**Please record any hours that you have volunteered off campus this year with this form:** [**https://forms.gle/g2auZqwtqBxJ2raj8**](https://forms.gle/g2auZqwtqBxJ2raj8)Why do historians collect volunteer hours for a PTA?  
Volunteer hours are collected and reported to maintain PTA’s federal tax exemption status. As a non-profit 501(c)(3) organization, PTA must receive 1/3 (one-third) of its support from the general public. The recorded hours from volunteers are proof of this. They are also used in advocating on behalf of children and as information in grant writing.

What do I include as volunteer hours?  
Include time spent by all of your members in activities related to the operation of your PTA. This includes volunteer time spent for meetings, preparation, travel, PTA events, workshops and conventions. One easy way to remember is, if PTA asks you to do it, count it toward your PTA’s volunteer hours.