

Tracking Your Lowell PTA Volunteer Hours

Please keep track of any time you spend working toward any PTA activity or event. Collection of hours is important to our organization for many reasons:

1. Maintaining our federal tax exemption is one of the most important reasons. An organization granted nonprofit charitable status must receive one-third of its support from the general public.
2. Volunteer hours also raise community awareness of our organization.
3. Foundation grantors request the number of volunteer hours we receive when considering apportionment of grant funds.
4. While most people don't want to be singled out individually, the hours for our whole organization is important to share with the community.

What hours should be counted?

- Time spent writing PTA agenda, minutes, correspondence, reports, newsletter articles
- Time spent on PTA-related activities at school or within the community
- Telephone time regarding PTA business
- Travel time to and from PTA activities
- Attendance at meetings, workshops, committees and any functions related to PTA work

What is a PTA event?

- Working in the classroom (VIPS)
- Working outside the classroom: *Pizza Night, Greeting Card Fund Raiser, Pumpkin Carving Night, Reflections, Jog-A-Thon, Ice Skate Night, Book Fair, Meet the Masters, Variety Show, etc.*

The form below can be used to record your time. **Extra forms are available in the Historian file located in the PTA workroom.** Please return all completed forms to the Historian file. A running total will be kept throughout the year. If you have any questions or need additional information contact: historian@lowellpta.com.

PTA VOLUNTEER HOURS 2010-11

NAME: _____

Activity/event	Date	# of Hours	PTA or VIP