

Key Role – Historian

- Captures, assembles and preserves record of activities and achievements of a PTA
- Collects volunteer hours for PTA meetings and events
- Completes and submits the number of volunteer hours to council/district PTA, if requested
- Displays or presents brief overview of PTA year at meeting near the end of the school year

Getting Started

Preparation – Look through the procedure book and other materials supplied by previous historian for ideas on how it was done and what worked best last term.

Review Annual Report Form – Familiarize yourself with the form entitled “PTA Unit-Annual Historian Report Form” which is used to report volunteer hours annually to council/district PTA. The form is found in the California State PTA Toolkit, Forms Chapter, online to download. Direct any questions to your council/district president.

Record Volunteer Hours – Decide on a process to record volunteer hours at all meetings and PTA events, using a tool such as a tally sheet or excel spreadsheet.

PTA Training – Attend council, district and California State PTA workshops for historians to get the big picture.

FAQs – Historian

Why do historians collect volunteer hours for a PTA?

Volunteer hours may be collected and reported to emphasize and showcase the hours volunteer PTA members and leaders invest in PTA. They are also used in advocating on behalf of children and as information in grant writing.

05/2025

What do I include as volunteer hours?

Include time spent by all of your members in activities related to the operation of your PTA. This includes volunteer time spent for meetings, preparation, travel, PTA events, workshops and convention. One easy way to remember is, if PTA asks you to do it, count it toward your PTA's volunteer hours.

How do I collect volunteer hours?

Start to collect and tally all of your members' hours from the beginning of the PTA year. Consider using a sign in or tally sheet at PTA events and meetings for everyone to use to report their volunteer hours each month.

Showcase Your PTA History

- 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 Chair 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

Learn more: captapta.org