



Student Representative Requirements Log For: _____

Per the Student Representative Application you signed, you are required to attend a minimum of two board meetings and one general membership meeting as well as complete two PTSA volunteer projects during the current school year. Please use this form to document and keep track of your attendance and volunteer work. You must have a Board of Director (President, VP, Secretary or Treasurer) sign and date this form. If your volunteer project isn't listed on the Application, prior approval from the President is required for the project to count towards your volunteer requirements.

PTSA MEETINGS

Meeting Type	Meeting Date	Board of Director's Signature	Signature Date
Board			
Board			
Board			
Board			
Board			
Board			
Board			
Board			
Board			
General			
General			
General			

PTSA VOLUNTEER PROJECTS

Date	Project or Event Name	Description of Work	Board of Director Signature	Date

The president will sign this form at the final PTSA Board Meeting of the school year as verification all requirements have been met. If requirements are not met, student will not be allowed to be a student representative in future years or receive volunteer credit hours if needed for school, clubs, groups, or work.

President Signature: _____ Date: _____