

2011-2012 DEADLINE DATES TO REMEMBER

Items must be postmarked on or before the deadline date (unless noted). If the deadline date falls on a non-postal day (a Sunday or a holiday), the postmark deadline is extended to the following day.

- September** **Back to School Membership Campaign** (see MEMBERSHIP tab in Leadership Packet and Membership Resources web-page on www.wastatepta.org) Items must be postmarked on or before the deadline date (unless noted).
- September 25** **Legislative Assembly Pre-Registration** (Registration information available in LEGISLATION tab in Leadership Packet. Online registration available on www.wastatepta.org)
- October 14-15** **Legislative Assembly**
- October 25 *** **Initial Payment of Membership Service Fees**
Local units are removed from the mailing list if initial service fees are not received by deadline. Remittance form can be found in MEMBERSHIP tab in the Leadership Packet and on the WSPTA website.
*Units in councils....mail fees to council treasurer. DO NOT mail to the State PTA office.
*Units not in councils....mail to State PTA office.
- September 2** **Healthy Lifestyles** due to National PTA
- September 10** **National PTA Healthy Lifestyles Grant applications due**
- October 14** **Mary Lou Anderson Reflections Arts Enhancement Grant** applications due to National PTA
- November 1** **Recommendations for Bylaw Amendments Due**
Applegate Grant Applications (application available at www.wastatepta.org, click on "Programs" then "Applegate")
- November 8** **Recommendations for Washington State PTA Officers** to be elected at 2012 Convention Recommendations for At-Large Nominating Committee
- November 10** **Liability Insurance Payment Due**
Information & application in the Leadership Packet and online. PTA must have paid membership fees (or be in good standing) to purchase this insurance.
- November 15** **100% Teacher Membership Application** see page 17 in MEMBERSHIP TAB of Leadership Packet. Application also available at www.wastatepta.org, click on "Leadership" then "Awards"
IRS Form 990 / 990EZ / 990-N (e-postcard) To Internal Revenue Service (Must be received by the IRS by this date)
Gross Receipts under \$50,000 file 990-N (e-postcard)
Gross Receipts \$50,000 or more averaged over the past three years file 990EZ
Gross Receipts \$200,000 or more during 2010-2011 fiscal year file 990
- January 18** **Reflections Entries to State PTA Office**, postmark deadline (information in REFLECTIONS booklet, also available online at www.wastatepta.org)
- January 25 *** **Payment of Membership Service Fees**
This count determines the number of voting delegates to the State PTA Convention. Remittance form can be found in MEMBERSHIP section in the Leadership Packet and on the WSPTA website (www.wastatepta.org).
*Units in councils....mail fees to council treasurer. DO NOT mail to the State PTA office.
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- February 20** **WSPTA Focus Day in Olympia**

- March 1** **Leadership Academy Application** (available at www.wastatepta.org/resources/awards/index.html)
- State PTA Outstanding Service Award Recommendations** (available at www.wastatepta.org/leadership/awards/index.html)
- PTAs Taking Significant Action Applications** (available at www.wastatepta.org/leadership/awards/index.html)
- PTA Men Essay Contest** (available at www.wastatepta.org/programs/PTA_mens/)
- 100% Membership Application** (available at www.wastatepta.org/leadership/awards/index.html)
- Communication Award & Newsletter Award Applications** (available at www.wastatepta.org/leadership/awards/index.html)
- Honor Unit & Standards of Excellence & Outstanding Local Unit of the Year Applications** (available at www.wastatepta.org/leadership/awards/index.html)
- TBA** **Phoebe Apperson Hearst Family-School Partnership Awards** applications due to National PTA
- April 4** **Convention Pre-Registration**
Members registering as convention delegates must be a member of the PTA they are representing. Their names must be on file with the State PTA office and fees paid
- May 4-6** **WSPTA Annual Convention Seattle Airport Doubletree Hotel**
- May 25 *** **Final Payment of Membership Service Fees**
*Units in councils....mail fees to council treasurer. DO NOT mail to the State PTA office.
*Units not in councils....mail to State PTA office.
Note: Please submit any remaining fees by this date. Be sure to check your PTA's membership records online for any duplicate names. Call the State PTA office for assistance in deleting any duplicates. Also, remember to enroll your 2011-2012 officers at this time.
- May 31** **Charitable Solicitations Renewal To Secretary of State's Office** (information in MONEY MATTERS and on the WSPTA website.) (Must be received by this date in Secretary of State's office)

2011-2012 DATES TO REMEMBER

2011

August 19-20 Leadership Conference, Vancouver WA
 September WSPTA Membership Month
 September 5 WSPTA Office Closed - Labor Day
 October 14-15 Legislative Assembly—SeaTac Marriott Hotel
 October 17-21 National School Bus Safety Week
 November 13-19 American Education Week
 November 11 WSPTA Office Closed - Veteran's Day
 November 24-25 WSPTA Office Closed - Holiday
 December 26 WSPTA Office Closed - Holiday

2012

January 2 WSPTA Office Closed – Holiday
 January 16 WSPTA Office Closed - Martin Luther King Day
 February 20 WSPTA Focus Day in Olympia
 February 20 WSPTA Office Closed - Presidents Day
 February 17 NPTA Founders Day - 115th Anniversary
 March 2 Read Across America
 April 22-28 National PTA Earth Week
 May 7-11 Teacher Appreciation Week
 May 8 National Teacher Day
 May 4-6 WSPTA 99th Annual Convention DoubleTree Hotel—Seattle Airport, SeaTac, WA
 May 1-11 WSPTA Office Closed - Convention
 May 28 WSPTA Office Closed - Holiday
 June 21-24 National PTA Convention, San Jose, CA
 July 4 WSPTA Office Closed - Holiday