**Burbank Council PTA** 

Historian

# 

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## 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

# Sign In Sheet - Example



DI	TCA	Sign	in	ck	oot
Р!	IЗA	SIRLI	m	SI	ıeet

Event:	Date
Please sign in and remember to sign out when you leave the campus	

Time in	Name	Phone number	Email Address	Time out
8:				
/ E:				8
. 8				

## **Volunteer Hours Tally**



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	NAME OF PTA VOLUNTEER		VOLUNTEER HOURS								TOTAL			
	NAME OF TAX VOLUME ER	JUL	AUG	SEP	ОСТ	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
	1													
	2													
	3													
	4													
	5													
	6													
ח	7													
F045	8													
	9													
	10													
Ω	11													
alifor	12													
nia S	13													
State	14													
PT/	15													
700	16													
California State PTA Toolkit – June 2019	17													
-Jun	18													
le 20	19													
19	20													
	TOTAL													

California State FIA Toolkit – June Z

## **Volunteer Hours on excel sheet**



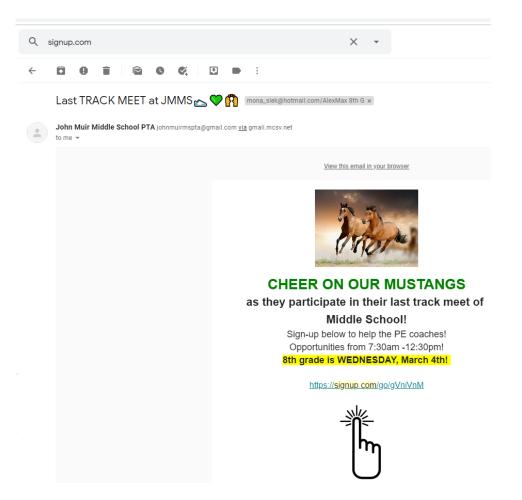
						August 20XX					Septemb	er 20XX	
		List all activities	Officers and Chairmen's Activities	Registration	PTA/PTSA Meeting August XX, 20XX	Membership Drive	Book Fair Date Day1	Book Fair Date Day2	Book Fair Date Day etc.	Officers and Chairmen's Activities	PTA/PTSA Meeting September XX 20XX	Activity X Date	Reflections
Attendance	Name	Total Hours/Person											
	President	211	15	15	3					4	3	2	15
	1st VP Leadership	24			3						3		
	2nd VP Membership	31	2		3								
	3rd VP Legislation/Advocacy	54		5	3		6.5		6.5		3	2	
	Recording Secretary	13			3						3	4	
	Treasurer	102	10		6					10	3		
	Auditor	182.5	17		3		20		20		3	1.5	
	Financial Secretary	34			10						3		
	Historian	33		15	3						3		
	Parliamentarian	25		10	3						3		
	Corresponding Secretary	9											
	Chairperson 1	3			3								
	Chairperson 2	11			3		2.5		7.5				
	Chairperson 3	15			3								
	Etc.	3			3								
	Volunteer 1	22			3		4		4				
	Volunteer 2	8			3		2.5		7.5 4 2.5				
	Volunteer 3	6			3		1.5		1.5				
	Etc.												
	TOTAL	786.5	44	4.	5 61	0	37	(	37	7 14	4 27	9.5	
	Report December 20XX												
	Total hours in August 20XX	224											
	Total hours in September 20XX	65.5											
	Total hours in October 20XX												
	Total hours in November 20XX												
	TOTAL Aug. Nov. 20XX	289.5											

## **Volunteer Hours on Signup**

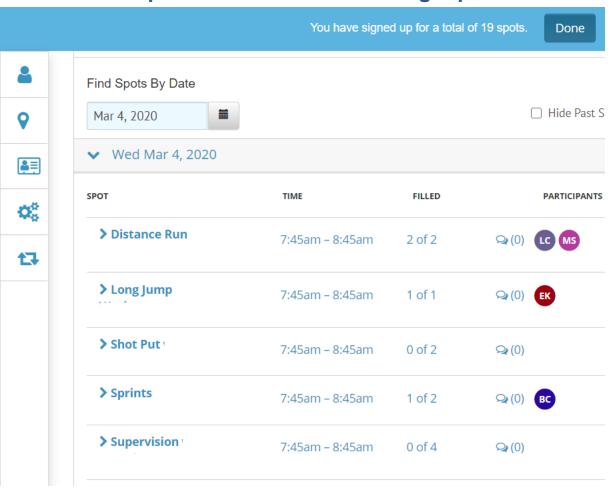


If your Unit uses Signup you could print a screen that would give you the list of volunteers and their hours

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



Step 2: Check the details in Signup



## **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 Reynolds Premium Slow Cooker Liners 2( x SU 2 SU E Bb P M B a A N C S S 6 E 6 C 2 E Add to Cart mail.google.com/mail/u/0/?tab=rm0&ogbl#search/signu wwHMPdRFxWdbbgFDVngTvtSJzdE \$2.98 **■ M** Gmail Q signup Create a SignUp Find My SignUp Help Mona Slek 🕶 Idea Center Compose You have signed up for a total of 2 spots. Done 2020 - John Muir Service Day - Donations - Message from JMMS PTA Indox x Inbox JMMS PTA <mail@signup.com> Unsubscribe 2020 - John Muir Service Day - Donations SignUp Sat Mar 14, 2020 Scheduled SignUp.com - the easiest way to bring people together John Muir Service Day is on March 14th from 9 am to 12 pm. Please donate water and healthy snacks for this event for the volunteers. Bring your Burbank Council PTA 2 ♣≣ donations to the office by Friday March 13th or bring them on Saturday morning on your way to volunteer. 2020 - John Muir Service Day - Donations -LANDS' ENDA Message from JMMS PTA Share this Invite 乜 Dear Mona Slek Sign up for emails & receive Here's a message from your SignUp.com organizer, 50% off JMMS PTA YOUR ENTIRE ORDER Print Spots Add to Outlook/iCal ☐ Hide Past Spots ☐ Hide Full Spots ☐ Show My Spots SERVICE DAY has been cancelled per BUSD. THANK YOU for supporting the students and the school. The school will be CLOSED SATURDAY, so please do not drop off any donations. We appreciate that signed up! 4 of 13 Filled ✓ Sat Mar 14, 2020 Sincerely. JMMS PTSA and SPOT FILLED PARTICIPANTS TIME AlexMax 5th Gra... --Or send them this link: https://signup.com/go/NLNbyUD > 1 bag of cutties **Q** (0) **MS LB** 9:00am 2 of 4 Join a meeting \*\* Please DO NOT forward this message. The above link is coded for your specific email address (mona.slek2@gmail.com) only. \*\* > 1 box of granola bars 9:00am 0 of 4  $\Omega$  (0) Organizing Spring Events? We've got you covered > Case of bottled water ÷ 0 € 9:00am 2 of 5

## 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



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#### PTA UNIT - ANNUAL HISTORIAN REPORT FORM

Reporting Period - July 1 to June 30,

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.

#### 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.

#### 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.

#### UNIT INFORMATION (Please Print)

PTA/PTSA Name:						
□ Preschool	☐ Elementary	School	☐ Jr./Middle	School	☐ High School	□ Other
District PTA Number/Na	ame:			State PTA See bylaws	Identification #: _ or mailing labels from S	itate PTA for ID number
Report Completed by	: 🗆 Historian	☐ President	t 🗆 Other			
Name:						
Street Address:						
City/Zip:						
Phone #:		Email: _				
President's Name:						
President's Signature:						
DATE:		TOTAL	VOLUNTEER	Hours Rep	ORTED =	

### **Get the form following this link:**

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

http://downloads.capta.org/toolkit/forms/Unit Annual Historian R eport Form (fillable).pdf

03/2012





- 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 P7

GREEN	YELLOW	RED		
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> <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> <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> <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		

**Burbank Council** 

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## 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



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#### PHOTOGRAPHY RELEASE

Permission to use child's image, name and/or school.	Permission to use adult image, name, organization name, and/or title.
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 P representatives, the irrevocable and unrestricted advertising or any other purpose and in any mainternet promotion, all photographic, video, and	d right to use and publish for editorial, trade, nner and medium, including website and
PHOTO / IMAGE ONLY of my child.	PHOTO / IMAGE ONLY of myself.
PHOTO / IMAGE ONLY of my child with SCHOOL NAME.	PHOTO / IMAGE ONLY of myself with SCHOOL NAME or ORGANIZATION.
PHOTO / IMAGE of my child with my CHILD'S NAME, and my child's SCHOOL'S NAME.	PHOTO / IMAGE of myself with my NAME, my ORGANIZATION, and/or my TITLE.
By signing this, I hereby release the California State P tatives from all claims and liability relating to said pho	
Parent/Guardian/Adult Signature:	<u> </u>
Print Name as Signed:	
Address, City, Zip:	
Telephone: Er	nail:
Please complete and return to:	

#### 338 California State PTA Toolkit - 2013

## **Photography Release**







- Job description: <a href="http://downloads.capta.org/toolkit/jd/Historian.pdf">http://downloads.capta.org/toolkit/jd/Historian.pdf</a>
- PTA Unit Annual Historian Report Form: <a href="http://downloads.capta.org/toolkit/forms/UnitHistorianReport.pdf">http://downloads.capta.org/toolkit/forms/UnitHistorianReport.pdf</a>
- Questions? Please reach out to: historian@burbankcouncilPTA.org



## **Questions?**



# Thank you!