

















# Calendar Reminders and Due Dates







Check with your Council/District for local due dates. Then use it as a guide throughout your PTA year.

MONTH	Due Date COUNCIL PTA Insert Council Due Date(s)	Due Date DISTRICT PTA Insert District Due Date(s)	Due Date STATE PTA Insert State Due Date(s)
<b>JULY 2021</b>			
Term Begins		July 1	July 1
Confirm all officer contact information is in MyPTEZ			July 1
Set PTA Program Calendar and due dates			
Review BYLAWS	Reviewed Annually/Submit every five years		
Prepare Year-End Audit	Forwarded/uploaded after adoption	Forwarded/uploaded after adoption	Forwarded/uploaded after adoption
Begin Membership Campaign Online resources: <a href="http://capta.org/resource/membership-toolbox-for-pta-leaders/">capta.org/resource/membership-toolbox-for-pta-leaders/</a>	Remit per capita membership dues monthly	Remit per capita membership dues monthly	Remit per capita membership dues monthly
Update Leaders in E-membership (TOTEM) <a href="http://capta.org/pta-leaders/services/electronic-membership-system">capta.org/pta-leaders/services/electronic-membership-system</a>			
Update bank and check signer information as needed at bank and in TOTEM			
<b>AUGUST 2021</b>			
Upload current Fiscal Year Budget, End of Year Audit for Prior Fiscal Year, and Annual Financial Report (Budget vs. Actuals) for Prior Fiscal Year to MyPTEZ	As soon as possible after adoption	As soon as possible after adoption	As soon as possible after adoption
Continue Membership Campaign	Remit per capita membership dues monthly	Remit per capita membership dues monthly	Remit per capita membership dues monthly







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<b>OCTOBER 2021</b>			
Continuing Education Scholarship Applications due	N/A	N/A	October 1
Program Grant Applications due	N/A	N/A	October 1
Continue Membership Campaign	Remit per capita membership dues monthly	Remit per capita membership dues monthly	Remit per capita membership dues monthly
Ready, Set ... Remit! Membership Award	N/A	N/A	October 30
Red Ribbon Week	October 23-31, 2021		
<b>NOVEMBER 2021</b>			
National PTA Reflections Theme Search entries due	November 1, 2021		
DRAFT Resolutions due	N/A	N/A	November 1
Tax forms to IRS, Franchise Tax Board (FTB), and Attorney General's Registry of Charitable Trusts (AG/RCT) <a href="https://capta.org/pta-leaders/services/tax-filing-support-center">capta.org/pta-leaders/services/tax-filing-support-center</a>	<p><b>Due 15th day of the 5th month following the end of your Fiscal Year (FY).</b> For PTAs with a FY end of June 30, the date is November 15.</p> <p><b>Check your Bylaws for your Fiscal Year!</b></p>		
Check for new incentives and membership challenges	Remit per capita membership dues monthly	Remit per capita membership dues monthly	Remit per capita membership dues monthly
<b>DECEMBER 2021</b>			
Minimum per capita memberships (15) due to remain in good standing			December 1

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<b>DECEMBER continued</b>			
Insurance premium due			December 20
Check for new incentives and membership challenges	Remit per capita membership dues monthly	Remit per capita membership dues monthly	Remit per capita membership dues monthly
<b>JANUARY 2022</b>			
<b>California State PTA Legislative Conference</b>	January 2022 TBD in Sacramento <b>All Leaders Encouraged and Welcome to Register</b>		
FINAL Resolution submission due	N/A	N/A	January 5
Reflections Art Program Entries Due - must be submitted through channels*			Due to California State PTA from District PTAs by January 15
Prepare Mid-Year Audit	All Month		
Workers' Compensation Annual Payroll Report due			January 31
Kick off Mid-Year Membership Campaign - check for new incentives and challenges	Remit per capita membership dues monthly	Remit per capita membership dues monthly	Remit per capita membership dues monthly
<b>FEBRUARY 2022</b>			
Founders' Day	125 Years of PTA - February 17, 2022		
Graduating High School Senior Scholarship Applications Due	Interview with District President required before submission		February 1
Upload Mid-Year Audits into MyPTEZ as soon as possible after adoption	All Month		
Continue Mid-Year Membership Campaign	Remit per capita membership dues monthly	Remit per capita membership dues monthly	Remit per capita membership dues monthly

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<b>MARCH 2022</b>			
Order Honorary Service Awards (HSAs)	Honorary Service Awards can be given anytime		
California State PTA Annual Convention Registration opens	TBD online at <a href="http://www.capta.org/convention">www.capta.org/convention</a>		
Continue Mid-Year Membership Campaign - check incentive deadlines	Remit per capita membership dues monthly	Remit per capita membership dues monthly	Remit per capita membership dues monthly
<b>APRIL 2022</b>			
Continue Mid-Year Membership Campaign - check incentive deadlines	Remit per capita membership dues monthly	Remit per capita membership dues monthly	Remit per capita membership dues monthly
<b>California State PTA Convention</b>	April 29 - May 1, 2022 in Ontario, CA <b>Everyone is encouraged to attend</b>		
<b>MAY 2022</b>			
Teacher Appreciation Week	National: May 2-6      California: May 9-13		
Membership Continues	Remit per capita membership dues monthly	Remit per capita membership dues monthly	Remit per capita membership dues monthly
<b>JUNE 2022</b>			
Roster of Officers for Next Fiscal Year due			June 1
Volunteer Hours: Annual Historian Report due			June 1
Freewill Offering due			June 1
Finalize Year-End Membership Campaign and begin planning for next term.	Remit per capita membership dues monthly	Remit per capita membership dues monthly	Remit per capita membership dues monthly

This calendar is the best information we have at time of publication and is for planning purposes only. Dates are subject to change. Please check with your PTA council (if in council) and/or PTA district for their deadlines. Some items must go through channels [\*channels: to council, if in council; or to district for out-of-council PTA units) and MUST be submitted by your council/district deadline. Items listed here may NOT be submitted directly to State PTA.

Check [www.capta.org](http://www.capta.org) for the latest information.