

PTA Historian FAQs

Q: How can I send out a mass email/message for people to start tracking their hours?

A: Does your PTA have a board member or chairman who serves as volunteer coordinator or does each event/activity chairperson find their own volunteers? If you have a designated volunteer coordinator, then I would work with that person to communicate to your volunteer base. You can also work with the event/activity chairs to find a system for reporting hours that works for you. If your PTA provides classroom volunteers (elementary school, usually), then perhaps you can work with the school office staff to have a PTA log book in the front office for room parents to record their campus hours.

Q: Is there a way for me to set-up a log-in site to gather volunteer hours?

A: If you use a service like [SignUp.com](https://www.signup.com) to collect volunteers for your events, you can print reports after each event that will tell you how many hours were worked. I believe you can even export those reports to Excel, which is a great way to manipulate the data for your year-end Historian report.

If you would like to create a document in Google Drive for people to record their hours, that could work, too. This would be a great option for your officers and chairmen who do the bulk of their volunteer work from their homes or in the community.

Otherwise, you will need to collect hours manually. There are many ways to do this:

- Pass around a sheet at every board and association meeting to allow folks to report hours they've volunteered since the last meeting.
- Have a log-in book at the front desk of your school for people to report their hours when they work on campus.
- Pass around a clipboard at PTA events, activities, and fundraisers for volunteers to report their hours at the event.

Q: Whose hours am I recording? Is it ONLY PTA Board members? Every parent who helps at PTA events? Do I count volunteer hours in the classroom, e.g. parent helpers?

A: You record hours for ANYONE who does ANY PTA work whatsoever, including the following:

- Time spent writing PTA agendas, minutes, correspondence, reports, and newsletter articles
- Time spent on PTA-related activities at school or within the community
- Telephone time and email correspondence regarding PTA business
- Travel time to and from PTA activities
- Attendance at board meetings, association meetings, workshops and other functions related to PTA work
- PTA Convention attendance

Basically, if PTA asked you to do it, it counts towards PTA volunteer hours. If the classroom helpers are a PTA-run activity (i.e., PTA votes to do it, perhaps has a budget line item for expenses related to the

activity, provides the training, or otherwise administers the activity), not a school-run function, then yes, you would count those hours.

Lastly, remember that another task that the historian is sometimes responsible for is to preserve a record of the activities and achievements of your PTA in the year you serve. Check your unit bylaws and/or standing rules to determine if this applies to your position. If so, here are some ideas of ways you can showcase your PTA's work:

- Take lots of photos at PTA events
- Set up a display board to highlight your PTA activities in school hall/office
- Share your PTA History at Back to School Night, staff luncheons and community events
- Present 'mock' check to your school board to show dollar value of volunteer hours at end of school year
- Collaborate with Founders Day Chairman to promote PTA History
- Create a President's Memory Book to present at end of term
- Send out press releases to local media of your events
- Add PTA History to your website or social media postings