**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.) |  |
| 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: TBD  Sept. 20-26: Child Passenger Safety Awareness Week |
| October 2020 | * Oct. 1 Insurance renewal and first dues payment due | Reflections Turn-in: TBD  National Principals Month  Oct. 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 |  |
| 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) |  |
| 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 Appreciation  TBD: IPPC Scholarship Readings  TBD: 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 Sales  April 21: Administrative Professionals Day  TBD: 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 |  |