

Burbank Council PTA
Historian

Burbank Council
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Historian – Responsibilities (1/2)

- **Collects volunteer hours for PTA meetings and events throughout the year from June 1st to May 31st 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

* All the Units of Burbank have their fiscal year from June 1st to May 31st. Because of that you may want to include 12 months of volunteer hours corresponding to your fiscal year, otherwise you may not get the total amount of volunteer hours due to the new members elected who might not know their role

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
 - Emails
- **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
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| NAME OF PTA VOLUNTEER | VOLUNTEER HOURS | | | | | | | | | | | | TOTAL |
|-----------------------|-----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | |
| 1 | | | | | | | | | | | | | |
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| 3 | | | | | | | | | | | | | |
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| 16 | | | | | | | | | | | | | |
| 17 | | | | | | | | | | | | | |
| 18 | | | | | | | | | | | | | |
| 19 | | | | | | | | | | | | | |
| 20 | | | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | | | |

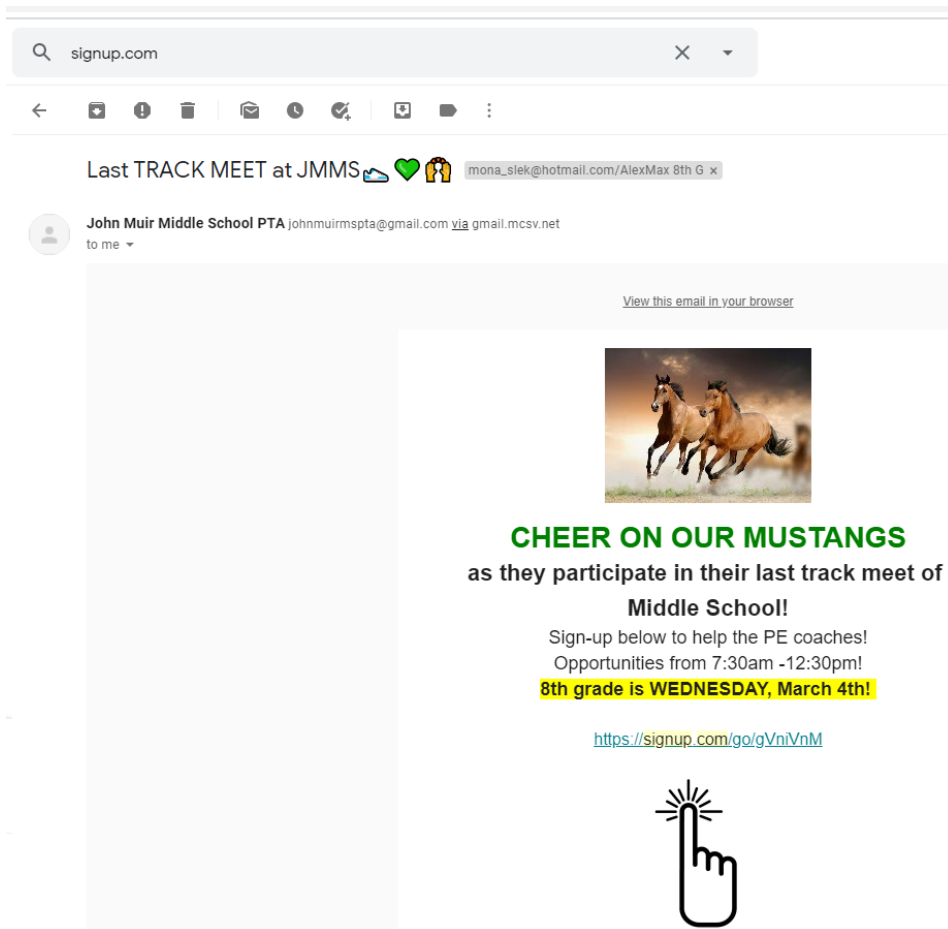
FO45

California State PTA Toolkit – June 2019

Volunteer Hours on Signup (1/2)

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

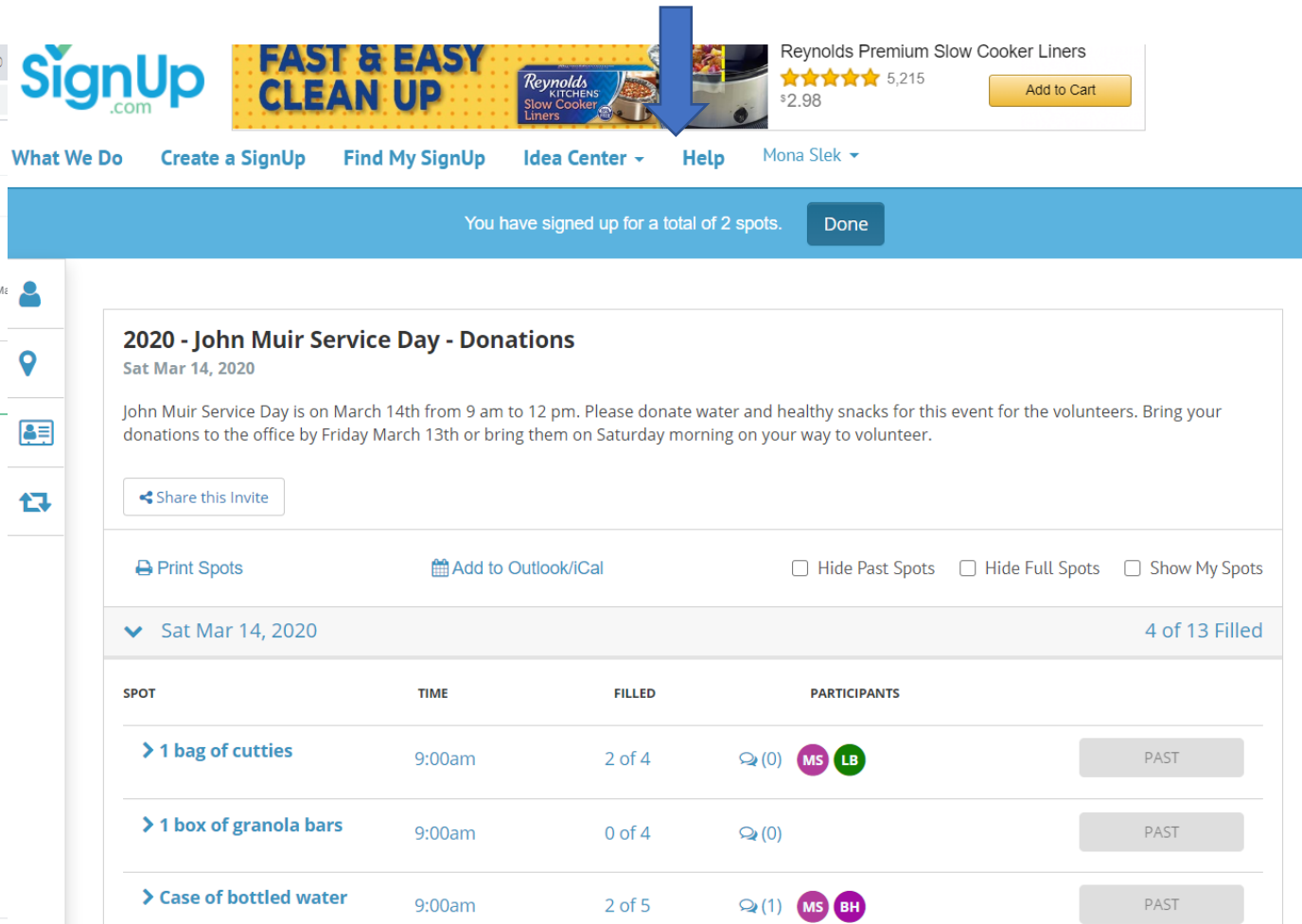
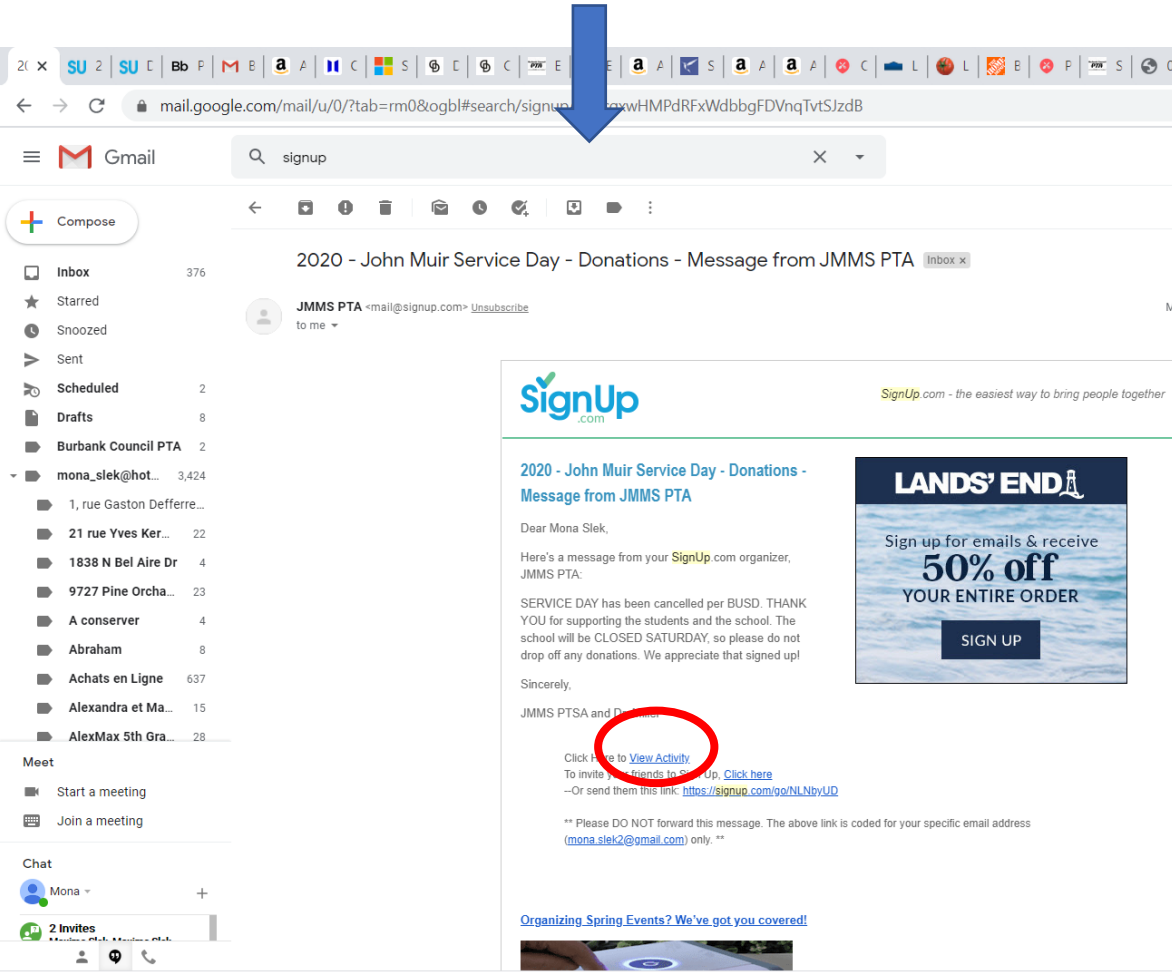
| SPOT | TIME | FILLED | PARTICIPANTS |
|----------------|-----------------|--------|--------------|
| > Distance Run | 7:45am – 8:45am | 2 of 2 | (0) LC MS |
| > Long Jump | 7:45am – 8:45am | 1 of 1 | (0) EK |
| > Shot Put | 7:45am – 8:45am | 0 of 2 | (0) |
| > Sprints | 7:45am – 8:45am | 1 of 2 | (0)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

Volunteer Hours on Signup (2/2)

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**
 - An estimate of the volunteer hours will be required from April to May 31st *
- **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**

*** If you consider the 12 months of your fiscal year, the estimated volunteer hours will be for the periods of April to May 31st**

PTA Unit – Annual Historian Report Form



everychild.one voice.

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)

The information such as PTA/PTSA Name, and State PTA Identification # can be found in your Unit's Bylaws

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
 - The value in \$ is determined using
 - The *Total Volunteer Hours Reported* projected to May 31st on your PTA Unit-Annual Historian Report Form
 - The rate mentioned in *Value in Volunteer Time by State* (in 2020, the value was \$33.61 in California – updates are done in April of each year – check the following website to get the last update:
<https://independentsector.org/wp-content/uploads/2018/04/Value-of-Volunteer-Time-by-State-2001-2020.pdf>)
 - 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 (*this responsibility depends on the organization of your PTA Unit*)
- 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

| 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 style="list-style-type: none"> • National PTA • California State PTA • Your District PTA • Your Council PTA • Your County Office of Education • Your School District • Your School • Your PTAs events • Ed100 • Items pre-approved for distribution | <ul style="list-style-type: none"> • Other State PTAs • EdSource • California Department of Education • State elected officials: Governor, Assembly Members and Senators • Federal elected officials: President, Members of Congress, Senators • Legislative Analyst’s Office (LAO) • Allied Agencies • Other PTA officers | <ul style="list-style-type: none"> • Political Parties • Support for a political candidate • Federal legislative positions or national issues that differ from the National PTA position • State legislative or ballot positions that differ from the California State PTA position • Local ballot, tax or bond positions that differ from your PTA council or district position, OR those you haven’t voted to support • Anything that is mean spirited, accusatory, or not true |
| 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

| | |
|--|--|
| <p>Permission to use child's image, name and/or school.</p> | <p>Permission to use adult image, name, organization name, and/or title.</p> |
| <p>I, _____, (Print Parent/Guardian's Full Name) am the parent or guardian of:</p> <p>_____ (Print Name of Minor Child)</p> <p>_____ (Print Name of Child's School)</p> | <p>I, _____, (Print Full Name) am an adult 18 years of age or older.</p> <p>_____ (Print Title)</p> <p>_____ (Print School or Organization Name)</p> |
| <p>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, all photographic, video, and digital images as indicated below:</p> | |
| <p><input type="checkbox"/> PHOTO / IMAGE <u>ONLY</u> of my child.</p> | <p><input type="checkbox"/> PHOTO / IMAGE <u>ONLY</u> of myself.</p> |
| <p><input type="checkbox"/> PHOTO / IMAGE <u>ONLY</u> of my child with SCHOOL NAME.</p> | <p><input type="checkbox"/> PHOTO / IMAGE <u>ONLY</u> of myself with SCHOOL NAME or ORGANIZATION.</p> |
| <p><input type="checkbox"/> PHOTO / IMAGE of my child with my CHILD'S NAME, and my child's SCHOOL'S NAME.</p> | <p><input type="checkbox"/> PHOTO / IMAGE of myself with my NAME, my ORGANIZATION, and/or my TITLE.</p> |

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:

Photography Release

This needs to be filled out any time you wish to post a picture of a student on Social Media

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

Questions?

Thank you!