

**San Francisco PTA/PTSA**  
**Calendar: School Year 2018-19**

**JULY**

- 1 Fiscal year begins for most PTA units
- 1 CAPTA membership count begins for 2018-19
- 4 *SFUSD CLOSED – Independence Day*
- 12 **Second District Board Meeting - Unit Presidents invited**

**AUGUST**

**Back to School Membership Drive begins: “Join PTA and Do Good Stuff for Kids”**

- 20 *First day of SFUSD classes*

**SEPTEMBER**

**At 1st Membership Meeting vote on 2017-18 Audit, 2018-19 Budget, and ‘Release Funds’ for scheduled events.**

**Begin the LCAP review process (see ed100.org)**

- 3 *CAPTA & SFUSD CLOSED – Labor Day*
- 5 **Second District Board Meeting at 555 Franklin Street - Unit Presidents invited**
- 15 **District Fall General Meeting, Superintendent Reception, New Officer & Leadership Training**
- 22 One-Day PTA Officer Training in Marin County Office of Education, San Rafael
- 30 2017-18 year-end audit, financial report, and 2018-19 budget due to Second District PTA

**OCTOBER**

- 1 Remit Memberships to Second District PTA
- 3 **Second District Board Meeting at 555 Franklin Street - Unit Presidents invited**
- 8 *SFUSD CLOSED – Indigenous Peoples' Day/Día De La Raza*
- 13 *SFUSD Enrollment Fair*
- 15 Ready-Set-Remit Membership Award Deadline (30 members' dues received by 2D PTA)
- 31 Expiration of previous year's PTA memberships

**NOVEMBER**

**Appoint An Auditor For Mid-Year Audit if your EB does not include an Auditor.**

- 1 Remit Memberships to Second District PTA
- 7 **Second District Board Meeting at 555 Franklin Street - Unit Presidents invited**
- 12 *CAPTA & SFUSD CLOSED – Veterans Day [observed]*
- 15 2D Deadline for 15 members' dues (received by Second District PTA)
- 15 Tax and AG filings due for fiscal year ending 30 June (15th day of 5th month)
- 19-23 *CAPTA & SFUSD School Sites Closed - Thanksgiving Recess*
- 29 Reflections Entries due at Second District Office
- 30 Tax Returns, RRF-1, Raffle Registration, Raffle Reports due to Second District PTA

**DECEMBER**

- 1 Remit Memberships to Second District PTA
- 1 2D Deadline for Insurance Premiums (received in 2D office - \$25 late fee after this date)
- 5 **Second District Board Meeting**
- 15 1<sup>st</sup> Not in Good Standing (NGS) letter mailed to units with less than 15 members
- 15 Insurance premium payments and workers compensation reports due from Units to District PTA.
- 24-31 *SFUSD Schools Closed - Winter Break*

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**JANUARY**

**Decide who will attend CAPTA Legislative Action Conference**

**Start Election process by selecting a Nominating Committee**

**Mid-Year Audit should be done this month.**

- 1-4 *SFUSD Schools Closed – Winter Break*
- 7 Remit Memberships to Second District PTA
- 9 **Second District Board Meeting at 555 Franklin Street - Unit Presidents invited**
- 14-15 CAPTA Legislative Action Conference - Sacramento
- 15 2D Deadline for Workers Compensation forms/Premiums (received in 2D office)
- 21 *CAPTA & SFUSD CLOSED – Martin Luther King, Jr. Day*
- 26 **2D Winter General Meeting & Leadership Training (all officers should attend)**

**FEBRUARY**

- 1 Remit Memberships to Second District PTA
- 6 **Second District Board Meeting - Unit Presidents invited**
- 1 Deadline for Graduating High School Senior Scholarships Award applications (due in CAPTA Office)
- 5 *SFUSD Schools Closed – Start of Lunar New Year (SFUSD Offices open)*
- 18 *CAPTA & SFUSD CLOSED – Presidents' Day*

**MARCH**

- 1 Remit Memberships to Second District PTA
- 1 **SFPTA Annual Founders Day Event**
- 6 **Second District Board Meeting - Unit Presidents invited**
- 25-29 *SFUSD Schools Closed – Spring Break & Cesar Chavez Day*
- 31 CAPTA NGS Deadline for dues, insurance premiums, insurance late fees (received in CAPTA office)
- 31 Mid-year audit due to Second District

**APRIL**

**Election of Officers for next term should be completed by 12 April, roster to 2D.**

- 1 Remit Memberships to Second District PTA
- 4 **Second District Board Meeting at 555 Franklin Street - Unit Presidents invited**
- 12 Deadline for Election of officers for next term
- 13 **Second District Election Meeting (send voting delegate from your unit)**

**MAY**

**Send your new officers to the CAPTA Convention.**

- 1 Remit Memberships to Second District PTA
- 2 **Second District Board Meeting - Unit Presidents invited**
- 6-10 National PTA Teacher Appreciation Week
- 15 2D Deadline for Roster of Officers for next year (entered into PTAEZ)
- 16-18 120<sup>th</sup> California State PTA Convention, Monterey
- 27 *CAPTA & SFUSD CLOSED - Memorial Day*

**JUNE**

- 1 Remit Memberships to Second District PTA
- 1 **2D Spring General Meeting & New Officers Training**
- 4 *Last day of SFUSD classes*
- 6 **Second District Board Meeting**

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- 30 CAPTA Membership count ends for 2018-19 (check must be received in CAPTA office)
- 30 Fiscal year ends for most PTA units and for CAPTA and Second District