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PTA UNIT – ANNUAL HISTORIAN REPORT FORM

Reporting Period: July 1, ____ to June 30, ____

Why is this report important?

- It's required per your bylaws
- Total volunteer hours are used for audits to help justify our non-profit status, advocacy and grant applications at the California PTA and National PTA levels

Instructions:

- Complete this form. Keep a copy for your PTA's records
- Please email to your Council or Third District by the appropriate due date.
- If in a council, email a copy to your council. If not in a council, email directly to Third District PTA at pta@scoe.net

UNIT INFORMATION

PTA/PTSA Name: _____

Preschool Elementary School Jr./Middle School High School Other

State PTA ID#: _____ (from bylaws)

Report completed by: Historian President Other _____

Name: _____

School Address: _____

School City/Zip: _____

Submitter's Phone #: _____ Email: _____

President's Name: _____

President's Signature: _____

Date of Report: _____ Total Volunteer Hours Reported = _____