

## 2017-2018 Due Dates and Deadlines

Follow procedures and remit through channels, to be received by Fifth District.  
Council Units, check with your council for their due date calendars.

WHAT?	DONE?	TO DISTRICT	TO WHOM?
Membership Training		August 18	Elena Acuna-Soltero
Regional Leadership Conference		September 9	Capta.org
Unit/Council 2016-2017 Annual Financial Reports		October 5	District Office
Unit/Council 2016-2017 End of Year Audits, Jan. - June.		October 5	District Office
Unit/Council 2017-2018 Annual Budgets		October 5	District Office
Council Assessment fee \$75.00 per council		October 5	Carol Malone
Ready, Set... Remit! Award – 30 members		October 15	Elena Acuna-Soltero
Unit \$228.00/Council \$159.00 Insurance Premium		November 2	Carol Malone
990 Federal Tax Return/199 State Tax Return		November 15	IRS & FTB/Copy to District Office
First remittance of per capita dues - Minimum of 15 members to remain in good standing		November 15	Carol Malone
CAPTA grant applications for cultural arts, healthy lifestyles, outreach translation and/or parent education		November 15	CA PTA
RRF-1 (Charitable Trust Number Yearly Renewal)		November 15	District Office
Superintendent Roundtable Program		November 16	Mirna Ruiz
Reflections Entries from Council/OOC Units		November 30	Rose Loera
Copies of Taxes filed or e-postcard confirmation & RRF-1		December 1	District Office
Workers Compensation Form (Jan 4, 2017-Jan 3, 2018)		December 1	District Office
CAPTA Graduating Senior High scholarship applications due		February 1	CAPTA
Membership & Outreach Spotlight Award <i>(Application Required)</i>		February 1	CAPTA
HSA/ Founders Day Program		TBD	TBD
“Do Good Things for your PTA Membership” - Membership Challenge <i>(Application Required)</i>		March 31	CAPTA
2017 Mid-year fiscal audits due, July - Dec.		April 5	District Office
State Convention Orientation & Association Meeting		TBD	Elena Acuna-Soltero
Historian Reports		May 1	Anne McClellian
2018-2019 Unit and Council Rosters		May 1	District Office
California State PTA Convention, San Jose, California		April 27-29	-----
Leadership Training Workshop & Association Meeting		June TBD	TBD
Final remittance of per capita dues		June 7	Carol Malone
Membership Award "100% Connected" requirements due		June TBD	CAPTA