

2024-25 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 invoicing:

Payments should be submitted to WSPTA once a month on the 1st 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:

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 Annual Meeting
October 31:	<ul style="list-style-type: none">• In givebacks, enroll 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 15:	<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 13:	<ul style="list-style-type: none">• WSPTA Essay Contest submissions due• WSPTA Scholarship applications due
March 13:	<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
April 1:	<ul style="list-style-type: none">• 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: wastatepta.org/events/

2024 -25 WSPTA DATES FOR YOUR CALENDAR

Note: WSPTA Board of Director meetings will be held in June, August, October, February, 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 23-24	August Leadership Launch Virtual event
September 2, 2024	<i>WSPTA office closed – Labor Day</i>
October 26-27	Legislative Assembly Seattle Pacific University
November 11	<i>WSPTA office closed – Veterans Day</i>
November 28-29	<i>WSPTA office closed – Thanksgiving</i>
December 23- January 1	<i>WSPTA office closed – Winter Break</i>
January 20	<i>WSPTA office closed – Martin Luther King Jr. Day</i>
February 10-14	Advocacy Week Remote
February 17	Focus Day Olympia
February 17	National PTA Founders' Day
February 17	<i>WSPTA office closed – Presidents' Day</i>
April 14	Washington State PTA Founder's Day
May 2-4	WSPTA Annual Meeting/ Convention Lynnwood Event Center
May 5-9	National Teacher Appreciation Week
May 26	<i>WSPTA office closed – Memorial Day</i>
June 19	<i>WSPTA office closed – Juneteenth</i>