

Using the volunteer tally sheet

The volunteer tally sheet helps the historian of the PTA/PTSA unit, council or district to collect the hours its members expend in their PTA-related work and activities. The best practice is to circulate this form during board meetings so all members present can report their hours. At the end of the PTA year, the unit historian reports the total volunteer hours in the unit annual report and submits it to the council and district. The council and district PTAs then include these in their annual report to the California State PTA.

What hours should be included on the tally sheet?

Volunteer hours should include participation in school or community service or activities benefiting children, units, council, district, state and National PTA programs, projects, training, and PTA-related travel, phone, meetings and paperwork time. The hours reported after school ends before June 30 should be projected in the annual report.

Where do you report events and activities?

Events and activities during the year that benefit the children may be included in the narrative portion of the annual report.

Why do we collect and report volunteer hours?

- The California State PTA requires filing of annual reports in accordance with unit, council and district bylaws.
- The collection of hours is important in maintaining PTA's tax-exempt status. An organization granted nonprofit charitable status must receive one-third of its support from the general public.
- In addition, information on this report is used for advocacy and program planning purposes.
- Valuation of service hours expended in carrying out the purposes for which it was formed will positively affect the public support of PTA.

For more information, see the Toolkit or the California State PTA website at www.capta.org, or e-mail your questions to historian@capta.org.

