

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.

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)
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 officer nomination 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• Intent to run from the floor for WSPTA office and for WSPTA Nominating Committee due
January 15:	<ul style="list-style-type: none">• WSPTA//Game Development Competition Intent to Submit deadline
January 24:	<ul style="list-style-type: none">• Reflections entries due to WSPTA office (received by—not postmark date)
January 31:	<ul style="list-style-type: none">• IRS Form 1099-MISC sent to independent contractor(s)• IRS form 1099-MISC with IRS Form 1096 sent to IRS• Sales tax form due to Washington State Department of Revenue (use forms Combined Excise Tax Return, Sales Tax Remittance, OR Retailing & Other Activities)
March 1:	<ul style="list-style-type: none">• Membership Award applications (100% Membership & 100% Staff) due• WSPTA Essay Contest submissions due• Leadership Academy applications due• Local PTA and Council Awards of Excellence submissions due• WSPTA scholarship applications due• WSPTA//Game Development Competition submissions due
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.

July 4-5, 2019	<i>WSPTA office closed – Independence Day</i>
September 2, 2019	<i>WSPTA office closed – Labor Day</i>
October 26-27, 2019	Legislative Assembly Bellevue College Bellevue
November 11, 2019	<i>WSPTA office closed – Veterans Day</i>
November 21-22, 2019	<i>WSPTA office closed – Thanksgiving</i>
December 24, 2019 – January 1, 2020	<i>WSPTA office closed – Christmas</i>
January 20, 2020	<i>WSPTA office closed – Martin Luther King Jr. Day</i>
January 20, 2020	Focus Day Olympia
TBD, 2020	Advocacy Week
February 17, 2020	National PTA Founder's Day
February 17, 2020	<i>WSPTA office closed – Presidents' Day</i>
April 14, 2020	Washington State PTA Founder's Day
April 2020 – date to be determined	WSPTA Student Celebration
May 3-9, 2020	National Teacher Appreciation Week
May 15-17, 2020	WSPTA 107 th Annual Convention Lynnwood Convention Center Lynnwood
May 25, 2020	<i>WSPTA office closed – Memorial Day</i>
July 4, 2020	<i>WSPTA office closed – Independence Day</i>