



everychild.one voice.

# 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 \_\_\_\_\_

PRESIDENT'S NAME \_\_\_\_\_

Address of above \_\_\_\_\_

PRESIDENT'S SIGNATURE \_\_\_\_\_

City, Zip \_\_\_\_\_

DATE \_\_\_\_\_

Telephone/Fax \_\_\_\_\_

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.

