

PTA VOLUNTEER HOURS REALLY COUNT!

What kind of hours should you keep track of?
If PTA asks you to do it – count it towards your volunteer hours!

Meeting Time:

- General Membership meetings
- Executive Board meetings
- Meetings with Teachers/
Administrators relating to PTA
- Any other meetings attended for PTA purposes

Preparation Time:

- Meetings
- Programs
- Events/ Activities

Writing Time:

- Agendas
- Minutes
- Treasurer's reports
- Chairman/VP reports

PTA Programs/ Events Time:

- Set-up/ Clean-up
- Actual events
- Shopping for event/activity
- Thinking PTA
- Volunteering at school for PTA administered programs

Training Time:

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

Communication Time:

- Phone calls
- Emails
- Conversations
- Text Messaging
- Social Networking
- Promoting PTA to friends, neighbors and acquaintances

Travel Time:

- Meetings
- Programs
- Events/ Activities



Did You Know? ...

Volunteer Hours are used to help PTAs keep their nonprofit status.

Annual Unit Historian Reports are required reports submitted by PTA units, councils and districts each May. Please check the due date for your local council/ district.