**2020-2021 IMPORTANT DATES**

# Indian Prairie Parents’ Council



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|  | **Dates/Actions** | **Events** |
| July 2020 | * Attend training
* Complete Audit
* Set meeting dates (executive and general)
* Check filing date for Annual Report to Illinois Sec. of State (varies depending when PTA was incorp.)
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| August 2020 | * Change signers on bank accounts after audit is completed
* Prepare draft budget
 | Ongoing: IPPC Snack Drive |
| September 2020 | * Vote on budget at general membership meeting
* **Renew Insurance (due Oct. 1)**
* Make first dues payment to Illinois PTA for state & national dues (due Oct. 1)
 | Reflections Kick-off: TBDSept. 20-26: Child Passenger Safety Awareness Week |
| October 2020 | * Oct. 1 Insurance renewal and first dues payment due
 | Reflections Turn-in: TBD National Principals MonthOct. 7: National Walk to School Day |
| November 2020 | * Nov. 1 Submit dues collected since Oct. 1
* Nov. 15 Tax filing due
* **IPPC Dues and Scholarship Donations due**
 | Nov. 16-30: IPPC Holiday Gift Card Drive |
| December 2020 | * Dec. 1 Submit dues collected since Nov. 1
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| January 2021 | * Jan. 1 Submit dues collected since Dec. 1
* Review budget and vote on any amendments (can amend at any meeting but must have quorum)
* Elect Nominating Committee in Jan./ Feb.
* Update bylaws (required every two years)
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| February 2021 | * Feb. 1 Submit dues collected since Jan. 1
 | Feb. 13: IPPC Reflections Ceremony |
| March 2021 | * Mar. 1 Submit dues collected since Feb. 1
* Nominating Committee presents slate
 | TBD: IPPC Principal AppreciationTBD: IPPC Scholarship ReadingsTBD: IPPC Summer Activities Fair |
| April 2021 | * Apr. 1 Submit dues collected since Mar. 1
* Officer Elections
* Provide IPPC with new president contact info
 | April 5-23: IPPC Teacher Appreciation Gift Card SalesApril 21: Administrative Professionals DayTBD: Illinois PTA Convention (in Naperville)  |
| May 2021 | * May 1 Submit dues collected since Apr. 1
* Elect Audit Committee
* Vote on summer bridge budget if needed
 | May 3-7: National Teacher Appreciation Week |
| June 2021 | * Submit final dues collected
* Transition meeting with new officers
* Attend training
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