

**UNIT ANNUAL REPORT**  
REPORTING PERIOD: JULY 1 to JUNE 30

**Instructions**

1. Write district PTA number/name at right
2. Complete this form (front and back) and make TWO copies
3. File ONE copy in unit Historian's procedure book

District PTA \_\_\_\_\_

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

District PTA Address \_\_\_\_\_

**DISTRICT PTA DUE DATE** \_\_\_\_\_

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

**PTA 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, paper-work time. Then complete the back side of this report.



VOLUNTEER TALLY SHEET

NAME OF PTA VOLUNTEER	VOLUNTEER HOURS												TOTAL	
	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN		
1														
2														
3														
4														
5														
6														
7														
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