

2026-27 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.

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

First membership meeting of the year:	Standing rules—updated as needed and approved by the membership
October 15:	Bylaws amendment recommendations due for WSPTA Annual Meeting
October 31:	In Givebacks, enter and submit a payment for at least 25 members for the current fiscal year
November 15:	IRS Form 990/990EZ/990-N to Internal Revenue Service Resolution submissions (new or amended) due for WSPTA Annual Meeting
November 30:	Ensure liability insurance has been paid to avoid lapse in coverage
January 14:	Reflections entries due to WSPTA
January 31:	IRS Form 1099-NEC sent to independent contractor(s) IRS form 1099-NEC with IRS Form 1096 sent to IRS
March 11:	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, Student Membership) due
April 15:	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:	Issues/resolutions/principles draft submissions due for Legislative Assembly
May 31:	Charitable Solicitation registration/renewal report to Secretary of State's office (received by—not postmark date)
June 1:	Issues/resolutions/principles final submissions due for Legislative Assembly

June 30: 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: Year-end financial review conducted no later than August 31

For more information on deadline dates and events, visit: wastatepta.org/events/

2026-27 WSPTA DATES FOR YOUR CALENDAR

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

wastatepta.org/events/

June 19	<i>WSPTA office closed - Juneteenth</i>
July 3	<i>WSPTA office closed - Independence Day</i>
August 7-8	August Leadership Launch Virtual event
September 7	<i>WSPTA office closed - Labor Day</i>
October 16-17	Legislative Assembly Cascadia College, Bothell
November 11	<i>WSPTA office closed - Veterans Day</i>
November 26-27	<i>WSPTA office closed - Thanksgiving</i>
December 24-January 1	<i>WSPTA office closed - Winter Break & New Years Day</i>
January 18	<i>WSPTA office closed - Martin Luther King Jr. Day</i>
February 15	<i>WSPTA office closed - Presidents’ Day & Focus Day</i>
February 15-19	Advocacy Week Remote
February 17	National PTA Founders’ Day
April 14	Washington State PTA Founder’s Day
April 30 – May 2	WSPTA Annual Meeting/Convention Lynnwood Event Center
May 3-7	National Teacher Appreciation Week
May 31	<i>WSPTA office closed - Memorial Day</i>