN REPORT FORM

Reporting Period – July 1 to June 30, 2013

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 district secretary to file with the minutes
 - Send 1 copy to California State PTA Historian by June 1

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 district, councils 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

DISTRICT INFORMATION (*Please Print*)

District PTA Number/ Name: _____

Number of Units in District: _____ Units Reporting: _____ (_____ %)

Number of Councils in District: _____ Councils Reporting: _____ (_____ %)

Report Completed by: Historian President Other

Name: _____

Street Address: _____

City/ Zip: _____

Phone #: _____ Email: _____

President’s Name: _____

President’s Signature: _____

TOTAL VOLUNTEER HOURS REPORTED: _____ DATE: _____

DISTRICT = _____ COUNCILS = _____ UNITS = _____

GRAND TOTAL – VOLUNTEER HOURS REPORTED = _____