

2025-26 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 Givebacks payments:

Payments should be submitted to WSPTA once a month by the end of the month by the PTA president or treasurer. If this falls on a weekend or holiday, please submit your dues prior to the 1st.

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

First membership meeting of the year:	<ul style="list-style-type: none"> • Standing rules—updated as needed and approved by the membership
October 15:	<ul style="list-style-type: none"> • Bylaws amendment recommendations due for WSPTA Annual Meeting
October 31:	<ul style="list-style-type: none"> • In Givebacks, enter and submit a payment for at least 25 members for the current fiscal year
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 Annual Meeting
November 30:	<ul style="list-style-type: none"> • Ensure liability insurance has been paid to avoid lapse in coverage
January 14:	<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
March 12:	<ul style="list-style-type: none"> • WSPTA Essay Contest submissions due • WSPTA Scholarship applications due • 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 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: wastatepta.org/events/

2025-26 WSPTA DATES FOR YOUR CALENDAR

Note: WSPTA Board of Director meetings will be held in June, August, October, January, March and May. Information about the board meetings can be found on the WSPTA Events Calendar:

wastatepta.org/events/

July 4	<i>WSPTA office closed—Independence Day</i>
August 8-9	August Leadership Launch Virtual event
September 1	<i>WSPTA office closed—Labor Day</i>
October 18-19	Legislative Assembly Seattle Pacific University
November 11	<i>WSPTA office closed—Veterans Day</i>
November 27-28	<i>WSPTA office closed—Thanksgiving</i>
December 24-January 1	<i>WSPTA office closed—Winter Break</i>
January 19	<i>WSPTA office closed—Martin Luther King Jr. Day</i>
January 26-30	Advocacy Week Remote
February 16	<i>WSPTA office closed—Presidents' Day</i>
February 17	National PTA Founders' Day
February 19	Focus Day Olympia
April 14	Washington State PTA Founder's Day
May 4-8	National Teacher Appreciation Week
May 15-17	WSPTA Annual Meeting/Convention Lynnwood Event Center
May 25	<i>WSPTA office closed—Memorial Day</i>
June 19	<i>WSPTA office closed—Juneteenth</i>