

Huntsville Association of Small Businesses in Advanced Technology - www.hasbat.org

#### **HNO COMMUNITY CALENDAR**

December 4, 2023

Be the first to know what's happening in the Huntsville Defense and Space Community...

Subscribe to HASBAT's HNO Community Calendar <u>TODAY!</u>

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HASBAT Calendars are distributed to over 1,700 Subscribers Weekly!

HASBAT Calendars have 20+ years of support to the Huntsville Defense & Space Community!

Planning an event?
Looking for a low-cost way to advertise?

Submit a "Calendar Request Form" via the HASBAT website at:

https://www.hasbat.org/Calendar-Request.

The HNO Calendar is named after its creator, Henry N. Oldham. Henry was an active, colorful member of the Huntsville community and known for many things, to include starting the HNO Calendar about 20 years ago. He turned over the calendar to HASBAT in 2019. Henry passed away on August 28, 2022.



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#### **NOTES TO THE CALENDAR**

- To make any updates or corrections, please email HASBAT at calendar@hasbat.org.
- To be added to HNO Calendar distribution subscribe at the following link: Subscribe to the HNO Calendar



# PROUDLY SERVING BUSINESSES IN THE HUNTSVILLE DEFENSE & SPACE COMMUNITY

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Be the first to know what's happening in the Huntsville Defense and Space Community...

Subscribe to the HNO Community Calendar TODAY!

https://www.hasbat.org/HNO\_Calendar



#### MAJOR UPCOMING EVENTS

• **DEC 7, 2023 (In Person): HASBAT Monthly Membership Luncheon and Training.** This HASBAT event starts with a training session from 9:30–11:00 followed by Lunch from 11:30-1:00 at the Jackson Center, 6001 Moquin Dr NW, Huntsville, AL 35806. The guest speaker is Mr. Matt Sipe who is currently services as the APEO for Engineering and Architecture. For details and registration <u>click here</u>. The cost is free for HASBAT Gold members. The cost for all other HASBAT members is \$22 and it is \$25 for non-members.

#### **CALENDAR UPDATES AS OF DECEMBER 4, 2023**

- DEC 12, 2023 (Virtual) NASA SEWP VI: A session dedicated to Q&A. Hosted by Red Team Consulting, this
  event runs from 1:00-2:00 pm CST. Joe Salgado and Jeff Shen of Red Team Consulting are back after an
  exciting webinar with Deltek on the upcoming NASA SEWP VI GWAC! Since there were so many questions
  and only a little bit of time remaining for answers, Joe and Jeff will hold a 1 hour question and answer
  session. For details and registration click here. The cost is free.
- JAN 10, 2023 (Virtual): Small Business Insurance Made Easy. Hosted by the Catalyst, this event runs from 10:00-11:00 am CST. Hosted by Catalyst coach and Maranda Hiett Insurance Agency's own fearless leader-Maranda Hiett, this class is perfect for both new business owners who need insurance and experienced business owners who want to make sure they have the right coverage. Getting the protection you need for your small business doesn't have to be scary or complicated—even though it might feel like both! If you own a business, you probably need some type of insurance. Join Maranda Hiett, as she shows you how the right business insurance will reduce anxiety and protect you where it matters. Plus, she'll give insider tips on getting the right coverage at the right price. For details and registration click here. The cost is free.
- JAN 10, 2023 (Virtual) APMP Foundation Level Certification Prep Workshop. Hosted by Red Team Consulting, this event runs from 9:00 am 4:00 pm CST. This training will not only teach you how to pass the Foundation Level Certificate exam with flying colors; it will help you expand your knowledge base, contribute more to your teams and organizations, and provide practical skills to excel in your career. Passing the Foundation Level Certification exam will be an outcome of understanding the information. The instructor will walk attendees through the foundational steps to the bid management process while highlighting the areas needed most for passing the exam. The presentation will be infused with best practices and real-world examples to drive the content home. and answer session. For details and registration click here. The cost is \$295/ticket and includes 7 APMP CEUs.

#### RECURRING PERIODIC MEETINGS

• Madison County Military Heritage Commission (MCMHC) Board of Directors Meeting: 1st Tues. of the

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month @1200-1300, U.S. Veterans Memorial Museum, 2060 Airport Rd SW, Huntsville, AL 35801. https://www.mcmhc.us/

- Space Club Breakfast: 3rd Tues. of the month, Breakfast 7:15 AM | Program 7:45 AM, Jackson Center https://www.spaceclubhsv.org/tickets
- Huntsville Accounting and Financial Women's Alliance (AFWA) Meeting: 3<sup>rd</sup> Tues. @1730, Terranova's www.huntsvilleafwa.org
- Air & Space Forces Association, Tennessee Valley Chapter: 3<sup>rd</sup> Thurs. @1730, details TBD –
  johnpennelljr@aol.com
- **Energy HSV**: Periodic Breakfast Meetings and Luncheons, for more information, contact Trisha Truitt trisha.truitt@energyhuntsville.com or Allison Mason Allison.mason@energyhuntsville.com for details.
- Huntsville Aerospace Marketing Association (HAMA) Membership Luncheon: 2<sup>nd</sup> Fri. @1100 1300,
   Jackson Center reservations@hamaweb.org
- HASBAT Monthly Membership Meeting: 1<sup>st</sup> Thurs. (2<sup>nd</sup> during Fed. Holidays) @0700-0830 or 1100-1300, Jackson Center – www.hasbat.org/events
- **HASBAT Quarterly Training Session**: 1<sup>st</sup> Thurs. (2<sup>nd</sup> during Fed. Holidays) @0930-1100, Jackson Center and other venues per topic www.hasbat.org/events
- International Cost Estimating & Analysis Association (ICEAA) Greater Alabama Chapter Workshop: 2<sup>nd</sup> Tuesday <a href="http://www.iceaaonline.com/chapters/greater-alabama-chapter/">http://www.iceaaonline.com/chapters/greater-alabama-chapter/</a>
- Military Officers Association of America (MOAA): Last Wed of the Month @1100, Summit Club csdowning@bellsouth.net
- North Alabama Veterans & Fraternal Organization Coalition (NAVFOC): 1<sup>st</sup> Weds., American Legion-Post 229 https://www.navfoc.com/
- National Contract Management Agency (NCMA) Monthly Meeting: 3<sup>rd</sup> Thurs., Check website for time and location – <a href="https://www.ncmahsv.org">www.ncmahsv.org</a>
- Project Management Institute North Alabama Chapter (PMI-NAC) Monthly Meeting: Breakfast Meetings
  the first Thursday of every month at 7:30 AM in Redstone Federal Credit Union (RFCU) Atrium. Luncheon
  Meetings the third Tuesday of every month at 11:30 AM in Jackson Center. See website for details:

   www.pmi-nac.org
- Rocket City Adjutants General Corps Regimental Association (RCAGCRA): 2<sup>nd</sup> Thurs. @1130-1300, Java Café sherenroberts@yahoo.com
- Redstone Arsenal (RSA) Mil. & Civ. Club (RSAMCC) Lunch: 2<sup>nd</sup> Tues, @1000-1230, The Summit www.rsamcc.org/
- Redstone Arsenal Sergeant Majors Association: 3<sup>rd</sup> Thurs. @1130, USAG HQ Conf. Rm. D101 for info go to info@redstonesma.org



- Redstone Arsenal Warrant Officers\_Association: 2<sup>nd</sup> Weds. @1130-1300, Redstone Lanes Bowling Center meeting room. Contact retired Chief Warrant Officer 5 Keith Langewisch at langewischk@yahoo.com
- Society of American Military Engineers (SAME): 2<sup>nd</sup> Thurs., Redstone Federal Credit Union (RFCU 220 Wynn Dr.) <u>tfoster@ssr-inc.com</u>
- Vietnam Veterans of America (VVA) Chapter #1067: 2<sup>nd</sup> Thurs. @1700, American Legion (Drake Ave.) wharmon446@charter.net

#### **MONTHLY EVENTS – DECEMBER 2023**

- DEC 4, 2023 (In Person): 2023 Maximizing First-Line Leaders: Part 1. Hosted by the Chamber of Commerce, this event runs from 9:00-10:30 am CST at the AMIIC Advanced Manufacturing Innovation & Integration Center, 5021 Technology Dr NW, Ste E, Huntsville, AL 35805. First-level managers are critical to the success of your organization's ability to recruit and retain the best workers. Improve the overall performance of your workforce by joining us for a 3-part series that will provide your managers an opportunity to hone their coaching skills and give them new tools to use when leading their teams. For details and registration click here. The cost is \$20 for members and \$30 for non-members.
- **DEC 5, 2023 (Virtual): CMMC Compliance Roadmap.** Hosted by the APEX Accelerator, this event runs from 11:00 am 12:00 pm CST. In this presentation, we will provide an overview of the types of information that require government contractors to implement cybersecurity protections. Explaining how the DoD intends to verify that its supply chain is providing adequate protection, through the forthcoming Cybersecurity Maturity Model Certification (CMMC). Finishing up the presentation by outlining a "roadmap" that contractors can follow to prepare to pass a CMMC assessment and maintain a compliant cybersecurity program. For details and registration click here. The cost is free.
- **DEC 5, 2023 (In Person): 2023 Doing Business With TVA.** Hosted by the Chamber of Commerce, this event runs from 9:00-10:30 am CST at the Toyota Training Room (3<sup>rd</sup> floor), 225 Church Street NW, Huntsville, AL 35801. The Tennessee Valley Authority (TVA) is a federally owned corporation and one of the largest public power providers in the United States. Doing business with TVA can be a valuable opportunity for your company, but it's essential to be diligent, professional, and responsive throughout the process. If you're interested in learning more about how to business with TVA, whether as a supplier, contractor, or service provider, please join us! For details and registration <u>click here</u>. The cost is \$20 for members and \$25 for non-members.
- DEC 6, 2023 (In Person and Virtual): Connecting to Missile Defense Agency Primes. Cohosted by the
  Missile Defense Agency (MDA) Small Business Advocacy Council (SBAC) and the Catalyst Center for Business
  and Entrepreneurship, this event runs from 8:30 am 3:30 pm CST at the Davidson Center in the U.S. Space



and Rocket Center, 1 Tranquility Base, Huntsville, AL 35805. For details and registration <u>click here</u>. The cost is free.

- **DEC 6, 2023 (Virtual): Small Business Insurance Made Easy.** Hosted by the Catalyst, this event runs from 10:00-11:00 am CST. Hosted by Catalyst coach and Maranda Hiett Insurance Agency's own fearless leader-Maranda Hiett, this class is perfect for both new business owners who need insurance and experienced business owners who want to make sure they have the right coverage. Getting the protection you need for your small business doesn't have to be scary or complicated—even though it might feel like both! If you own a business, you probably need some type of insurance. Join Maranda Hiett, as she shows you how the right business insurance will reduce anxiety and protect you where it matters. Plus, she'll give insider tips on getting the right coverage at the right price. For details and registration <u>click here</u>. The cost is free.
- DEC 7, 2023 (In Person): HASBAT Monthly Membership Luncheon and Training. This HASBAT event starts with a training session from 9:30–11:00 followed by Lunch from 11:30-1:00 at the Jackson Center, 6001 Moquin Dr NW, Huntsville, AL 35806. The guest speaker is TBD. The registration link is pending. The cost is free for HASBAT Gold members. The cost for all other HASBAT members is \$22 and it is \$25 for non-members.
- **DEC 7, 2023 (In Person): The Catalyst Center Holiday Open House.** Hosted by the Catalyst, this event runs from 7:30-9:30 am CST at the Catalyst Center, 515 Sparkman Dr NW, Huntsville, AL 35816. Join us for a Holiday Open House at The Catalyst Center. Breakfast will be available and we invite you to drop in and say hello to the Catalyst team and maybe run into a Catalyst Coach that you have worked with! For details and registration <u>click here</u>. The cost is free
- DEC 7, 2023 (In Person): The Chamber's Annual Holiday Open House. Hosted by the Chamber of Commerce, this event runs from 4:00-6:00 pm CST at the Chamber, 225 Church St. NW, Huntsville, AL 35801. The Chamber's annual Holiday Open House will ring in the 2023 holiday season with fabulous food, wonderful entertainment, and the perfect opportunity to meet and greet other Chamber members. This event boasts an annual attendance of over 700 Chamber members, community leaders and elected officials, and is the perfect holiday event to promote your company's products and services. For details and registration click here. The cost is free.
- DEC 11, 2023 (In Person): 2023 Maximizing First-Line Leaders: Part 2. Hosted by the Chamber of Commerce, this event runs from 9:00-10:30 am CST at the AMIIC Advanced Manufacturing Innovation & Integration Center, 5021 Technology Dr NW, Ste E, Huntsville, AL 35805. First-level managers are critical to the success of your organization's ability to recruit and retain the best workers. Improve the overall performance of your workforce by joining us for a 3-part series that will provide your managers an opportunity to hone their coaching skills and give them new tools to use when leading their teams. For details and registration click here. The cost is \$20 for members and \$30 for non-members



- **DEC 12, 2023 (Virtual) NASA SEWP VI: A session dedicated to Q&A.** Hosted by Red Team Consulting, this event runs from 1:00-2:00 pm CST. Joe Salgado and Jeff Shen of Red Team Consulting are back after an exciting webinar with Deltek on the upcoming NASA SEWP VI GWAC! Since there were so many questions and only a little bit of time remaining for answers, Joe and Jeff will hold a 1 hour question and answer session. For details and registration click here. The cost is free.
- **DEC 12, 2023 (Virtual): ADA Compliance for Government Contractors.** Hosted by the Catalyst, this event runs from 3:00-5:00 pm CST. Discover the direct impact of ADA Compliance on government agencies, government funded entities, government contractors, and businesses as a whole. Legal Consequences for Government Entities Not Being ADA Compliant, Legal Actions Taken Against Non-compliant Entities, the legal responsibilities requirements of businesses & government entities', how ADA compliance affects your employees, subcontractors, and clients, and how to avoid legal consequences through ADA remediation. For details and registration <u>click here</u>. The cost is free.
- **DEC 12, 2023 (In Person): 2023 C-Suite with Angie Sandritter.** Hosted by the Chamber of Commerce, this event runs from 9:00-10:30 am CST at Chamber, 225 Church St. NW, Huntsville, AL 35801. The C-Suite Speaker Series is a powerful tool for fostering a well-informed, engaged, and well-connected business community. It has the potential to stimulate economic growth, innovation, and collaboration while offering professionals valuable insights and access to influential decision-makers. Join us as we hear from Angela Sandritter, co-founder and CEO of RippleWorx! For details and registration <u>click here</u>. The cost is \$20 for members and \$25 for non-members.
- **DEC 13, 2023 (Virtual): Preparing for Tax Season- Help Your Accountant Help You!** Hosted by the Catalyst, this event runs from 10:00-11:00 am CST. Are you prepared for the upcoming tax filing season? If you're feeling nervous about it join this session to get some tips from Meg Hampton, CPA with Anglin Reichmann Armstrong. Meg is a reformed tax preparer (now she only does audit & assurance work). She will share from her experience what you can do to make the season go smoothly, what questions your CPA might ask, and deadlines to be aware of and plan for. We hope you will leave with some action items that will help your CPA to help you through your tax filings. For details and registration <u>click here</u>. The cost is free.
- **DEC 14, 2023 (Virtual): Small Business Certifications.** Hosted by the Catalyst, this event runs from 3:00-5:00 pm CST. Participants will get an overview about the Small Business Certifications including: Woman Owned Small Business and Economically Disadvantaged Woman Owned Small Business, 8(a) Business Development Program, HUBZone (Historically Underutilized Business Zone), Service Disabled Veteran Owned Small Business. We will discuss how to get certified, how long it may take, regulations, changes, updates, and tips and tricks on how to be prepared. For details and registration <u>click here</u>. The cost is free.



- DEC 18, 2023 (In Person): 2023 Maximizing First-Line Leaders: Part 3. Hosted by the Chamber of Commerce, this event runs from 9:00-10:30 am CST at the AMIIC Advanced Manufacturing Innovation & Integration Center, 5021 Technology Dr NW, Ste E, Huntsville, AL 35805. First-level managers are critical to the success of your organization's ability to recruit and retain the best workers. Improve the overall performance of your workforce by joining us for a 3-part series that will provide your managers an opportunity to hone their coaching skills and give them new tools to use when leading their teams. For details and registration click here. The cost is \$20 for members and \$30 for non-members.
- DEC 19, 2023 (Virtual): Accounting Workshop: Setting Up Systems, Processes and The Monthly Close. Hosted by the Catalyst, this event runs from 3:00-5:00 pm CST. Get your books in order! This workshop will focus on setting up your Accounting system, processes and The Monthly Close. For details and registration click here. The cost is free.
- **DEC 21, 2023 (Virtual): Government Contracting 101 Virtual Workshop.** Hosted by the Catalyst, this event runs from 3:00-5:00 pm CST. Government Contracting 101 is a workshop for those individuals that are thinking about going into government contracting, or small businesses that are just starting out in Government Contracting and is required to obtain the GCC Level 1 Badge. We will discuss how to get started and how to start growing. This will be a Beginner course and a Foundational Course for other Government Contracting Training and Coaching. For details and registration click here. The cost is free

#### **ADVANCE PLANNING**

- JAN 9, 2023 (Virtual): CMMC The 12-Step Compliance Checklist. Hosted by the APEX Accelerator, this event runs from 11:00 am 12:00 pm CST. As defense contractors look to get started with their NIST 800-171, DFARS 7012, and CMMC compliance journey, it is important that they have a plan of action to follow. Our session will highlight the 12 steps every contractor should follow to ensure they are properly protecting CUI, meeting their compliance requirements, and being ready for a third-party assessment. For details and registration click here. The cost is free.
- JAN 10, 2023 (Virtual) APMP Foundation Level Certification Prep Workshop. Hosted by Red Team Consulting, this event runs from 9:00 am 4:00 pm CST. This training will not only teach you how to pass the Foundation Level Certificate exam with flying colors; it will help you expand your knowledge base, contribute more to your teams and organizations, and provide practical skills to excel in your career. Passing the Foundation Level Certification exam will be an outcome of understanding the information. The instructor will walk attendees through the foundational steps to the bid management process while highlighting the areas needed most for passing the exam. The presentation will be infused with best practices and real-world examples to drive the content home. and answer session. For details and registration click here. The cost is \$295/ticket and includes 7 APMP CEUs.

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- JAN 10, 2023 (Virtual): Starting a Business in Alabama. Hosted by the APEX Accelerator, this event runs from 11:00 am 1:00 pm CST. This two-hour workshop will provide participants with a comprehensive overview of the steps required and recommended for starting a small business in the State of Alabama, with a primary focus on businesses in Madison, Limestone, Morgan, Marshall, Jackson, Cullman, and Dekalb counties. For details and registration click here. The cost is free.
- JAN 18, 2023 (Virtual): Creating a Business Plan with LivePlan. Hosted by the APEX Accelerator, this event runs from 10:00–11:30 am CST. In this session, we will discuss the importance of a solid business plan for your business. Josh Fegels from LivePlan software will present the principles of lean planning and how your business can benefit from both traditional planning and forecasting as well as modern lean planning methods to help you manage your business better through the ups and downs, good and bad, crisis and growth seasons of your business using LivePlan. For details and registration click here. The cost is free.
- FEB 8, 2023 (Virtual): DCAA Incurred Cost Submissions. Hosted by the APEX Accelerator, this event runs from 9:00–11:00 am CST. The presentation will provide an overview of the requirements for submitting annual incurred cost submissions to the Government. The training will focus on the due date requirements for the annual submission and what constitutes a delinquent submission. Participants will learn about the DCAA Incurred Cost Adequacy review process and the required schedules to be included within the incurred cost submission. For details and registration click here. The cost is free.

#### **UPCOMING JOB FAIRS**

- Huntsville Chamber of Commerce Job Fair Link: <a href="https://hsvchamber.org/departments/workforce-education/career-fairs/">https://hsvchamber.org/departments/workforce-education/career-fairs/</a>
- Huntsville Job Fairs Google Link: <u>Huntsville Job Fair Google Link</u>
- 2023 Huntsville: ASmartPlace College Career Fair: <a href="https://cm.hsvchamber.org/events/details/2023-huntsville-asmartplace-college-career-fair-16084">https://cm.hsvchamber.org/events/details/2023-huntsville-asmartplace-college-career-fair-16084</a>



#### **HUNTSVILLE / MADISON SCHOOL DATES FOR 2023 – 2024**

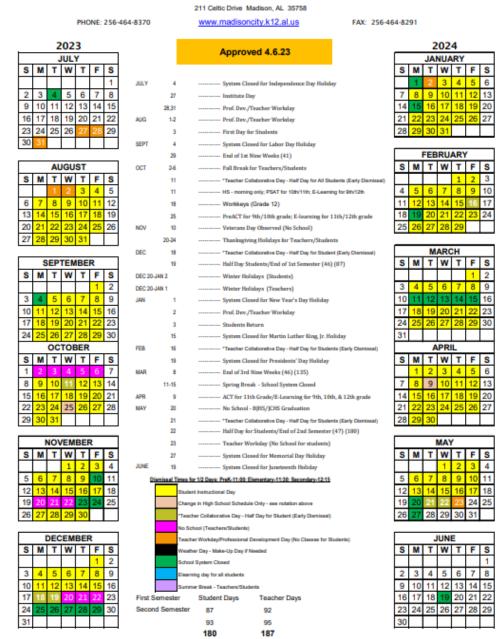
2023	2	2023-2024 HCS Calendar			2024					
JULY	JUL	4	Independence Day (	Holiday and observed)	JANUARY					
S M T W T F S		26-27	School-Based Profes	sional Development Days	S	M	T	W 1	F	S
1 0		28	Institute			1	2	3	4	5 6
2 3 4 5 6 7 8		31	Teacher Work Day/S	taff Development	7	8	9	10 1	1 1	2 13
9 10 11 12 13 14 15	AUG	1	Teacher Work Day/S	taff Development	14	15	16	17 1	8 1	9 20
16 17 18 19 20 21 22		2	First Day for Student	s	21	22	23	24 2	25 2	6 27
23 24 25 26 27 28 29	SEPT	4	Labor Day Holiday (1	No School)	28	29	30	31	┰	
30 31		29	E-Learning Day for S	tudents	_					
	OCT 2-6		Fall Break (Students/Teachers)			_	FEBI	RUAR	<u> </u>	$\Box$
AUGUST		6	Fall Break (240-Day I	Employees)	S	M	T	w 1	F	S
S M T W T F S 21	NOV	10	Veterans Day Holida	y (Observed)					1	2 3
1 2 3 4 5		20-24	Thanksgiving Holida	ys (Students/Teachers)	4	5	6	7	8	9 10
6 7 8 9 10 11 12		22-24	Thanksgiving Holida	ys (240-Day Employees)	11	12	13	14 1	5 1	6 17
13 14 15 16 17 18 19	DEC	15	<b>End of First Semeste</b>	er	18	19	20	21 2	2 2	3 24
20 21 22 23 24 25 26		18-29	Winter Holidays (Stu	dents/Teachers)	25	26	27	28 2	9	
27 28 29 30 31		21-29	Winter Holidays (24	0-Day Employees)						
	JAN	1	Winter Holiday Stud	ents/Teachers)			M/	ARCH		
SEPTEMBER		2	Teacher Work Day/S	taff Development	S	M	T	W 1	F	S
S M T W T F S 21		3	Students Return							1 2
1 2		15	Martin Luther King J	r. Holiday (No School)	3	4	5	6	7	8 9
3 4 5 6 7 8 9	FEB	19	Presidents' Day Holi	day (No School)	10	11	12	13 1	4 1	
10 11 12 13 14 15 16	MAR	8	E-Learning Day for S	tudents	17	18		_	1 2	
17 18 19 20 21 22 23		11-15	Spring Break for Tea	chers/Students	24	25	26	27 2	28 2	9 30
24 25 26 27 28 29 30		15	Spring Break for 240	-Day Employees	31					
	APR	TBD	ACT for 11th Grade/	CT for 11th Grade/E-Learning for Other Grades						
OCTOBER		26	Weather Day				_	PRIL		
S M T W T F S 16	MAY	23	Students Last Day (Half-day for Students)		S	М	_	_	F	_
1 2 3 4 5 6 7		23	End of Second Semester		<u> </u>	1	2	_	_	5 6
8 9 10 11 12 13 14	23-24		Graduation Days		7	8	_		1 1	
15 16 17 18 19 20 21			Teacher Work Day/Staff Development		14	15			8 1	
22 23 24 25 26 27 28		27	No School (Students/Teachers)		21	22	_	24 2	25 2	6 27
29 30 31		27	Memorial Day Holiday (No School)		28	29	30		丄	
	JUN	UN 19 Juneteenth								
NOVEMBER		_			<u> </u>			IAY		
S M T W T F S	SCHOOL DAY	<b>'</b> S	Student Days	Teacher Days	S	М	_	W 1	_	_
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5 6 7 8 9 10 11	First Semester		94	95	5	6	7		9 1	
12 13 14 15 16 17 18	Second Semes	ter	180	187	12	13			6 1	
19 20 21 22 23 24 25					19 26	20	_	_	23 2	_
26 27 28 29 30		No School (Students/Teachers) School System Closed					28	29 3	0 3	1
DECEMBER	Teacher Work Day/Staff Development						JL	JNE		
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1 2	Half-Day for Students						$\neg$	$\top$	$\top$	1
3 4 5 6 7 8 9	End of First/Second Semi				2	3	4	5	6	7 8
10 11 12 13 14 15 16 12	E-Learning Day for Student				9	10	11	12 1	3 1	4 15
17 18 19 20 21 22 23	• • • • • • • • • • • • • • • • • • • •				16	17	18	19 2	0 2	1 22
24 25 26 27 28 29 30					23	24	25	26 2	7 2	8 29
31					30				T	$\Box$

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Be the first to know what's happening in the Huntsville Defense and Space Community... **Subscribe to the HNO Community Calendar TODAY!** 



#### MADISON CITY SCHOOLS CALENDAR 2023-2024



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#### HASBAT CALENDAR REQUEST POLICY AND PROCEDURES

To ensure a timely posting, calendar requests <u>must</u> be submitted at least two (2) weeks prior to the event's date via the HASBAT Calendar Request Form.

Once the online Calendar Request Form is submitted via the HASBAT website, an automatic email is sent acknowledging request submission.

The HASBAT Calendar Committee reviews the submitted requests weekly and determines calendar placement for the next calendar release.

If for any reason the request is not added to the calendar, the HASBAT Calendar Committee will contact the form submitter with decision reasoning and/or request for additional information to post the event listing.

#### Questions???

Please email the HASBAT Calendar Committee at: <a href="mailto:calendar@hasbat.org">calendar@hasbat.org</a>