

CALENDAR REMINDERS*

*Check with your Council/District for local due dates.

MONTH	Due Date COUNCIL PTA Insert Council Due Dates in Blank Spaces	Due Date DISTRICT PTA Insert District Due Dates in Blank Spaces	Due Date STATE PTA Unless otherwise noted, CAPTA due dates are "received in the office by 5 p.m., on or before" due date.
JULY			
Term Begins	July 1	July 1	July 1
Set Program Calendar and Mark all Due Dates			
Bylaws Review			Every three years
Prepare Audit			
Begin Membership Campaign Online Resources Available At: www.capta.org/MembershipToolbox	Remit per capita membership dues monthly	Remit per capita membership dues monthly	District remit monthly
AUGUST			
Forward budget, term-end budget and Annual Financial Reports to Council/District PTA			N/A
Continue Membership Campaign	Remit per capita membership dues monthly	Remit per capita membership dues monthly	District remit monthly
Central Regional Training	August 26, 2017 at the Tulare County Office of Education, Visalia All Leaders Encouraged and Welcome to Attend		
SEPTEMBER			
Southern Regional Training	September 9, 2017 at Location TBD (Riverside/San Bernardino) All Leaders Encouraged and Welcome to Attend		
Northern Regional Training	September 23, 2017 at Cal Maritime University, Vallejo All Leaders Encouraged and Welcome to Attend		

MONTH	Due Date COUNCIL PTA	Due Date DISTRICT PTA	Due Date STATE PTA
OCTOBER			
Continuing Education Scholarship Applications Due			October 15
Program Grant Applications Due			October 15
Continue Membership Campaign	Remit per capita membership dues monthly	Remit per capita membership dues monthly	District remit monthly
Ready, Set...Remit! Membership Award			October 30
Red Ribbon Week	October 23-31, 2017		
NOVEMBER			
National PTA Reflections Theme Search Entries Due	November 1, 2017		
DRAFT Resolutions Due			November 1
Tax forms to IRS, Franchise Tax Board, AG's RRF-1			November 15
Continue Membership Campaign	Remit per capita membership dues monthly	Remit per capita membership dues monthly	District remit monthly
DECEMBER			
Minimum per capita due to remain in good standing			December 1
Insurance Premiums			December 20
Continue Membership Campaign	Remit per capita membership dues monthly	Remit per capita membership dues monthly	District remit monthly
JANUARY			
California State PTA Legislation Conference	January 22-23, 2018 in Sacramento All Leaders Encouraged and Welcome to Attend		
FINAL Resolutions Due			January 5
Reflections Art Program Entries Due			January 15
Workers' Compensation Annual Payroll Report Due			January 31
Kick Off Mid-Year Membership Campaign	Remit per capita membership dues monthly	Remit per capita membership dues monthly	District remit monthly

MONTH	Due Date COUNCIL PTA	Due Date DISTRICT PTA	Due Date STATE PTA
FEBRUARY			
Founder's Day	February 17		
Graduating High-School Senior Scholarship Applications Due			February 1
Continue Mid-Year Membership Campaign	Remit per capita membership dues monthly	Remit per capita membership dues monthly	District remit monthly
MARCH			
Begin Ordering Honorary Service Awards (HSAs)	All month		
California State PTA Annual Convention Registration Opens	March 1 online at www.capta.org/convention		
Continue Mid-Year Membership Campaign	Remit per capita membership dues monthly	Remit per capita membership dues monthly	District remit monthly
APRIL			
California State PTA Annual Convention	April 27-29, 2018 in Ontario All Leaders Encouraged and Welcome to Attend		
Continue Mid-Year Membership Campaign	Remit per capita membership dues monthly	Remit per capita membership dues monthly	District remit monthly
MAY			
Teacher Appreciation Week	May 7-11, 2018		
Continue Mid-Year Membership Campaign	Remit per capita membership dues monthly	Remit per capita membership dues monthly	District remit monthly
JUNE			
Rosters of New Officers Due			June 1
Volunteer Hours: Annual Historian Report Due			June 1
Freewill Offering			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	District remit monthly