

**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 =** \_\_\_\_\_