California State PTA
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PTA VOLUNTEER HOURS – TALLY SHEET

Individual Volunteer Record

Name of PTA Volunteer:

McKinley Elementary PTA

Date	Activity	Total Hours
	Total	

Why collect PTA Volunteer Hours?	What do PTAs record as Volunteer Hours?
As information for: • Annual Unit Historian Report as stated in the bylaws • Tax exempt status as a 501(c)(3) nonprofit organization to show that PTA receives 1/3 of its support from the general public • Advocacy, grant writing and planning purposes	All time spent for PTA programs, events and activities including: • Planning, preparing and implementation time • Travel time • Meeting time for any attended for PTA purposes • Communication time with phone calls, emails, text messages & social networking related to PTA