

Count your PTA's Volunteer Hours!

Please remember to keep track of your PTA's volunteer hours.
These hours are used to help keep PTA's status as a nonprofit organization.

What types of activities should you keep track of?

Phone calls

Travel time

Meeting time:

- General Membership meetings
- Executive Board meetings
- Meetings with Teachers/Administration having to do with PTA
- Any other meetings attended for PTA purposes

Preparation time for:

- Meetings
- Events
- Phone calls/emails

Set-up/Clean-up

Actual events

Shopping for event/activity

Thinking PTA

Promoting PTA to friends and acquaintances

Volunteering at school for PTA administered programs

Email conversations

Writing:

- Agendas
- Minutes
- Treasurer's reports
- Chair/vp reports

Attending:

- California State PTA Convention
- National Convention
- Council/District trainings
- Legislation activities/conference

If PTA asks you to do it – count it toward your volunteer hours.

The Annual Unit Historian Reports are due to your council/district during May, please check for the exact due date. This is a required report that must be submitted by PTA Units, Councils and Districts.