

KEY DATES FOR DEPARTMENTS AND CHAPTERS

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

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| Fiscal Year, Membership Recruiting and Membership Strength Accounting | JULY 1 to JUNE 30 |
| Notice Sent to Annual Members 60 days and 30 days before expiration date to convert to LIFE membership | JULY 1 to JUNE 30 |
| AM NOT CONVERTED Become Delinquent 30 days after expiration (Ineligible to Vote or Hold Office; Print-Out sent to DEPT & CHAP with monthly updates) | JULY 1 to JUNE 30 |
| Delinquent AM NOT CONVERTED Dropped from Rolls 60 days after expiration date. (Print-Out Sent to DEPT & CHAP with monthly updates) | JULY 1 to JUNE 30 |
| DEPT & CHAP Contact All Annual Members NOT Converted | Upon Receipt of Roster |
| DEPT & CHAP Contact All Life Members on Partial Payment Plan | Upon Receipt of Roster |
| Complete Roster of Members as of June 30 Sent to DEPT & CHAP | 2nd Week in JULY |
| Annual Mailing Labels Invoices Sent to DEPT and CHAP on order list | 2nd Week in SEPTEMBER |
| IRS 990 filing due for DEPT and CHAP | SEPTEMBER 15 |
| DEPARTMENT nomination of National Aide-de-Camp (limit 1 per Dept) | OCTOBER 1 |
| LM Verification Form Due (Must be received at Nat'l HQs by date indicated; No Exceptions) | OCTOBER 1 |
| LM Rebates Sent to DEPT & CHAP (for verified LMs as of June 30) | 2nd Week in OCTOBER |
| DEPARTMENT Finance Report (as of October 31) Due | NOVEMBER 30 |
| Complete Roster of Members as of December 31 Sent to DEPT & CHAP | 2nd Week in JANUARY |
| Report Forms CD Sent to DEPT & CHAP - (Election, Finance, Inspector/Trustee, Americanism, Welfare & LM Verification) | 2nd Week in MARCH |
| CHAPTER ELECTIONS* - (Election Reports Due at National Upon Installation of Officers; Not Later than June 30) | APRIL 1 - APRIL 30 |
| DEPARTMENT Conventions, ELECTIONS - (Election Reports Due at National upon Installation of Officers; Not Later than July 15) | MAY 1 - JUNE 30 |
| CHAPTER Report forms due (See individual Form for Specific Dates) (Finance*, Trustee, Service & Activity Report, and Welfare) | MAY 31 - JUNE 15 |
| DEPARTMENT Report forms due (See individual Form for Specific Dates) (Finance*, Inspector, Service & Activity Report, and Welfare) | MAY 31 - JUNE 30 |

*Chapters and Departments which have NOT Submitted a Current Election Report and Finance Report will NOT qualify for Delegates at National Convention and 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
3rd week of odd months

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