KEY DATES FOR DEPARTMENTS, CHAPTERS and NATIONAL OFFICERS FROM 7/1/2018 – 7/12/2019

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

Fiscal Year	1 JULY 2018 to 30 JUNE 2019
Membership Recruiting and Voting Strength for National Convention	1 JULY 2018 to 31 MAY 2019
Annual Mailing Labels Invoices Sent to DEPT and CHAP on order list	2nd Week in SEPTEMBER 2018
IRS 990 Form filing due for DEPT and CHAP	Example: 15 NOVEMBER 2018 (for Fiscal Year ended 30 JUNE 2018. Can file as soon as 1 JULY 2018). Submit IRS receipt <i>accepting</i> the 990 filing with the Finance Report.
- 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.	
LM Verification Form* Due (Must be received at Nat'l HQs or postmarked by date indicated; No Exceptions)	1 OCTOBER 2018
LM Rebates Sent to DEPT & CHAP (for verified LMs as of 30 June 2018)	DECEMBER 2018
Report Forms Update on Website - (Election, Finance, Americanism, VAVS, Welfare & LM Verification)	1 st Week in December 2018
CHAPTER ELECTIONS* to be held in February 2019 and Reports Due at National Upon Installation of Officers; Must be received or postmarked no later than due date for voting strength count.	30 MARCH 2019
CHAPTER Americanism and Welfare Reports to appropriate National Officers. See submission information on the Forms.	15 APRIL 2019
DEPARTMENT Americanism, Inspector (see sample format in Finance and Inspection Guide on website), Welfare and VAVS Reports to appropriate National Officers. See submission information on the Forms.	1 MAY 2019
DEPARTMENT Conventions to be held in May 2019. ELECTIONS* Reports Due at National upon Installation of Officers; Must be received or postmarked no later than due date for voting at National Convention.	31 MAY 2019
CHAPTER Finance Report (with 990, Property List - if required)	31 MAY 2019
DEPARTMENT Finance Report (with 990, Property List - if required)	15 JUNE 2019
NATIONAL CONVENTION – BRANSON, MO	8 – 12 JULY 2019

^{*}Chapters and Departments which have NOT **timely** Submitted a Current validated Election Report <u>will NOT qualify for Delegates</u> 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
Distribution of PURPLE HEART Magazine

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

KEY DATES FOR 2019 NATIONAL CONVENTION REPORTS

Deadline for DEPARTMENT COMMANDER'S REPORTS
Deadline for NATIONAL OFFICER'S REPORTS

15 MAY 2019 15 MAY 2019