

What types of activities should you keep track of?

Phone calls

Travel time

Meeting time:

- General Membership meetings
- Executive Board meetings
- Meetings with Teachers/Administration having to do with PTA
- Any other meetings attended for PTA purposes

Preparation time for:

- meetings
- events
- phone calls/e-mails

Set-up/Clean-up

Actual events

Shopping for event/activity

Thinking PTA

Promoting PTA to friends and acquaintances

Volunteering at school for PTA administered programs

Email conversations

Writing:

- agendas
- minutes
- treasurer's reports
- chair/vp reports

Attending:

- California State PTA Convention
- National Convention
- Council/District trainings
- Legislation activities/conferences



If PTA asks you to do it – count it toward your volunteer hours.

Programs & Members Services Commission

PTA VOLUNTEER HOURS – TALLY SHEET

Individual Volunteer Record

Name of PTA Volunteer:		
Name of PTA:		
Date	Activity	Total Hours
Year:		Total Volunteer Hours =
<p style="text-align: center;">Why collect PTA Volunteer Hours?</p> <p>As information for:</p> <ul style="list-style-type: none"> • Annual Unit Historian Report as stated in the bylaws • Tax exempt status as a 501(c)(3) nonprofit organization to show that PTA receives 1/3 of its support from the general public • Advocacy, grant writing and planning purposes 	<p style="text-align: center;">What do PTAs record as Volunteer Hours?</p> <p>All time spent for PTA programs, events and activities including:</p> <ul style="list-style-type: none"> • Planning, preparing and implementation time • Travel time • Meeting time for any attended for PTA purposes • Communication time with phone calls, emails, text messages & social networking related to PTA 	