ANNUAL COUNCIL HISTORIAN REPORT FORM
REPORTING PERIOD: JULY 1 to JUNE 30, _______

Instructions
1. District PTA number/name ______________________________________________________________
2. Complete this form (front and back) and make ONE copy for council Historian’s procedure book.
3. Send report to your District PTA Historian or President WITH UNIT REPORTS ATTACHED.
   District PTA Address ________________________________________________
   City _______________________________________ Zip __________
   Council Report due to District PTA by: ________________________________
   District PTA Report due in California State PTA office no later than June 1.

COUNCIL INFORMATION

NAME OF COUNCIL
______________________________________________________________

COUNCIL PRESIDENT’S NAME
______________________________________________________________

COUNCIL PRESIDENT’S SIGNATURE
______________________________________________________________

DATE____________________________________________________________

STATE PTA IDENTIFICATION # ____________________
(Number on label of mailings from California State PTA)

HISTORIAN, or person making report
______________________________________________________________

Address of above
______________________________________________________________

City, Zip
______________________________________________________________

Telephone/Fax
______________________________________________________________

E-mail
______________________________________________________________

TOTAL NUMBER AS OF DATE OF REPORT

Units in Council __________

Units Reporting __________ (__________%)

TOTAL VOLUNTEER HOURS REPORTED

UNIT __________

COUNCIL __________

GRAND TOTAL OF VOLUNTEER HOURS REPORTED_________

The California State PTA requires filing of annual reports in accordance with unit, council and district PTA bylaws. Information on this report is used for advocacy and program planning purposes. Please total your council’s volunteer hours (which should be projected through June 30). These should include participation in school and community service or activities benefiting children, unit, council, district, state and National PTA programs, projects, training, and PTA-related travel, phone, meetings, paperwork time. Then complete the back side of this report. Provide Secretary with a copy.

09/2010
Please check all appropriate items.
Briefly describe the most outstanding program or project. Use an additional sheet if needed.

- Set at least 3 goals for each year and periodically reviewed them
- Conducted at least one outstanding program/project
  - advocacy
  - parenting
  - health
  - safety
  - welfare
  - other
- Provided leadership training/instruction to member units
- Communicated with units via
  - newsletter
  - telephone tree
  - other
- Communicated and worked with
  - School Districts
  - Allied Agencies
  - Community Groups
- Actively supported legislation at any level (local to federal)
- Promoted unit participation in legislative activity
- Promoted and/or publicized the Mission Statement of the California State PTA
- Observed Founders Day with an event
- Participated in HSA Program (presented PTA Awards)
- Membership growth promoted to units
- Used PTA publications in workshops, programs, training (other than the California State PTA Toolkit) such as:
  - Parents Empowering Parents (PEP) Guide
  - Pocket Pals
  - Promotional PTA Brochures
  - Insurance and Loss Prevention Guide
  - Other
- Participated regularly at district level – meetings, events
- Participation by council or units in PTA scholarship and grant program
- Promoted bylaws review/revision to units
  - Conducted bylaws training for units

_____________ Year council bylaws last revised

01/2009