

2023-24 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.

Items due to the WSPTA office are due by noon on the date indicated.

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 15:	<ul style="list-style-type: none">• Bylaws amendment recommendations due for WSPTA Convention
October 31:	<ul style="list-style-type: none">• In memberplanet, enroll at least 25 members for the current fiscal year
November 5:	<ul style="list-style-type: none">• National PTA Reflections Theme Search Contest submissions due
November 15:	<ul style="list-style-type: none">• IRS Form 990/990EZ/990-N to Internal Revenue Service• Resolution submissions (new or amended) due for WSPTA Convention
November 30:	<ul style="list-style-type: none">• Ensure liability insurance has been paid to avoid lapse in coverage.
January 18:	<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 Essay Contest submissions due• WSPTA Scholarship applications due
March 14	<ul style="list-style-type: none">• Local PTA and Council Awards of Excellence submissions due• Leadership Service Award applications due• WSPTA State-level awards 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 conducted by August 31

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, February, March, April and May. Information about the board meetings can be found on the WSPTA Events Calendar: <https://www.wastatepta.org/events/>

July 4, 2023	<i>WSPTA office closed – Independence Day</i>
August 25-26, 2023	Autumn Leadership Launch Remote event
September 4, 2023	<i>WSPTA office closed – Labor Day</i>
October 21-22, 2023	Legislative Assembly Remote event
November 10, 2023	<i>WSPTA office closed – Veterans Day</i>
November 23-24, 2023	<i>WSPTA office closed – Thanksgiving</i>
December 25, 2023 – January 1, 2024	<i>WSPTA office closed – Winter Break</i>
January 15, 2024	Focus Day Olympia
January 15, 2024	<i>WSPTA office closed – Martin Luther King Jr. Day</i>
January 15-19, 2024	Advocacy Week Remote
February 17, 2024	National PTA Founders’ Day
February 19, 2024	<i>WSPTA office closed – Presidents’ Day</i>
April 14, 2024	Washington State PTA Founder’s Day
May 17-19, 2024	WSPTA Annual Meeting/Convention Lynnwood Event Center
May 6-10, 2024	National Teacher Appreciation Week
May 27, 2024	<i>WSPTA office closed – Memorial Day</i>
June 19, 2024	<i>WSPTA office closed – Juneteenth</i>