



Thank you for volunteering your time!

We need to report PTA volunteer hours for the 2018-19 school year.

Knowing the time you have put in helps us understand what you value and what areas may need more support. As part of the California PTA, reporting our volunteer hours helps maintain our nonprofit status and demonstrate that we are a hardworking, mobilized body advocating on behalf of public education.

*What kind of hours should you keep track of?
If the PTA asks you to do it – count it as volunteer time!*

Meeting Time:

- General Membership meetings
- Executive Board meetings
- Meetings with Teachers/
Administrators relating to PTA
- Any other meetings attended for PTA purposes

Preparation Time:

- Meetings
- Programs
- Events/ Activities

Writing Time:

- Agendas
- Minutes
- Treasurer's reports
- Committee/event reports

PTA Programs/ Events Time:

- Set-up/ Clean-up
- Actual events
- Shopping for event/activity
- Volunteering at school for PTA administered programs

Fundraising:

- Auction
- Ride for a Reason
- Annual Fund, etc

Communication Time:

- Phone calls
- Emails
- Text Messaging
- Social Networking
- Promoting PTA to community

Advocacy Time:

- School Board meetings
- Contacting elected officials

Training Time:

- California State PTA Convention
- Council / District trainings
- Legislation activities/ conference

*Questions? Please contact Oakland
Tech PTSA Historian, Elizabeth Falkner
historian@oaklandtech.com*