

KEY DATES FOR DEPARTMENTS AND CHAPTERS

(List of key dates of Important Mailing and Filing Deadlines)

Complete Roster is available to download from website. Hard copies mailed upon request.	
Fiscal Year, Membership Recruiting and Membership Strength Accounting	1 JULY to 30 JUNE
Annual Mailing Labels Invoices Sent to DEPT and CHAP on order list	2nd Week in SEPTEMBER
IRS 990 Form filing due for DEPT and CHAP - 990-N electronic filing for DEPT and CHAP <\$50,000 Gross Receipts - 990 EZ or 990 for DEPT and CHAP not qualified to file 990-N Due 15th day of 5th month following the end of organization's taxable year.	Example: 15 SEPTEMBER (for Fiscal Year end 30 APRIL. Can file as soon as 1 MAY). Submit evidence of the IRS approving the 990 filing with the Finance Report.
LM Verification Form* Due (Must be received at Nat'l HQs or postmarked by date indicated; No Exceptions)	3 OCTOBER
DEPARTMENT nomination of National Aide-de-Camp (limit 1 per Dept)	30 JUNE
LM Rebates Sent to DEPT & CHAP (for verified LMs as of 30 June)	NOVEMBER/DECEMBER
Report Forms Update on Website - (Election, Finance, Americanism, VAVS, Welfare & LM Verification)	1 st Week in February
CHAPTER ELECTIONS* - (Election Reports Due at National Upon Installation of Officers; Not Later than 31 May)	APRIL
DEPARTMENT Conventions, ELECTIONS - (Election Reports Due at National upon Installation of Officers; Not Later than 30 June)	1 MAY – 30 JUNE
CHAPTER Report Forms due (Election, Finance*, Property List - if required , Americanism, and Welfare).	31 MAY
DEPARTMENT Inspection Report to National Inspector. See sample format in Finance and Inspection Guide on the website.	15 JUNE
DEPARTMENT Report Forms due (Election, Finance*, Property List - if required , Americanism, VAVS and Welfare)	15 JUNE - 30 JUNE

*Chapters and Departments which have NOT Submitted a Current validated Election Report will NOT qualify for Delegates at National Convention, and in addition, non-filing of current validated Finance Report (includes the IRS 990 Form Filing Receipt and Property List, if required) and Life Member Verification will NOT be paid LM Dues Rebates!

KEY DATES FOR PURPLE HEART MAGAZINE

Deadline for Articles for PURPLE HEART Magazine

1st day of even months

Distribution of PURPLE HEART Magazine

4th week of odd months