

# April SOA

## What do you need to do?

Complete all SOA requirements

Use SOA checklist to track

Keep Documentation (keep check list in binder in the event you're audited)

Involve your entire board

Update your membership on your progress (this will be recorded to you membership minutes to reference in the future)

Ask for help- There is a great youtube video on the SOA from WSPTA

<https://youtu.be/C3GJ683uUdE>

- Training Requirements- All elected officers must attend 1 WSPTA approved training (convention counts) 1 officer must attend PTA in the Law, maintain documentation
- File Corporate renewal prior to the end of the month your PTA was incorporated
- Plan to attend Issaquah Council General Meetings monthly, can't attend? Send a voting delegate in your place
- Membership Dues paid in full for previous fiscal year. Current fiscal year membership dues paid upon receipt
- File a charitable solicitation with the secretary of state (\$50,000+ raised) by May 31<sup>st</sup> free optional filing for PTAs that earn <\$50,000  
Celebrate WSPTA Founder's Day April 14
- File your Department of Revenue Sales Tax Form by April 15
- Proposed slate of officers must be publicly posted 15 days prior to the membership meeting. Survey membership to identify priorities for the coming year
- At the April board meeting, have the budget committee present the budget
- Make plans to attend WSPTA Convention
- Begin planning for Staff Appreciation Week, May 3-7, 2021

**Trainings- under events calendar WSPTA website**