

*For physical mailings, items must be postmarked by deadline date unless otherwise noted.  
For emails, items must be received at [support@wastatepta.org](mailto: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 20<sup>th</sup> of each month.*

<b>September 30:</b>	<ul style="list-style-type: none"><li>• Standing rules - updated as needed and approved by the membership (recommended at first membership meeting of the year)</li></ul>
<b>October 31:</b>	<ul style="list-style-type: none"><li>• Enroll at least 25 members for the current fiscal year</li></ul>
<b>November 1:</b>	<ul style="list-style-type: none"><li>• Reflections Theme Search Contest submissions due</li></ul>
<b>November 15:</b>	<ul style="list-style-type: none"><li>• IRS Form 990/990EZ/990-N to Internal Revenue Service</li><li>• Nominations for WSPTA board of director positions due</li><li>• Bylaws amendment recommendations due for WSPTA Convention</li><li>• Resolution submissions (new or amended) due for WSPTA Convention</li></ul>
<b>November 30:</b>	<ul style="list-style-type: none"><li>• Liability insurance payable to AIM (to avoid lapse in coverage)</li></ul>
<b>January:</b>	<ul style="list-style-type: none"><li>• Recommended to schedule mid-year financial review</li></ul>
<b>January 19:</b>	<ul style="list-style-type: none"><li>• Reflections entries due to WSPTA</li></ul>
<b>January 31:</b>	<ul style="list-style-type: none"><li>• IRS Form 1099-NEC sent to independent contractor(s)</li><li>• IRS form 1099-NEC with IRS Form 1096 sent to IRS</li></ul>
<b>February 15:</b> <i>(revised)</i>	<ul style="list-style-type: none"><li>• WSPTA Essay Contest submissions due</li><li>• WSPTA Scholarship applications due</li><li>• WSPTA Game Development Competition submissions due</li><li>• WSPTA State-level awards submissions due</li></ul>
<b>February 28:</b> <i>(revised)</i>	<ul style="list-style-type: none"><li>• Leadership Service Award (aka Leadership Academy) applications due</li><li>• Local PTA and Council Awards of Excellence submissions due</li><li>• Membership Award applications (100% Membership &amp; 100% Staff) due</li></ul>
<b>April 15:</b>	<ul style="list-style-type: none"><li>• Sales tax form due to Washington State Department of Revenue (use forms Combined Excise Tax Return, Sales Tax Remittance, <b>OR</b> Retailing &amp; Other Activities)</li></ul>

<b>May 1:</b>	<ul style="list-style-type: none"> <li>Issues/resolutions/principles <b>draft</b> submissions due for Legislative Assembly</li> </ul>
<b>May 31:</b>	<ul style="list-style-type: none"> <li>Charitable Solicitation Act registration/renewal report to Secretary of State's office (received by – not postmark date)</li> </ul>
<b>June 1:</b>	<ul style="list-style-type: none"> <li>Issues/resolutions/principles <b>final</b> submissions due for Legislative Assembly</li> </ul>
<b>June 30:</b>	<ul style="list-style-type: none"> <li>Approve next year's budget at a membership meeting prior to June 30</li> <li>Hold officer elections no later than June 30</li> <li>Close fiscal year financial books - give to financial review committee within 30 days</li> </ul>
<b>August:</b>	<ul style="list-style-type: none"> <li>Year-end financial review recommended no later than August 30</li> </ul>

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.*

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

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