PTA COUNCIL – 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 council secretary to file with the minutes.
- Send 1 copy to your PTA district. Check your district due date.

Tips – Reporting Volunteer Hours:
Total your council 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.

COUNCIL INFORMATION (Please Print)

Council PTA Name: __________________________________________________________________________
Number of Units in Council: ________________________ Units Reporting ______________ (______ %)
District PTA Number/Name: ________________________ State PTA Identification #: ________________

Report Completed by:  □ Historian  □ President  □ Other

Name: ______________________________________________________________________________________
Street Address: ______________________________________________________________________________
City/Zip: ____________________________________________________________________________________
Phone #: __________________________  Email: __________________________________________________

President’s Name: ____________________________________________________________________________
President’s Signature: _________________________________________________________________________

DATE: ___________________________  TOTAL VOLUNTEER HOURS REPORTED = _________________
COUNCIL = ___________________________  UNITS = _____________________________

GRAND TOTAL – VOLUNTEER HOURS REPORTED = _______________________________________________________________________________________

03/2012

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.