UNIT ANNUAL 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
   PTA District Address ________________________________
   PTA District Due Date ________________________________

UNIT INFORMATION

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

PRESIDENT’S NAME ________________________________

PRESIDENT’S SIGNATURE ________________________________

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

HISTORIAN, or person making report ________________________________

Address of above ________________________________

City, Zip ________________________________

Phone/Fax ________________________________

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, phone, meetings, and paperwork time. Then complete the back side of this report.
California State PTA Toolkit - Forms section

Please check all appropriate items:
Briefly describe one or two of the following PTA programs or activities which 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 California State PTA Awards:
- National PTA Awards
- Membership Creativity
- Your Outreach
- Parent Involvement
- Teacher, Staff Involvement
- Student Involvement
- Allied Agency/Community Partners Involvement
- Outstanding Unit/Council

Applied for or Supported Application for California State PTA Scholarships/Grants:
- Graduating High School Senior
- School Nurse
- Translation
- Parent Involvement

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:
- Last State PTA Convention
- Last National PTA Convention

Other PTA Training by:
- Council
- District PTA
- California State PTA
- Unit Regularly Represented at Council Meetings (or District PTA Meetings 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
- Presidential Membership Award