

*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)
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
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 21:	<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
February 15:	<ul style="list-style-type: none"> WSPTA at-large nominating committee nominations submissions due WSPTA Essay Contest submissions due
March 1:	<ul style="list-style-type: none"> 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, October, January and May. Exact dates, times, and locations are located on the WSPTA website calendar.

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 Virtual event
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>