

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

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 =** _____

03/12



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Historian's Summary Report: July 1, 20__ to June 30, 20__

Complete and file with Minutes, Historian's Procedure Book & President's Memory Book

Name of PTA: _____

Charter Date: _____ Membership Total: _____

For councils/ districts only:

Total number of Units: _____ Number of Units Out-of-Council: _____ Number of Councils: _____

- **List of Officers and Chairmen** with contact information (attached)
- **Any Bylaws Changes:** _____

- **Awards/ Recognitions Received:** _____

- **Publicity Received:** _____

- **HSA's Awarded To:**

Name	HSA Received	Contact Information
_____	_____	_____
_____	_____	_____

- **Founders Day Celebration:** _____

- **PTA Activities/ Programs:** _____