

*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.

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 due
January 15:	<ul style="list-style-type: none">• WSPTA//Game Development Competition Intent to Submit deadline
January 22:	<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
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)

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, November, January and May. Exact dates, times, and locations are located on the WSPTA website calendar.

July 3, 2020 (Friday)	<i>WSPTA office closed – Independence Day</i>
September 7, 2020	<i>WSPTA office closed – Labor Day</i>
October 24-25, 2020	Legislative Assembly Virtual event
November 11, 2020	<i>WSPTA office closed – Veterans Day</i>
November 26-27, 2020	<i>WSPTA office closed – Thanksgiving</i>
December 24, 2020 – January 1, 2021	<i>WSPTA office closed – Christmas</i>
January 18, 2021	<i>WSPTA office closed – Martin Luther King Jr. Day</i>
January 18, 2021	Focus Day Olympia
February 22-26, 2021	Advocacy Week
February 15, 2021	<i>WSPTA office closed – Presidents' Day</i>
February 17, 2021	National PTA Founders' Day
April 14, 2021	Washington State PTA Founder's Day
April 2021 – date to be determined	WSPTA Student Celebration
May 3-7, 2021	National Teacher Appreciation Week
May 21-23, 2021	WSPTA 108 th Annual Convention Lynnwood Convention Center Lynnwood
May 31, 2021	<i>WSPTA office closed – Memorial Day</i>