

## KEY DATES FOR DEPARTMENTS, CHAPTERS and NATIONAL OFFICERS FROM 7/1/2017 – 6/30/2018

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

<b>Complete Roster is available to download from website. Hard copies mailed upon request from Commanders or Adjutants.</b>	
Fiscal Year, Membership Recruiting and Membership Strength Accounting	1 JULY 2017 to 30 JUNE 2018
Annual Mailing Labels Invoices Sent to DEPT and CHAP on order list	2nd Week in SEPTEMBER 2017
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 5th month following the end of organization's taxable year.	Example: 15 NOVEMBER 2017 (for Fiscal Year ended 30 JUNE 2017. Can file as soon as 1 JULY 2017). <b>Submit IRS receipt <i>accepting</i> the 990 filing with the Finance Report.</b>
LM Verification Form* Due (Must be <b>received</b> at Nat'l HQs or postmarked by date indicated; No Exceptions)	2 OCTOBER 2017
LM Rebates Sent to DEPT & CHAP (for verified LMs as of 30 June 2017)	NOVEMBER/DECEMBER 2017
<a href="#">Report Forms Update on Website</a> - (Election, Finance, Americanism, VAVS, Welfare & LM Verification)	1 <sup>st</sup> Week in February 2018
CHAPTER ELECTIONS* to be held in March each year and Reports Due at National Upon Installation of Officers; Must be received or postmarked no later than <b>30 April 2018</b>	1 MARCH 2018 – 31 MARCH 2018
DEPARTMENT Conventions, ELECTIONS* - (Election Reports Due at National upon Installation of Officers; Must be received or postmarked no later than <b>1 June 2018</b> )	1 MAY 2018 - 31 MAY 2018
CHAPTER Report Forms due (Finance* with 990, Property List - if required, Americanism, and Welfare).	15 MAY 2018
DEPARTMENT Inspection Report to National Inspector. See sample format in <a href="#">Finance and Inspection Guide</a> on the website.	31 MAY 2018
DEPARTMENT Report Forms due (Finance* with 990, Property List - if required, Americanism, VAVS and Welfare)	6 JUNE 2018

\*Chapters and Departments which have NOT **timely** Submitted a Current validated Election Report will NOT qualify for Delegates at the National Convention, and in addition, non-filing of current validated Finance Report (includes the IRS 990 Form **Accepted** 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

### KEY DATES FOR 2018 NATIONAL CONVENTION REPORTS

Deadline for DEPARTMENT COMMANDER'S REPORTS	15 JUNE 2018
Deadline for NATIONAL OFFICER'S REPORTS	15 JUNE 2018