

## KEY DATES FOR DEPARTMENTS AND CHAPTERS

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

Fiscal Year, Membership Recruiting and Membership Strength Accounting	1 JULY to 30 JUNE
DEPT & CHAP Contact All Life Members on Partial Payment Plan	Upon Receipt of Roster
Complete Roster of Members as of June 30 Sent to DEPT & CHAP	2nd Week in JULY
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 <ul style="list-style-type: none"> <li>- 990-N electronic filing for DEPT and CHAP &lt;\$50,000 Gross Receipts</li> <li>- 990 EZ or 990 for DEPT and CHAP not qualified to file 990-N</li> </ul> Due 15th day of the 5th month following the end of the organization's taxable year.	Example: 15 SEPTEMBER (for Fiscal Year end 30 APRIL. Can file as soon as 1 MAY). <b>Submit evidence of the IRS approving the 990 filing with the Finance Report.</b>
LM Verification Form* Due (Must be <b>received</b> at Nat'l HQs by date indicated; No Exceptions)	1 OCTOBER
DEPARTMENT nomination of National Aide-de-Camp (limit 1 per Dept)	<b>30 JUNE</b>
LM Rebates Sent to DEPT & CHAP (for verified LMs as of 30 June)	2nd Week in NOVEMBER
Complete Roster of Members as of 31 December Sent to DEPT & CHAP	2nd Week in JANUARY
<a href="#">Report Forms Update on Website</a> - (Election, Finance, Americanism, VAVS, Welfare & LM Verification)	<b>4th Week in February</b>
CHAPTER ELECTIONS* - (Election Reports Due at National Upon Installation of Officers; Not Later than <b>31 May</b> )	<b>APRIL</b>
DEPARTMENT Conventions, ELECTIONS - (Election Reports Due at National upon Installation of Officers; Not Later than <b>30 June</b> )	1 MAY – 30 JUNE
CHAPTER Report Forms due (Election, Finance*, <b>Property List - if required</b> , Americanism, and Welfare).	<b>31 MAY</b>
DEPARTMENT Inspection Report to National Inspector. See sample format in <a href="#">Finance and Inspection Guide</a> on the website.	<b>15 JUNE</b>
DEPARTMENT Report Forms due (Election, Finance*, <b>Property List - if required</b> , Americanism, VAVS and Welfare)	<b>30 JUNE</b>

\*Chapters and Departments which have NOT Submitted Current validated Election Report and Finance Report (includes the IRS 990 Form Filing Receipt and Property List, if required) will NOT qualify for Delegates at National Convention and will NOT be paid LM Dues Rebates!

### KEY DATES FOR PURPLE HEART MAGAZINE

Deadline for Articles for PURPLE HEART Magazine  
 Distribution of PURPLE HEART Magazine

1st day of even months  
 4th week of odd months