SMPS Calendar 2019–20 (Programs, Deadlines, and Events)

SEPTEMBER 2019

3 | Be in the Know: 2019–20 Chapter Volunteer Orientation – SMPS HQ Webinar (recording available)

18 | Society Volunteer Forum | SMPS Southwest Regional Conference: Colorado Springs, CO

18–20 | SMPS Southwest Regional Conference: Colorado Springs, CO

30 | Chapter finance and education reports deadline

Shared dues rebate paid to each chapter (4th quarter distribution)

Budget Process: Each chapter BOD to approve budget for 2019–20 fiscal year

NOVEMBER 2019

1 | Chapter President of the Year (CPY) application available

1 | Striving for Excellence (SFE) application available

13–15 | SMPS Pinnacle Experience: Denver, CO

Chapters should begin preparing tax forms 990EZ and 990N: Deadline January 15

DECEMBER 2019

Shared dues rebate paid to each chapter (1st quarter distribution)

Marketing Communications Awards (MCA): Call for entries opens

JANUARY 2020

15 | Filing deadline: Tax Forms 990EZ and 990N

22 | 2 p.m. ET | Membership Chair Roundtable | (recording available)
22 | Society Volunteer Forum | **SMPS Southern Regional Conference**: Fort Worth, TX
22–24 | **SMPS Southern Regional Conference**: Fort Worth, TX
29 | **2020 Fellows Application Available**
31 | **Chapter President of the Year (CPY)** submission deadline
31 | **Striving for Excellence (SFE)** submission deadline
31 | Tax Form 1099 due to vendors (speakers, website, etc.) (1099 forms must be prepared for individuals to whom you have paid more than $600 in 2019)

Prepare for chapter board nominations and elections (verify specific dates in your chapter’s bylaws)

Presidents-Elect and Program Leads should be registered for **CLS 2020**

**FEBRUARY 2020**

5 | Society Volunteer Forum | **SMPS Pacific Regional Conference**: Las Vegas, NV
5–7 | **SMPS Pacific Regional Conference**: Las Vegas, NV
20 | SMPS HQ Webinar: **The Ins and Outs of Society Board Service**, 2 p.m. EST
29 | File Tax Form 1099 to IRS

**MARCH 2020**

Virtual | **SMPS Southeastern Regional Conference**: Tampa Bay, Florida
19 | Chapter Leader Town Hall (**recording available**)
22 | **Marketing Communications Awards (MCA)** submission deadline

Shared dues rebate paid to each chapter (2nd quarter distribution)

**APRIL 2020**

1 | **Fellows** application deadline
1 | **Marketing Achievement Award** entry due
Held Virtually | **Chapter Leadership Symposium (CLS)**: Washington, D.C.

**MAY 2020**

Rescheduled for 2021 | **SMPS Northeast Regional Conference**: New York City, NY

18 | Chapter Leader Town Hall ([recording available](#))

**JUNE 2020**

11 | SMPS Chapter Leader Meetup: Membership ([recording available](#))

30 | **Chapter board and committee roster report** deadline (to be submitted by 2020-21 president)

Shared dues rebate paid to each chapter (3rd quarter distribution)

**JULY 2020**

22 | 3:30 p.m. ET | Regional Conference Town Hall ([recording available](#))

Budget Process: Chapters should be creating their budgets for board approval in September

**AUGUST 2020**

13 | 3:30 p.m. ET | SMPS Chapter Leader Meetup: Chapter Presidents-Elect (The Zoomers) (invite only)

24 | 3:30 p.m. ET | SMPS Chapter Leader Meetup: **Chapter Programming | Hot Topics and Trends**

27 | 3:30 p.m. ET | SMPS Chapter Leader Meetup: **Finance and Administration**

Budget completion by chapters