

*For physical mailings, items must be postmarked by deadline date unless otherwise noted.
For emails, items must be received at support@wastatepta.org by deadline date.
If deadline date falls on a non-postal day (a Sunday or holiday), the postmark or email
deadline is extended to the following day.*

DEADLINE DATES

Note regarding nonprofit corporation annual report:

Due date is the last day of the month in which your PTA or council was incorporated.

Note regarding memberplanet invoicing:

Due date is the 20th of each month.

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| September 30: | <ul style="list-style-type: none">• Standing rules - updated as needed and approved by the membership (recommended at first membership meeting of the year) |
| October 31: | <ul style="list-style-type: none">• Enroll at least 25 members for the current fiscal year |
| November 1: | <ul style="list-style-type: none">• Reflections Theme Search Contest submissions due |
| November 15: | <ul style="list-style-type: none">• IRS Form 990/990EZ/990-N to Internal Revenue Service• Bylaws amendment recommendations due for WSPTA Convention• Resolution submissions (new or amended) due for WSPTA Convention• WSPTA at-large nominating committee nominations submissions due |
| November 30: | <ul style="list-style-type: none">• Liability insurance payable to AIM (to avoid lapse in coverage) |
| January: | <ul style="list-style-type: none">• Recommended to schedule mid-year financial review |
| January 22: | <ul style="list-style-type: none">• Reflections entries due to WSPTA |
| January 31: | <ul style="list-style-type: none">• IRS Form 1099-NEC sent to independent contractor(s)• IRS form 1099-NEC with IRS Form 1096 sent to IRS |
| March 1: | <ul style="list-style-type: none">• WSPTA Essay Contest submissions due• WSPTA Scholarship applications due• WSPTA Game Development Competition submissions due• WSPTA State-level awards submissions due |
| March 15: | <ul style="list-style-type: none">• Leadership Service Award (aka Leadership Academy) applications due• Local PTA and Council Awards of Excellence submissions due• Membership Award applications (100% Membership & 100% Staff) due |
| April 15: | <ul style="list-style-type: none">• Sales tax form due to Washington State Department of Revenue (use forms Combined Excise Tax Return, Sales Tax Remittance, OR Retailing & Other Activities) |

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| May 1: | <ul style="list-style-type: none"> Issues/resolutions/principles draft submissions due for Legislative Assembly |
| May 31: | <ul style="list-style-type: none"> Charitable Solicitation Act registration/renewal report to Secretary of State's office (received by – not postmark date) |
| June 1: | <ul style="list-style-type: none"> Issues/resolutions/principles final submissions due for Legislative Assembly |
| June 30: | <ul style="list-style-type: none"> Approve next year's budget at a membership meeting prior to June 30 Hold officer elections no later than June 30 Close fiscal year financial books - give to financial review committee within 30 days |
| August: | <ul style="list-style-type: none"> Year-end financial review recommended no later than August 30 |

For more information on deadline dates and events, visit: <https://www.wastatepta.org/events/>

WSPTA DATES FOR YOUR CALENDAR

Note: WSPTA board of director meetings will be held in June, August, October, January and May. Exact dates, times, and locations are located on the WSPTA website calendar.

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| July 5, 2021 (Monday) | <i>WSPTA office closed – Independence Day</i> |
| September 6, 2021 | <i>WSPTA office closed – Labor Day</i> |
| September 16-18, 2021 | Autumn Leader Launch Event Virtual event |
| October 23-24, 2021 | Legislative Assembly Location TBD |
| November 11, 2021 | <i>WSPTA office closed – Veterans Day</i> |
| November 25-26, 2021 | <i>WSPTA office closed – Thanksgiving</i> |
| December 24, 2021 – January 1, 2022 | <i>WSPTA office closed – Christmas</i> |
| January 17, 2022 | <i>WSPTA office closed – Martin Luther King Jr. Day</i> |
| January 17, 2022 | Focus Day Olympia |
| January 17-21, 2022 | Advocacy Week |
| February 14, 2022 | <i>WSPTA office closed – Presidents' Day</i> |
| February 17, 2022 | National PTA Founders' Day – 125 th Anniversary |
| April 14, 2022 | Washington State PTA Founder's Day |
| May 2-6, 2022 | National Teacher Appreciation Week |
| May 20-22, 2022 | WSPTA 109 th Annual Convention Lynnwood Convention Center Lynnwood |
| May 30, 2022 | <i>WSPTA office closed – Memorial Day</i> |
| June 20, 2022 | <i>WSPTA office closed – Juneteenth</i> |