

Are you counting ALL your PTA's volunteer hours?

Please remember to keep track of your PTA's volunteer hours. These hours are used to help validate PTA's status as a nonprofit organization. Below are just examples, not a complete list.

What types of activities should you keep track of?

- Time spent promoting the organization as well as PTA-related activities, meetings, training, fundraisers and events to friends and acquaintances
- Time spent on PTA-related phone calls, email and text messages
- Travel time to and from PTA-related activities, meetings, training, fundraisers and events
- Time spent planning PTA-related activities, meetings, training, fundraisers and events
- Time spent setting-up/cleaning-up for PTA-related activities, meetings, training, fundraisers and events
- Time spent on Reflections (i.e. conducting Reflections workshops at school, helping students' complete entry forms, organizing/preparing entries, finding judges, overseeing judging, tabulating results, organizing school Reflections awards party, buying or creating prizes, etc)
- Shopping for PTA-related activities, meetings, training, fundraisers and events, as well as driving to and from stores and round-trip driving time picking up donations and dropping off donation request letters
- Auditing and preparing audit reports
- Counting money after fundraisers and completing the Cash Verification Form, preparing bank deposits and time spent at the bank, including round-trip travel time to/from the bank and submitting mobile deposits
- Conducting bank statement reconciliations
- Researching vendors for PTA-related activities, meetings, training, events and virtual fundraisers
- Making photocopies, stapling, cutting, laminating, envelope-stuffing, etc for PTA-related activities, meetings, training, fundraisers and events
- Preparing agendas
- Typing minutes
- Preparing for and submitting IRS/FTB taxes, RRF-1s and raffle applications and reports
- Preparing Treasurer's reports, committee and officer reports
- Preparing PTA-related mailings
- Creating and updating Procedure Books
- Updating social media and websites
- Researching & selecting the best video/teleconference application and learning how to use it
- Meeting with principal, school administration and/or teachers, in-person, by phone or by e-conference
- Updating and managing TOTEM membership and/or administering membership drive(s)

Attending:

- PTA-related activities, meetings, training, fundraisers and events (also count round trip travel time)
- Any PTA-related e-conference meeting/training/town hall/Q&A session, etc.
- In-person association meetings (also count round trip travel time) and tele/video conferenced
- In-person executive board meetings (also count round trip travel time) and tele/video conferenced
- Any other meetings attended for PTA purposes (also count round trip travel time)
- California State PTA/National PTA Convention (also count round trip travel time)
- Council/District/Regional training & meetings (also count round trip travel time)
- PTA Legislation activities/conferences (also count round trip travel time)
- School board meetings as a PTA representative or to give a PTA presentation (also count round trip travel time)

Basically, if PTA asks you to do it - it counts toward your volunteer hours. Your Historian Report is due to Third District PTA 5/15/20, so that Third District can submit a report to CAPTA by 6/1/20. Thank you for all the volunteer hours you put in.

**Remember...The dollar value of a 2018 volunteer hour in California is \$29.95/hour if volunteers were paid. So, if your PTA has volunteered 1000 hours, the dollar value of service to your school, its families and students is \$29,950.00!!!!
THAT'S PRETTY AWESOME!!!**