



PTA Important Deadline Dates



Submit New Officers in MemberHub	As soon as new officers are elected
Submit Standing Rules to KS PTA in MemberHub (also submit anytime a change/update occur)	September 1
Proof of Liability Insurance to SMSD	No later than September 1
Dues Remittance in MemberHub \$4.75 per member – with membership roster uploaded to MemberHub	1 st of each month. Final deadline for membership awards is March 1 each year.
SMAC Dues & Clothing Exchange Donation Submit via mail-in form or MemberHub	September 15
Annual Audit completed, marked completed & submitted in MemberHub	No later than September 15
IRS 990 Form filed with IRS, marked completed & copy submitted in MemberHub	November 15

For questions, please contact: SMAC PTA President, smacpres@smac-pta.org