

*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 • Nominations for WSPTA board of director positions due • 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 19:	<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: <i>(revised)</i>	<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
February 28: <i>(revised)</i>	<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 April/May. Exact dates, times, and locations are located on the WSPTA website calendar.

July 4, 2022 (Monday)	<i>WSPTA office closed – Independence Day</i>
August 26-28, 2022	Autumn Leader Launch Event Virtual event
September 5, 2022	<i>WSPTA office closed – Labor Day</i>
October 15-16, 2022	Legislative Assembly
November 11, 2022	<i>WSPTA office closed – Veterans Day</i>
November 24-25, 2022	<i>WSPTA office closed – Thanksgiving</i>
December 23, 2022 – January 2, 2023	<i>WSPTA office closed – Christmas</i>
January 16, 2023	<i>WSPTA office closed – Martin Luther King Jr. Day</i>
February 17, 2023	National PTA Founders' Day (1897)
February 20, 2023	Focus Day Olympia
February 20-24, 2023	Advocacy Week
February 20, 2023	<i>WSPTA office closed – Presidents' Day</i>
April 14, 2023	Washington State PTA Founder's Day
April or May 2023 (date to be determined)	WSPTA 110 th Annual Convention TBD
May 8-12, 2023	National Teacher Appreciation Week
May 29, 2023	<i>WSPTA office closed – Memorial Day</i>
June 19, 2023	<i>WSPTA office closed – Juneteenth</i>

Note: These dates are subject to change. This document will be amended and reposted as necessary.