

2327 L Street, Sacramento, CA 95816-5014 • (916) 440-1985 • FAX (916) 440-1986 • Email info@capta.org • www.capta.org

## UNIT ANNUAL HISTORIAN REPORT FORM

REPORTING PERIOD: JULY 1 to JUNE 30

Instructions	
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	THIS REPORT TO
Council Name	THE CALIFORNIA STATE PTA OFFICE
Council Address	SEND THROUGH
Council Due Date	( PIA CHANNELS :
OR, if out-of-council, send TWO copies to your Dis	strict PTA
PTA District Address PTA District Due Date	
PRESIDENT'S NAME	Address of above
PRESIDENT'S SIGNATURE	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 <u>www.capta.org</u> The Communicator May 2011

## 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 Unit Visited This Term By: ☐ Council ☐ PTA District ☐ Held A Special Event Awarded: ☐ State PTA Representative ☐ Golden Oak ☐ Advocacy/Legislative Activities ☐ Very Special Person Members Attended: ☐ Continuing Service ☐ Honorary Service ☐ Last State PTA Convention ☐ National PTA Life Award ☐ Last National PTA Convention Applied For California State PTA Awards: Other PTA Training by: ☐ National PTA Awards ☐ Council ☐ Membership Creativity ☐ District PTA ☐ Your Outreach ☐ California State PTA ☐ Parent Involvement ☐ Unit Regularly Represented at Council ☐ Teacher. Staff Involvement Meetings (or District PTA Meetings if ☐ Student Involvement Out-of-Council) ☐ Allied Agency/Community Partners ☐ Year Unit Bylaws Last Revised \_\_\_\_\_ Involvement Unit Membership Promotion ☐ Outstanding Unit/Council ☐ Conducted Membership Kick-off Campaign at Applied for or Supported Application for California Beginning of School Term State PTA Scholarships/Grants: ☐ Continued Membership Promotion ☐ Graduating High School Senior Throughout School Term ☐ School Nurse ☐ Teacher ☐ Students Actively Involved in Membership ☐ PTA Volunteer ☐ Translation Promotion ☐ Parent Involvement Received ☐ Participated in National PTA's Reflections Program ☐ Early Bird Membership Award Held a Reflections Program Recognition Event ☐ Chairman's Club Membership Award ☐ At School ☐ In the Community ☐ Met Membership Challenge ☐ Presidential Membership Award

California State PTA www.capta.org The Communicator May 2011