

Reminder

Annual Unit Historian's Reports

Historian's records, like minutes, are permanent and reflect the PTA's events, activities and accomplishments for the year. The volunteer tally sheet is used to show volunteer hours expended by PTA members in promoting the welfare of children and youth in their communities. The Annual Unit Report contains these hours and a narrative of the PTA's history for that year.

Unit Annual Reports are submitted to the PTA Councils.* Councils send to PTA districts and districts in turn include the information from the Unit Annual Reports and Council Annual Reports when they submit theirs to the California State PTA. Observing the council and district due dates enables them to meet the State PTA's due date of June 1st.

One significant way to show you value PTA volunteers is with the timely submission of the Annual Unit Report.

*Out-of-council units submit reports directly to their PTA district.

