

ANNUAL UNIT 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 TWO copies
3. File ONE copy in unit Historian's procedure book

Send TWO copies to your council

Council Name _____

Council Address _____

COUNCIL DUE DATE _____

OR, if out-of-council, send TWO copies to your district PTA

District PTA Address _____

DISTRICT PTA DUE DATE _____

**DO NOT SEND
THIS REPORT TO
THE CALIFORNIA
STATE PTA OFFICE –
SEND THROUGH
PTA CHANNELS**

UNIT INFORMATION

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

NAME OF PTA/PTSA _____
 Pre-school Elem. Jr./Middle High

HISTORIAN, or person making report _____

Address of above _____

PRESIDENT'S NAME _____

City, Zip _____

PRESIDENT'S SIGNATURE _____

Telephone/Fax _____

DATE _____

E-mail _____

TOTAL UNIT 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 unit members' 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, telephone, meetings, paperwork time. Then complete the back side of this report. Provide Secretary with a copy of this report.

