Hilliard Elementary PTA ~ RECORD OF VOLUNTEER HOURS

NAME: ____

EXECUTIVE BOARD POSITION: _______________________________

Pursuant to the Ohio PTA Legal and Financial Handbook, all units are requested to maintain a record of hours of service volunteered by its PTA members. This record of volunteer service provides an indication of the types of activities in which the unit is engaged in order to substantiate the eligibility of the unit's nonprofit status. Volunteer hours are classified into Service Hours (working in the school and doing regular PTA work like preparing and organizing projects), Legislation Hours (writing and contacting legislators and working on a school levy or bond issue), and the Ways & Means Hours (working on fundraising projects).

Below is a chart to record your volunteer service hours for this school year. Please note the date, number of hours volunteered on that date and classify the type of hours provided (i.e. Service, Legislation or Ways & Means). **At the close of this year, please tally your hours as noted on the reverse side.** This record will be submitted with the End-of-the-Year Executive Board reports.

DATE	ACTIVITY	NUMBER OF HOURS	TYPE OF HOURS (service, legislation or ways & means)

DATE	ACTIVITY	NUMBER OF HOURS	TYPE OF HOURS (service, legislation or ways & means)

Please tally your total hours:
Service Hours: _____________ hours
Legislation Hours: ___________ hours
Ways & Means Hours: ___________ hours