

Collecting **PTA** Volunteer Hours

Every PTA unit, council, and district needs to keep track of volunteer hours.

WHY?

As a record of how much PTA members contribute to schools and community. The hours are a powerful indicator in local, state, and national lobbying of the support education receives from parents and the community.

Assists the California State PTA in evaluating and planning future program and leadership development.

It is also necessary to ensure that PTA maintains its nonprofit, tax-exempt status. In order to do so, volunteers must perform the vast majority of activities.

HOW?

A clipboard in the office, sign-in sheets at meetings and work projects, email address for volunteers to report their hours.

WHAT HOURS SHOULD BE COUNTED

Hours that support the PTA mission of improving the health, welfare and education of children, such as:

- Time spent on activities at school, in the classroom, or within the community.
- Attendance at meetings, workshops, and other functions where you represent the PTA, including PTA Advocacy Day, and the PTA Convention (except time spent eating and sleeping).
- Travel time to and from PTA activities.
- Telephone/cell phone time regarding PTA activities.
- Time spent writing PTA agendas, minutes, correspondence, reports, tally hours, newsletters/news articles, emails, etc.
- Time spent shopping, preparing, and creating hospitality amenities

Help us tally up all the hours we *REALLY* spend helping our schools and communities!