

CALENDAR REMINDERS*

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

MONTH	Due Date COUNCIL PTA Insert Council Due Dates	Due Date DISTRICT PTA Insert District Due Dates	Due Date STATE PTA Unless otherwise noted, California State PTA due dates are: received in the office by 5 p.m.
JULY			
Term Begins	July 1	July 1	July 1
Set Program Calendar and Mark all Due Dates			
Bylaws Review			Annually/remitted Every three years
Prepare Audit			
Begin Membership Campaign <small>Online Resources Available At: www.capta.org/MembershipToolbox</small>	Remit per capita membership dues monthly	Remit per capita membership dues monthly	Remit per capita membership dues 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
Northern Regional Training	August 25, 2018 at the Sacramento City Unified School District Serna Center, Sacramento All Leaders Encouraged and Welcome to Attend		
SEPTEMBER			
Central Regional Training	September 8, 2018 at Tulare County Office of Education, Visalia All Leaders Encouraged and Welcome to Attend		
Northern Regional Training	September 22, 2018 at Marin County Office of Education, San Rafael All Leaders Encouraged and Welcome to Attend		

MONTH	Due Date COUNCIL PTA	Due Date DISTRICT PTA	Due Date STATE PTA
OCTOBER			
Southern Regional Training	October 6 ,2018 at Ventura County Office of Education, Camarillo All Leaders Encouraged and Welcome to Attend		
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, 2018		
NOVEMBER			
National PTA Reflections Theme Search Entries Due	November 1, 2018		
DRAFT Resolutions Due			November 1
Tax forms to IRS, Franchise Tax Board, AG's RRF-1 https://capta.org/pta-leaders/services/tax-filing-support-center/tax-filing-what-to-file/	For PTAs with a fiscal year end of June 30 due date is November 15. Check your bylaws for your fiscal year. Taxes must be filed no later than the 15 day after the fifth month after the final year end.		
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—check for new incentives and challenges	Remit per capita membership dues monthly	Remit per capita membership dues monthly	District remit monthly
JANUARY			
California State PTA Legislation Conference	January 14-15, 2019 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 For 2018 calendar year
Kick Off Mid-Year Membership Campaign—check for new incentives and challenges	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			
Ordering Honorary Service Awards (HSAs)	Can be done any time of year, but to ensure delivery before year end celebrations, March is a good month to order.		
California State PTA Annual Convention Registration Opens	Online at www.capta.org/convention		
Continue Mid-Year Membership Campaign—check incentive deadlines	Remit per capita membership dues monthly	Remit per capita membership dues monthly	District remit monthly
PTA Elections			Check your bylaws for exact election date
APRIL			
Continue Mid-Year Membership Campaign check incentive deadlines	Remit per capita membership dues monthly	Remit per capita membership dues monthly	District remit monthly
PTA Elections			Check your bylaws for exact election date
MAY			
Teacher Appreciation Week	May 6-10, 2019		
California State PTA Convention	May 16-18, 2019 in Monterey Everyone is encouraged to attend		
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

