



## PTA Important Deadline Dates



Submit <a href="#">New Officers in MemberHub</a>	<b>As soon as new officers are elected</b>
Submit Standing Rules to KS PTA in MemberHub (also submit anytime a change/update occur)	September 1
Proof of Liability Insurance to <a href="#">SMSD</a>	No later than September 1
Dues Remittance in MemberHub \$4.00 per member – with membership roster uploaded to MemberHub	1 <sup>st</sup> of each month. Final deadline for membership awards is March 1 each year.
<a href="#">SMAC Dues &amp; Clothing Exchange Donation</a>	September 15
<a href="#">Annual Audit</a> completed, marked completed & submitted in MemberHub	No later than September 15
<a href="#">IRS 990 Form</a> filed with IRS, marked completed & copy submitted in MemberHub	November 15

For questions, please contact: SMAC PTA President, [smacpres@smac-pta.org](mailto:smacpres@smac-pta.org)