

**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 \_\_\_\_\_

DO **NOT** SEND  
THIS REPORT TO  
THE CALIFORNIA  
STATE PTA OFFICE  
**SEND THROUGH**  
**PTA CHANNELS**

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, paperwork time. Then complete the back side of this report.

