

## Are you counting ALL your PTA's volunteer hours?

Please remember to keep track of your PTA's volunteer hours. These hours are used to help validate PTA's status as a nonprofit organization.

### What types of activities should you keep track of?

- Time spent promoting the organization as well as PTA-related activities, meetings, training, fundraisers and events to friends and acquaintances
- Time spent on PTA-related phone calls
- Travel time to and from PTA-related activities, meetings, training, fundraisers and events
- Travel time to and from the bank (primarily for financial officers, President and VPs)
- Time spent planning PTA-related activities, meetings, training, fundraisers and events
- Time spent setting-up/cleaning-up for PTA-related activities, meetings, training, fundraisers and events
- Time spent on Reflections (i.e. conducting Reflections workshops at school, helping students complete entry forms, organizing/preparing entries, finding judges, overseeing judging, tabulating results, organizing school Reflections awards party, buying or creating prizes, etc)
- Shopping for PTA-related activities, meetings, training, fundraisers and events, as well as driving to and from stores
- Round trip driving time picking up donations and dropping off donation request letters
- Auditing and preparing audit reports
- Counting money after fundraisers and completing the Cash Verification Form
- Preparing bank deposits and time spent at the bank
- Researching vendors for PTA-related activities, meetings, training and events
- Making photocopies, stapling, cutting, laminating, envelope-stuffing, etc for PTA-related activities, meetings, training, fundraisers and events
- Preparing agendas
- Typing minutes
- Preparing Treasurer's reports, committee and officer reports
- Preparing things to be mailed
- Creating and updating Procedure Books

### Attending:

- PTA-related activities, meetings, training, fundraisers and events (also count round trip travel time)
- General membership meetings (also count round trip travel time)
- Executive board meetings (also count round trip travel time)
- Any other meetings attended for PTA purposes (also count round trip travel time)
- California State PTA Convention (also count round trip travel time)
- National PTA Convention (also count round trip travel time)
- Council/District/Regional training & meetings (also count round trip travel time)
- PTA Legislation activities/conferences (also count round trip travel time)
- School board meetings as a PTA representative or to give a PTA presentation (also count round trip travel time)

Basically, if PTA asks you to do it - it counts toward your volunteer hours. Reports are due to your council/district in May. Please check for the exact due date. Thank you for all the volunteer hours you put in.

**Remember...The dollar value of a 2017 volunteer hour in California is \$29.09/hr if volunteers were paid. So if your PTA has volunteered 1000 hours, the dollar value of service to your school, its families and students is \$29,090.00!!!!**

**THAT'S PRETTY AWESOME!!!**