



everychild.one voice.

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UNIT ANNUAL REPORT
REPORTING PERIOD: JULY 1 TO JUNE

The California State PTA requires filing of annual reports in accordance with unit, council and PTA district bylaws. Information on this report is used for advocacy and program planning purposes. Please total your unit members' volunteer hours (which should be projected through June 30). These should include participation in school and community service or activities benefiting children, unit, council, district, state and National PTA programs, projects, training, and PTA-related travel, phone, meetings, paperwork time. Then complete the back side of this report.

Instructions

Complete this form (front and back) and make two copies

File ONE copy in unit Historian's procedure book

Send TWO copies to your council

Council Name _____

Council Address _____

DO NOT SEND
THIS REPORT TO THE
CALIFORNIA STATE PTA
OFFICE—SEND THROUGH
PTA CHANNELS

COUNCIL DUE DATE: APRIL 15, 2004

Or, if out-of-council, send TWO copies to your PTA district

PTA District Address: Annette Lewis, 975 Walnut Drive, Oakley, CA 94561

PTA DISTRICT DUE DATE: MAY 15, 2004

PTA UNIT INFORMATION

NAME OF PTA/PTSA

Pre-school Elem. Jr./Middle High

STATE PTA IDENTIFICATION # _____

HISTORIAN, or name of person making report

PRESIDENT'S NAME

Address of above

PRESIDENT'S SIGNATURE

City, Zip

Phone/Fax

TOTAL UNIT VOLUNTEER HOURS REPORTED _____

