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**Key Dates**

|  |  |  |
| --- | --- | --- |
| **Due Date** | **Item Due** | **Responsibility** |
| **Last PTO meeting of year** | **Election of new officers** | **Member PTO nominating committee** |
| **May 30** | **New officer names and contact information turned into BPTO Secretary** | **Member PTO President** |
| **May 12, 15, 18** | **New Officer Training** | **BPTO President** |
| **June 30 (or within 30 days of election)** | **Turn documents over and train new PTO officers** | **All member PTO officers** |
| **June 30** | **End of school year, end of officer terms** | **Any outgoing Member PTO officers** |
| **July 1** | **Contact List of all member PTO officers finalized** | **BPTO Secretary** |
| **July 15** | **Internal Audit completed and turned into BPTO Treasurer** | **Member PTO Treasurer** |
| **July 15** | **Verify all member PTOs have completed Internal Audits** | **BPTO Treasurer** |
| **August 28** | **PTO meeting schedule for year set and made available to membership** | **Member PTO President** |
| **September 15** | **Budget approved by the membership and submitted to BPTO Treasurer** | **Member PTO Treasurer** |
| **October 1** | **Sanctioning submitted to district** | **BPTO Treasurer** |