

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.

Please check all appropriate items:

Briefly describe one or two of the following PTA programs or activities that were most successful and beneficial to your students, families and/or school. (Not a fundraiser.) Use an additional sheet, if needed.

Observed PTA Founders Day

Held a Special Event

Awarded:

- Very Special Person Golden Oak
- Continuing Service Honorary Service
- National PTA Life Award

Applied for PTA Awards:

- National PTA Awards
- California PTA Spotlight Award – Any Area

Use of PTA Publications & Resources

- Toolkit*
- PEP Guide (Parents Empowering Parents)*
- Pocket Pals
- Promotional PTA Brochures
- Insurance and Loss Prevention Guide*

Applied for or Supported Application for California State PTA Scholarships/Grants:

- Graduating High School Senior
- School Nurse Teacher
- PTA Volunteer Parent Involvement
- Translation

Participated in National PTA's Reflections Program

Held a Reflections Program Recognition Event

- At School In the Community

Unit Visited This Term By:

- Council PTA District
- State PTA Representative

Advocacy/Legislative Activities

Members Attended:

- State PTA Convention
- National PTA Convention
- State PTA Legislation Conference

Other PTA Training by:

- Council
- District PTA
- California State PTA
- Unit Regularly Represented at Council Meeting
(or District PTA Meeting, if out-of-council)
- Year Unit Bylaws Last Revised _____

Unit Membership Promotion

- Conducted Membership Kick-off Campaign at Beginning of School Term
- Continued Membership Promotion Throughout School Term
- Students Actively Involved in Membership Promotion

Received

- Early Bird Membership Award
- Chairman's Club Membership Award
- Met Membership Challenge
- PTA Spotlight Award
