

Burbank Council PTA  
Historian

**Burbank Council**  
**PTA**<sup>®</sup>  
*everychild. one voice.*<sup>®</sup>

# Historian – Responsibilities (1/2)

- **Collects volunteer hours for PTA meetings and events throughout the year from July 1<sup>st</sup> to June 30<sup>th</sup> of the following year**
  - Why do historians collect volunteer hours for a PTA?
    - To maintain PTA's federal exemption status: as a non-profit 501 ( c ) ( 3 ) organization, PTA must receive 1/3 of its support from the general public;
    - Used in advocating on behalf of children;
    - Used as information in grant writing.
  - What do historians include as volunteer hours? (see next slide)
  - How do historians collect volunteer hours?
    - You can use a sign in sheet at every meeting and event and tally all of the members' hours
    - Before April's meeting, ask all your members to project their number of volunteer hours from April through June 30
    - The VOLUNTEER HOURS REPORTED ARE FOR PTA WORK ONLY, not volunteer work done for the school/teacher or other organization

# What type of activities should you keep track of?

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

- **Administrative tasks**
  - Phone calls
  - Travel time
- **Meetings**
  - General membership meetings
  - Executive board meetings
  - Meetings with administrators or teachers having to do with PTA
  - School district or school board meetings that you attend as a representative of PTA
  - Any other meetings attended for PTA purposes
- **Writing**
  - Meeting agendas
  - Minutes
  - Treasurer's report
  - Chair/Officer's report
- **Preparation for:**
  - Meetings
  - Events
  - Phone calls/emails
- **Event tasks**
  - 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
- **Attending**
  - California State PTA Convention
  - National Convention
  - Council/District trainings
  - Legislation activities/conferences



# Volunteer Hours Tally

Forms

California State  
**PTA**<sup>®</sup>  
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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													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
TOTAL													

FO45

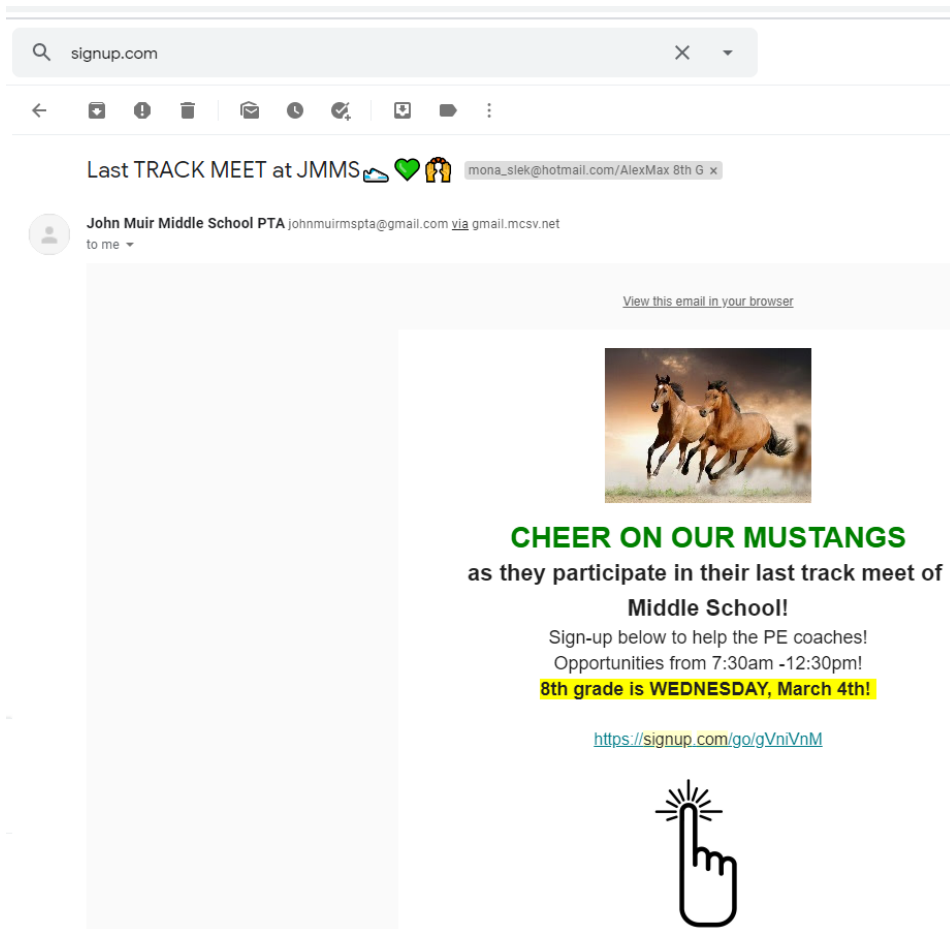
California State PTA Toolkit – June 2019



# Volunteer Hours on Signup

If your Unit uses Signup you could print a screen that would give you the list of volunteers and their hours

## Step 1: Check your email and click on the Signup link



## Step 2: Check the details in Signup

You have signed up for a total of 19 spots. Done

Find Spots By Date

Mar 4, 2020 Hide Past S

Wed Mar 4, 2020

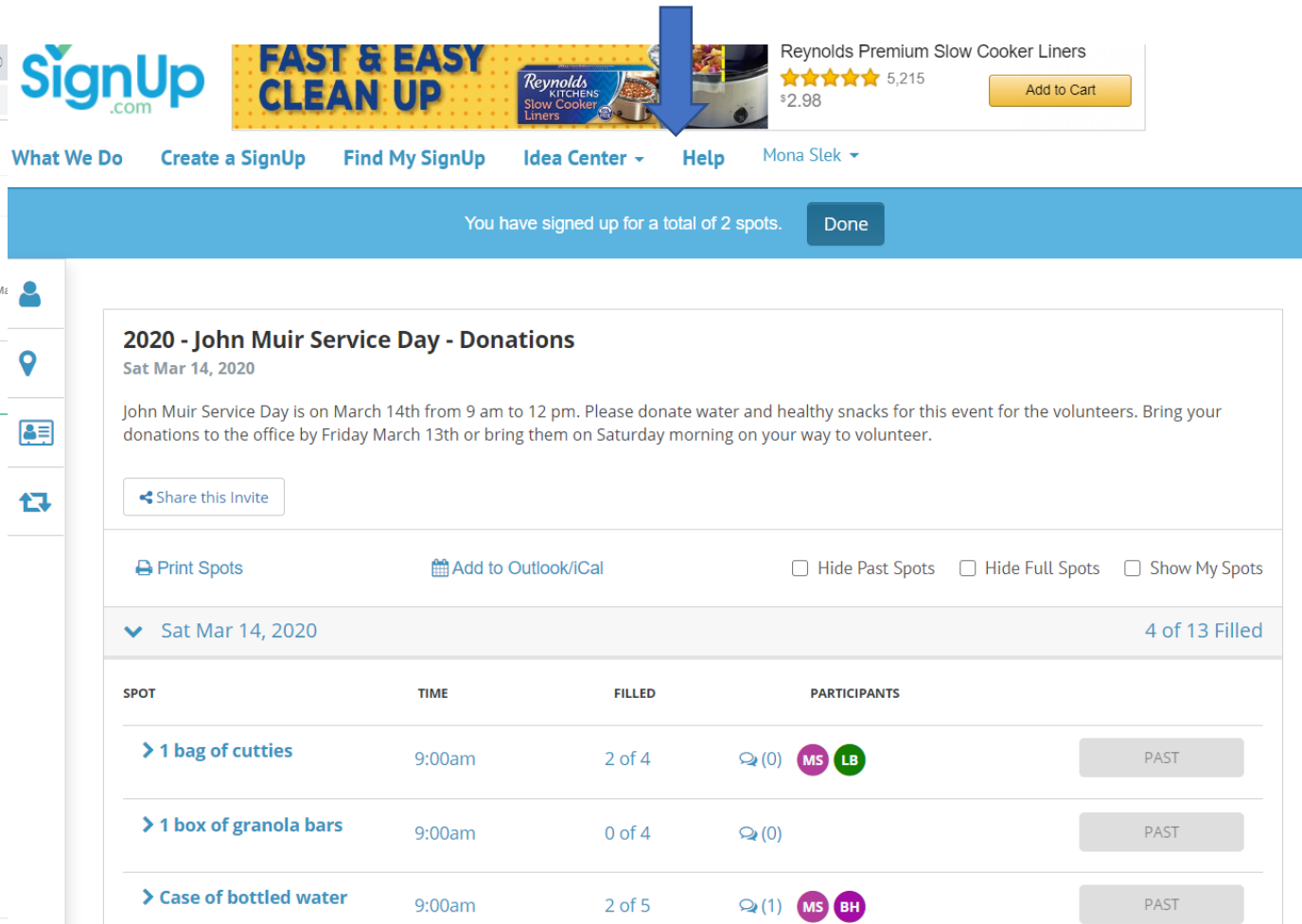
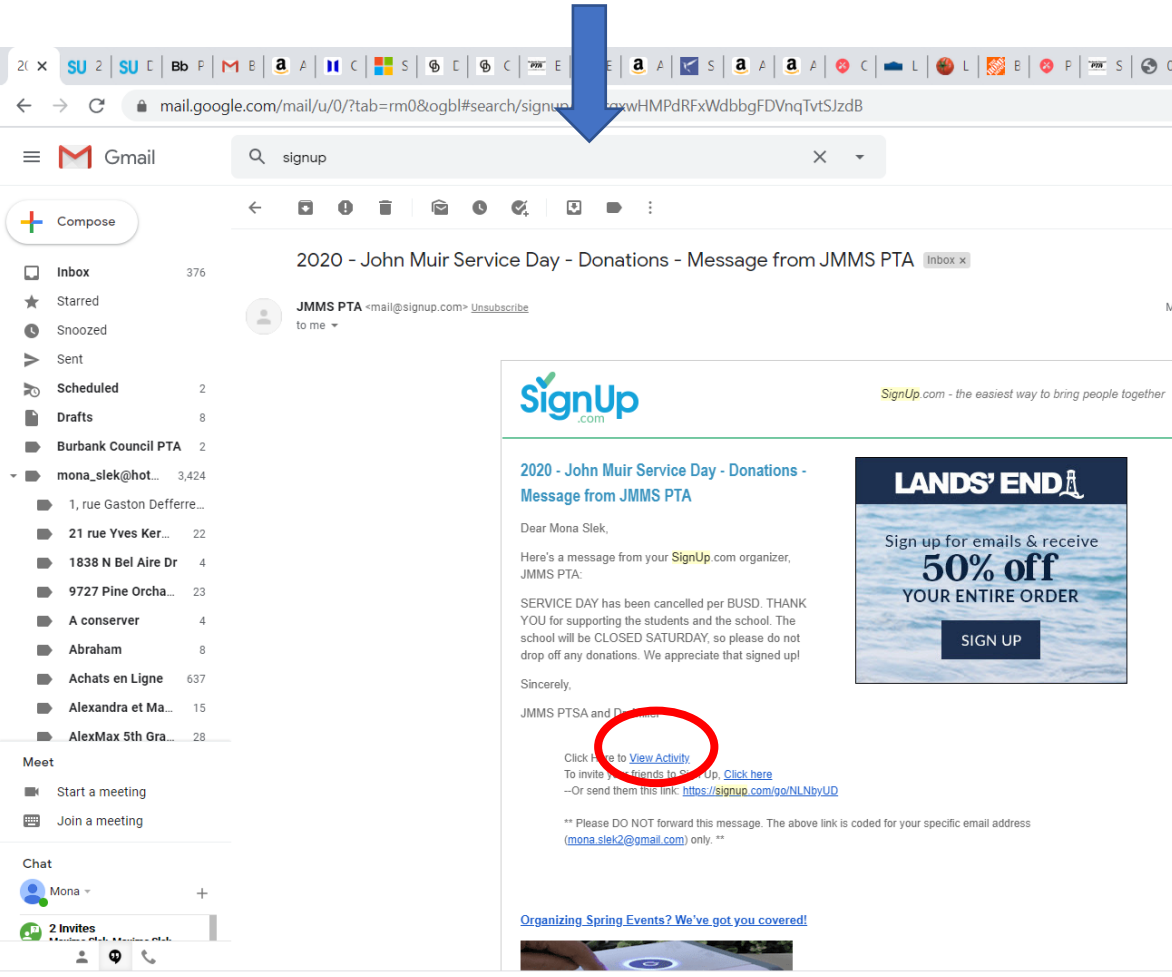
SPOT	TIME	FILLED	PARTICIPANTS
> Distance Run	7:45am – 8:45am	2 of 2	(0) LC MS
> Long Jump	7:45am – 8:45am	1 of 1	(0) EK
> Shot Put	7:45am – 8:45am	0 of 2	(0)
> Sprints	7:45am – 8:45am	1 of 2	(0) BC
> Supervision	7:45am – 8:45am	0 of 4	(0)

# Volunteer Hours on Signup

If your Unit uses Signup you could print a SCREEN that would give you the list of volunteers and their hours

**Step 1: Check your email and click on the link “View Activity”**

**Step 2: Check the details in Signup**





# Historian – Responsibilities (2/2)

- **Completes and submits the PTA Unit-Annual Historian Report to Burbank Council PTA in April 2021**
  - An estimate of the volunteer hours will be required from April to June 30<sup>th</sup> 2021
- **Captures, assembles and preserves record of activities and achievements of your PTA**
  - The goal is to keep your PTA's history such as
    - awards from First District PTA or Burbank Council PTA
    - News articles about your Unit's events
    - Advocacy work
    - Photographs of PTA activities
    - Etc
- **Optional: Displays or presents brief overview of PTA year at meeting near the end of the school year**

# PTA Unit – Annual Historian Report Form



everychild.onevoice.

2327 L Street, Sacramento, CA 95816-5014

916.440.1985 • FAX 916.440.1986 • info@capta.org • www.capta.org

**Exhibit D7**  
duplicate of SR exhibit

## PTA UNIT – ANNUAL HISTORIAN REPORT FORM

Reporting Period – July 1 to June 30, \_\_\_\_\_

### Instructions:

- Complete this form and file it in your Historian's procedure book
- Make 2 copies of your completed form:
  - Give 1 copy to your unit secretary to file with the minutes.
  - Send 1 copy – through channels – to your PTA council/district. Check your council/district due date.

**Why do PTAs submit reports?**  
California State PTA requires filing of this report as stated in PTA bylaws. Information on volunteer hours is used for audits, advocacy and grant applications.

### Tips – Reporting Volunteer Hours:

- Total your unit's volunteer hours projected to June 30
- Remember to include time spent by your members involved in:
  - PTA activities benefiting children.
  - Unit, council, district, state and National PTA programs, projects and training.
  - PTA-related meetings as well as travel, phone, email and paperwork time.

## UNIT INFORMATION *(Please Print)*

PTA/PTSA Name: \_\_\_\_\_

Preschool    Elementary School    Jr./Middle School    High School    Other

District PTA Number/Name: \_\_\_\_\_ State PTA Identification #: \_\_\_\_\_  
*See bylaws or mailing labels from State PTA for ID number*

Report Completed by:  Historian    President    Other

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

President's Name: \_\_\_\_\_

President's Signature: \_\_\_\_\_

DATE: \_\_\_\_\_ TOTAL VOLUNTEER HOURS REPORTED = \_\_\_\_\_

03/2012

Get the form following this link:

<http://downloads.capta.org/toolkit/forms/UnitHistorianReport.pdf>

[http://downloads.capta.org/toolkit/forms/Unit\\_Annual\\_Historian\\_Report\\_Form\\_\(fillable\).pdf](http://downloads.capta.org/toolkit/forms/Unit_Annual_Historian_Report_Form_(fillable).pdf)

# Showcase your PTA History

- Practices at Elementary PTAs but not limited to:
  - Take lots of photos at PTA events
  - Setup a display board highlighting 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 Chairperson 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
- Practices at Middle and High PTSAs but not limited to:
  - If your PTSA Unit has a Facebook page and/or publishes a Newsletter, you can contribute to the content by sending events and activities information to the Chairperson in charge

# California State PTA – Social Media & PTA Advocacy

<b>GREEN</b>	<b>YELLOW</b>	<b>RED</b>
Sources you can retweet or share immediately.	Sources you should consider/research before retweeting or sharing.	Sources you should never retweet or share from a PTA owned/named account.
<ul style="list-style-type: none"> <li>• National PTA</li> <li>• California State PTA</li> <li>• Your District PTA</li> <li>• Your Council PTA</li> <li>• Your County Office of Education</li> <li>• Your School District</li> <li>• Your School</li> <li>• Your PTAs events</li> <li>• Ed100</li> <li>• Items pre-approved for distribution</li> </ul>	<ul style="list-style-type: none"> <li>• Other State PTAs</li> <li>• EdSource</li> <li>• California Department of Education</li> <li>• State elected officials: Governor, Assembly Members and Senators</li> <li>• Federal elected officials: President, Members of Congress, Senators</li> <li>• Legislative Analyst’s Office (LAO)</li> <li>• Allied Agencies</li> <li>• Other PTA officers</li> </ul>	<ul style="list-style-type: none"> <li>• Political Parties</li> <li>• Support for a political candidate</li> <li>• Federal legislative positions or national issues that differ from the National PTA position</li> <li>• State legislative or ballot positions that differ from the California State PTA position</li> <li>• Local ballot, tax or bond positions that differ from your PTA council or district position, OR those you haven’t voted to support</li> <li>• Anything that is mean spirited, accusatory, or not true</li> </ul>
Go for it!	Think*Research*Ask	Not from a PTA account

# California State PTA – Social Media & PTA Advocacy

National PTA and/or California State PTA positions can be found on the following websites:

<http://capta.org/focus-areas/advocacy/position-statements>

<http://capta.org/focus-areas/advocacy/resolutions>

<http://capta.org/focus-areas/advocacy/current-legislation>

Elections and candidates have their own section in the California State PTA online *Toolkit*:

<http://toolkit.capta.org/advocacy/election-campaigns>

Quick responses are important for social media; so this guide can help you feel comfortable re-tweeting, sharing and posting on social media. Some pre-planning can also help with quick responses. **BUT** always remember, if in doubt leave it out. This is offered as a guide it is not an all inclusive list.

**Be respectful | Be honest | Be discreet | Be responsible**

# Photography Release

## PHOTOGRAPHY RELEASE

<b>Permission to use child's image, name and/or school.</b>	<b>Permission to use adult image, name, organization name, and/or title.</b>
I, _____, (Print Parent/Guardian's Full Name) am the parent or guardian of:	I, _____, (Print Full Name) am an adult 18 years of age or older.
_____ (Print Name of Minor Child)	_____ (Print Title)
_____ (Print Name of Child's School)	_____ (Print School or Organization Name)
I hereby grant and assign the California State PTA, its units, councils, districts and legal representatives, the irrevocable and unrestricted right to use and publish for editorial, trade, advertising or any other purpose and in any manner and medium, including website and internet promotion, <b>all photographic, video, and digital images as indicated below:</b>	
<input type="checkbox"/> PHOTO / IMAGE <u>ONLY</u> of my child.	<input type="checkbox"/> PHOTO / IMAGE <u>ONLY</u> of myself.
<input type="checkbox"/> PHOTO / IMAGE <u>ONLY</u> of my child with SCHOOL NAME.	<input type="checkbox"/> PHOTO / IMAGE <u>ONLY</u> of myself with SCHOOL NAME or ORGANIZATION.
<input type="checkbox"/> PHOTO / IMAGE of my child with my CHILD'S NAME, and my child's SCHOOL'S NAME.	<input type="checkbox"/> PHOTO / IMAGE of myself with my NAME, my ORGANIZATION, and/or my TITLE.

By signing this, I hereby release the California State PTA, its units, councils, districts and its legal representatives from all claims and liability relating to said photographs, video and digital images.

Date: \_\_\_\_\_

Parent/Guardian/Adult Signature: \_\_\_\_\_

Print Name as Signed: \_\_\_\_\_

Address, City, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Please complete and return to:

\_\_\_\_\_

# Additional Resources

- Job description: <http://downloads.capta.org/toolkit/jd/Historian.pdf>
- PTA Unit – Annual Historian Report Form:  
<http://downloads.capta.org/toolkit/forms/UnitHistorianReport.pdf>
- Questions? Please reach out to: [historian@burbankcouncilPTA.org](mailto:historian@burbankcouncilPTA.org)

**Questions?**



**Thank you!**