



17th District PTA
 c/o: San Mateo County Office of Education
 101 Twin Dolphin Drive
 Redwood City, CA 94065-1064

List of 2008-2009 DUE DATES

A “unit” is a self-governing local PTA organization; such as ABC School PTA. PTA units within a school district in some cases belong to PTA Councils and must observe earlier Council deadlines.

Materials and remittances must be received in the District or State office on or before the dates specified below.

If the due date falls on Saturday, Sunday or Holiday, documents will be accepted the first business day following each such occurrence.

ADDITIONAL INFORMATION AVAILABLE IN YOUR TOOLKIT, AND AT WWW.CAPTA.ORG

Program or Project (shaded items are required)	Due To 17th District	Due To State PTA
FINANCIAL: Year-end annual financial report and audit due for end of previous fiscal year; forward copy of IRS returns after filing	10/1	
MEMBERSHIP AWARD: <i>Early Bird</i> Remittance of Per Capita Dues (Minimum of 15 Members)	10/1	
MEMBERSHIP AWARD: <i>Chairman’s Club</i> of Per Capita Dues (Minimum of 50 Members, or 35 in addition to Early Bird members)	10/15	
CONVENTION: Resolutions. Submit draft application directly to State PTA		11/1
SCHOLARSHIPS & GRANTS APPLICATION DUE DATE, SUBMIT DIRECTLY TO STATE PTA. Scholarships: 1. Continuing Education Scholarships for Credentialed Classroom Teachers and Counselors; 2. Continuing Education Scholarships for School Nurses; and 3. Continuing Education Scholarships for PTA volunteers Grants: 1. Outreach Translation Grants, 2. Cultural Arts Grants, 3. Parent Education Grants and 4. Healthy Lifestyle Grants for Unit, Council and District PTAs		11/15
PER CAPITA DUES: Monthly Remittance (Dues to be submitted, as collected, on a monthly basis after this date)	11/15	
REFLECTIONS PROGRAM: Entries and Forms Due	12/5	
INSURANCE: Premiums payments due for General Liability, Directors and Officers Liability, Bonding and Workers’ Compensation insurance. All Payments after this date will incur a \$25.00 late fee. <i>(New insurance rates will be published in the November Seventeena)</i>	12/31	
INSURANCE: Workers’ Compensation, Annual Payroll Report	12/31	
APPLICATION FOR MY PTA/PTSA AWARD: State PTA Award for Units & Councils	1/15	
CONVENTION: Resolutions, submit final application. SUBMIT DIRECTLY TO STATE PTA.		1/15
MEMBERSHIP INCENTIVE AWARDS: THREE 17 TH District PTA Convention Registration Awards to be awarded by 17 th District PTA based on amount of per capita dues sent to 17 th District between 7/1/08 and 2/1/09.	2/1	
SCHOLARSHIPS & GRANTS APPLICATION DUE DATE. SUBMIT DIRECTLY TO STATE PTA. 1. Graduating High School Senior Scholarship		2/1
FINANCIAL: Mid-year audit due, for first 6 months of fiscal year	2/15	
PER CAPITA DUES: Final Remittance for 2008-2009 membership year	3/1	
HISTORIAN: Annual Reports for volunteer hours, programs & activities from June 1, 2008 through May 31, 2009	5/15	
ROSTER OF NEW OFFICERS: For all Units and Councils	4/30	
FOUNDERS DAY: Freewill Offering Remittance	5/31	

Revised October 1, 2008