

<b>Report</b>	<b>Frequency</b>	<b>Due Dates</b>	<b>Contact for Assistance</b>	<b>Where to Look on Website</b>
<b>Important to be done each year</b>				
Annual Registration with MN Secretary of State	annual	File between June 1 & August 31	Chapter Service Center 952-406-8578 or csc@mnwt.org	members/staffpages/exec dir
990 With the IRS	annual	File between June 1 & August 31	Chapter Service Center 952-406-8578 or csc@mnwt.org	members/staffpages/exec dir
MN State Sales Tax Return	annual	Feb. 5th	treasurer@mnwt.org	
<b>MNWT important Dates</b>				
Chapter Officer Sheet	annual	After chapter elections	Chapter Service Center 952-406-8578 or csc@mnwt.org	members/book of forms/chapter management
Chapter President Monthly report	monthly	last day of the month	president@mnwt.org	members/book of forms/chapter management
Local Program Manager (LPM) report	each trimester	See state calendar	ivp@mnwt.org or evp@mnwt.org	members/book of forms/chapter management
State Delegate Report	each trimester	See state calendar	avp@mnwt.org	members/book of forms/chapter management
Transmittals	as needed	After each project if funds/goods are donated	treasurer@mnwt.org	members/book of forms/chapter support
Early Bird Renewals	each trimester	July 15, Nov 15, Mar 15	mvp@mnwt.org	mail to chapter service center
Membership Renewals	each trimester	Aug 15, Dec 15, Apr 15	mvp@mnwt.org	mail to chapter service center
Close out for membership	each trimester	Aug 31, Dec 30, Apr 30	mvp@mnwt.org	call or email chapter service center
<b>Optional Report/Nominations</b>				
Fast Starts	annual	See MNJOTS CIP		
Project of the Trimester	each trimester	See state calendar	ivp@mnwt.org or evp@mnwt.org	members/book of forms/programming
Outstanding Programming Contact	each trimester	See state calendar	ivp@mnwt.org or evp@mnwt.org	members/book of forms
Success	each trimester	See state calendar	rr@mnwt.org	

