

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

#### **HNO COMMUNITY CALENDAR**

January 2, 2024

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

• JAN 11, 2024 (In Person): HASBAT Monthly Membership Meeting & Breakfast. HASBAT will host the event at the Jackson Center, 6001 Moquin Dr. NW. Registration begins at 7:00 followed by the buffet breakfast and presentation at 7:30. The guest speaker is TBD. For details and registration <a href="click here">click here</a>. 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 JANUARY 2, 2024**

- JAN 9, 2024 (In Person) Industry Communication Event (ICE) for EXPRESS. Please save the date for the subject upcoming ICE event on Tuesday, January 9, 2024, from 1pm to 3pm CST. This event will be held IN PERSON ONLY at the Bob Jones Auditorium, in the Sparkman Center on Redstone Arsenal. Please register on or before Monday, January 8, 2024 @ 12:00pm registration link.
- JAN 23, 2024 (In Person): 2024 Understanding the Corporate Transparency Act. Hosted by the Chamber of Commerce, this event runs from 9:00-10:30 am CST at the 3<sup>rd</sup> floor of the Chamber building at 225 Church Street NW. The Corporate Transparency Act (CTA) goes into effect January 1, 2024. The CTA is designed to combat money laundering and other financial crime by requiring a broad range of business entities to disclose information about their owners and persons who exercise control to the Financial Crimes Enforcement Network ("FinCEN"), a bureau of the U.S. Treasury. Although simple in concept, it is technical in its application. Join us as we partner with the North Alabama Human Resource Association to host a presentation on who this new reporting requirement impacts and when, and what it will take to comply. For details and registration click here. The cost is \$15 for members and \$20 for non-members.
- JAN 30, 2024 (In Person): 2024 Owning a Business: Where Do I Go from Here? Hosted by the Chamber of Commerce, this event runs from 9:00-10:30 am CST at the 3<sup>rd</sup> floor of the Chamber building at 225 Church Street NW. One step in starting a business is choosing a business entity. The entity determines how your business is structured and affects taxes and liabilities. If you're wondering which business entity is right for you and your business, join us and the UAH Small Business Development Center (SBDC) as we explore the different kinds of business entities that are available and discuss with business owners which they chose, why and lessons they learned along the way. For details and registration click here. The cost is \$15 for members and \$20 for non-members.
- JAN 30, 2024 (In Person): General Business Group Coaching. Hosted by the Catalyst, this event runs from 11:30 am 12:30 pm CST at the Catalyst Center at 515 Sparkman Dr NW. Join us IN- PERSON at Catalyst Center for a group coaching session to learn everything you need to know about starting a business. If you started a business already and have questions, join us! Jean McCrady is the Catalyst Center general



business coach and she will be able to provide guidance on your business journey. For details and registration <u>click here</u>. The cost is free.

- JAN 31, 2024 (Virtual): Business Plan 101: Crafting a One-Page Business Plan. Hosted by the Catalyst, this event runs from 10:00-11:00 am. Take your Business Plan from Enemies to Lovers, it's one of your best assets for your business! Learn how to develop your business plan with REACH Women's Business Center's Austin Bullock as he walks you through important information to include in the business plan, as well as tips and tricks to create a clear roadmap for your future! For details and registration click here. The cost is free.
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#### RECURRING PERIODIC MEETINGS

 Madison County Military Heritage Commission (MCMHC) Board of Directors Meeting: 1st Tues. of the month @1200-1300, U.S. Veterans Memorial Museum, 2060 Airport Rd SW, Huntsville, AL 35801. <a href="https://www.mcmhc.us/">https://www.mcmhc.us/</a>

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- **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 <a href="mailto:trisha.truitt@energyhuntsville.com">trisha.truitt@energyhuntsville.com</a> or Allison Mason <a href="mailto:Allison.mason@energyhuntsville.com">Allison.mason@energyhuntsville.com</a> 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 – www.ncmahsv.org
- 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:
   <a href="https://www.pmi-nac.org">www.pmi-nac.org</a>
- Rocket City Adjutants General Corps Regimental Association (RCAGCRA): 2<sup>nd</sup> Thurs. @1130-1300, Java Café <a href="mailto:sherenroberts@yahoo.com">sherenroberts@yahoo.com</a>
- 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 <a href="mailto:langewischk@yahoo.com">langewischk@yahoo.com</a>



- Society of American Military Engineers (SAME): 2<sup>nd</sup> Thurs., Redstone Federal Credit Union (RFCU 220 Wynn Dr.) <a href="mailto:tfoster@ssr-inc.com">tfoster@ssr-inc.com</a>
- Vietnam Veterans of America (VVA) Chapter #1067: 2<sup>nd</sup> Thurs. @1700, American Legion (Drake Ave.) wharmon446@charter.net

#### **MONTHLY EVENTS – JANUARY 2024**

- JAN 9, 2024 (In Person) Industry Communication Event (ICE) for EXPRESS. Please save the date for the subject upcoming ICE event on Tuesday, January 9, 2024, from 1pm to 3pm CST. This event will be held IN PERSON ONLY at the Bob Jones Auditorium, in the Sparkman Center on Redstone Arsenal. Please register on or before Monday, January 8, 2024 @ 12:00pm registration link.
- JAN 9, 2024 (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, 2024 (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.
- JAN 10, 2024 (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 11, 2024 (In Person): HASBAT Monthly Membership Meeting & Breakfast. HASBAT will host the event at the Jackson Center, 6001 Moquin Dr. NW. Registration begins at 7:00 followed by the buffet breakfast and presentation at 7:30. The guest speaker is TBD. Details and registration to follow. The cost is



free for HASBAT Gold members. The cost for all other HASBAT members is \$22 and it is \$25 for non-members.

- JAN 16, 2024 (Virtual): Registering Your Business in SAM.gov. Hosted by the APEX Accelerator, this event runs from 10:00 am –12:00 pm CST. For your business to do business with the Federal Government, you must be registered in SAM. This training will provide the information necessary to complete your registration in SAM and will cover obtaining your UEI, entering Core Data, and Representations & Certifications sections. For details and registration click here. The cost is free.
- JAN 17, 2024 (In Person): Benchmarking Your Company. This event will take place at the AMIIC at 5021 Technology Dr. NW from 8:30 am –12:30 pm CST. This important workshop "Benchmarking Your Company: Sustainability and Resiliency Strategies" hosted by UAH will help business leaders to assess and enhance their organization's future readiness. Our Future Ready approach offers actionable insights, customizable forms, and strategic guidance. Attendees will engage in a guided self-assessment to pinpoint what is working well as well as opportunities for strengthening your sustainability and resiliency capabilities. You will leave with the essential resources and tools necessary to confidently navigate challenges, protect operations, minimize the impact of disruptions, and pursue growth. For details and registration click here. The cost is \$10.
- JAN 17, 2024 (Virtual): SMTA Huntsville Chapter Technical Webinar "Best and Worst Practices in Stencil Printer Setup". Hosted by SMTA, this event runs from 12:00-1:00 pm CST. What's the best way to set up your solder paste printing process? What's the worst way? How does your setup rate? Come to the SMTA SpaceCoast Expo to find out! Industry veteran Chrys Shea will be sharing the best and worst practices she has witnessed in her 30+ years of process engineering experience. For details and registration click here. The cost is free for Members/Students and \$15 for Non-Members.
- JAN 18, 2024 (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.
- JAN 18, 2024 (Virtual): 2024 Alabama Legislative Update. Hosted by the Chamber of Commerce, this event runs from 11:30am 1:00 pm CST at the Jackson Center, 6001 Moquin Dr. NW. Buffet Opens at 11:30 with the program starting at noon. North Alabama Legislators occupy some of the most powerful positions in the Alabama Legislature. The 2024 session will mark the second year in the quadrennium with some new members of the leadership team. The Chamber will host an Alabama Legislative Update prior to the start of the 2024 regular legislative session to hear what these key members of our delegation expect



from the coming session. For details and registration <u>click here</u>. The cost is \$48 for members, \$60 for non-members, and \$750 for a reserved table (8 seats).

- JAN 23, 2024 (In Person): 2024 Understanding the Corporate Transparency Act. Hosted by the Chamber of Commerce, this event runs from 9:00-10:30 am CST at the 3<sup>rd</sup> floor of the Chamber building at 225 Church Street NW. The Corporate Transparency Act (CTA) goes into effect January 1, 2024. The CTA is designed to combat money laundering and other financial crime by requiring a broad range of business entities to disclose information about their owners and persons who exercise control to the Financial Crimes Enforcement Network ("FinCEN"), a bureau of the U.S. Treasury. Although simple in concept, it is technical in its application. Join us as we partner with the North Alabama Human Resource Association to host a presentation on who this new reporting requirement impacts and when, and what it will take to comply. For details and registration click here. The cost is \$15 for members and \$20 for non-members.
- JAN 24, 2024 (Virtual): Business Banking for Government Contractors. Hosted by the APEX Accelerator, this event runs from 9:00–10:00 am CST. Operating in the government contracting environment introduces additional and distinctive challenges for small businesses, extending beyond the already unique obstacles they typically encounter. These challenges encompass not only financial aspects but also operational and procedural complexities. To address concerns in the financial segment, Bank of America's commercial banking team will highlight a variety of options in both the banking and non-banking arenas. Their experts are specifically attuned to the intricacies of the government contracting sector, comprehending both the financial and contractual dimensions. In this session, our presenters will delve into the challenges and concerns that many of you currently face or may encounter in the future. They will also provide straightforward solutions and ideas aimed at assisting you in overcoming these challenges. For details and registration click here. The cost is free.
- JAN 30, 2024 (In Person): General Business Group Coaching. Hosted by the Catalyst, this event runs from 11:30 am 12:30 pm CST at the Catalyst Center at 515 Sparkman Dr NW. Join us IN- PERSON at Catalyst Center for a group coaching session to learn everything you need to know about starting a business. If you started a business already and have questions, join us! Jean McCrady is the Catalyst Center general business coach and she will be able to provide guidance on your business journey. For details and registration click here. The cost is free.
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why and lessons they learned along the way. For details and registration <u>click here</u>. The cost is \$15 for members and \$20 for non-members.

- JAN 31, 2024 (In Person): Business Development for Government Contracting. Hosted by the APEX Accelerator, this event will take place at the Chamber of Commerce at 225 Church Street NW, Huntsville AL 35801 from 9:30–11:30 am CST. This course is for early startups pursuing their first government contracts. After summarizing recent trends in marketing to the government, instructors will demonstrate some of the key market research sources and methods. Participants will learn how to engage with prospective customers: 1.) How to find and use government and private databases to focus on a target market; 2.) How to identify customers, contract opportunities, and competitors; 3.) How to connect with key people; and 4.) How to meet with agency and prime staff to build knowledge, trust, and respect. For details and registration click here. The cost is free.
- JAN 31, 2024 (Virtual): Business Plan 101: Crafting a One-Page Business Plan. Hosted by the Catalyst, this event runs from 10:00-11:00 am. Take your Business Plan from Enemies to Lovers, it's one of your best assets for your business! Learn how to develop your business plan with REACH Women's Business Center's Austin Bullock as he walks you through important information to include in the business plan, as well as tips and tricks to create a clear roadmap for your future! For details and registration click here. The cost is free.

#### ADVANCE PLANNING

- FEB 8, 2024 (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.
- FEB 8, 2024 (In Person): 2024 C-Suite with LG L. Neil Thurgood, USA, Retired. Hosted by the Chamber of Commerce, this event runs from 9:00-10:30 am CST in the Chamber Auditorium at 225 Church Street NW. 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 Lieutenant General L. Neil Thurgood, USA, Ret., who will tell us about how he chose to pursue a career in the Armed Forces, his professional lifetime of military service, and the leadership principles he follows. For details and registration click here. The cost is \$20 for members and \$25 for non-members.



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- FEB 21, 2024 (Virtual): Redstone Arsenal 101. Hosted by the APEX Accelerator, this event runs from 9:30–11:30 am CST. This overview of Redstone Arsenal is for early startups pursuing work or contracts on Redstone Arsenal. Instructors will introduce the 70+ agencies that are tenants on the arsenal. Instructors focus on DEVCOM, AMCOM, AMC, NASA-MSFC, FBI, HENC of Army Corps of Engineers, PEO-Aviation, PEO-Missiles, SMDC and MDA, USASAC & SAMD, and Futures CMD. Participants will learn each agency's mission, role in system lifecycles, strategic plan or technology roadmap, annual budget, acquisition strategies, small business goals, and major primes. Discussion may also include BAAs, Industry Days, and procedures for visitors to get access to the arsenal. For details and registration click here. The cost is free.
- MAR 6, 2024 (In Person): 2024 Montgomery Trip. The Chamber's annual trip to the State Capitol provides an opportunity for business and community leaders to meet with key state government officials. While in Montgomery, we will meet with Gov. Ivey and the leadership of the Alabama Legislature. The trip provides an excellent opportunity to network with other community leaders and press our critical state issues. The Montgomery Trip will be an overnight stay. Travelers are welcome to drive themselves or "leave the driving to us." A bus will depart from the Huntsville/Madison County Chamber parking lot at 1 p.m. on March 5 and travel to the Renaissance Hotel in Montgomery for our reception honoring the leaders in State Government. We will depart Montgomery after lunch on March 6, arriving in Huntsville at approximately 5 p.m. For additional details, cost information, and registration click here.



#### **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>



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

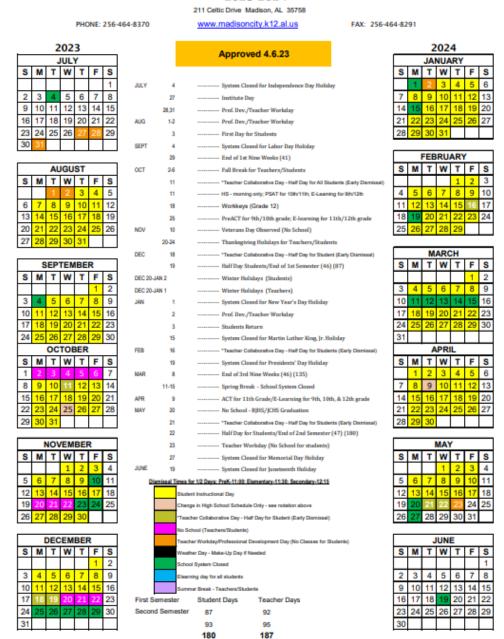
2023	2023-2024 HCS Calendar 2024									
JULY	JUL	4	Independence Day (	Holiday and observed)	JANUARY					
S M T W T F S		26-27	School-Based Profes	sional Development Days	S	M	T	W 1	F	S
1 0		28	Institute			1	2	3	4	5 6
2 3 4 5 6 7 8		31	Teacher Work Day/S	taff Development	7	8	9	10 1	1 1	2 13
9 10 11 12 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/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)		alf-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		24 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	19	Juneteenth		_					
NOVEMBER		_			<u> </u>			IAY		
S M T W T F S	SCHOOL DAY	<b>'S</b>	Student Days	Teacher Days	S	М	_	W 1	_	_
1 2 3 4 16	Semester		86	92	<u>⊢</u>		_	1 2	_	_
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				27	28	29 3	0 3	1
DECEMBER	Teacher Work Day/Staff Development					JL	JNE			
S M T W T F S	Student Instructional Day			S	M	T	W 1	F	S	
1 2	Half-Day for Students					$\neg$	$\top$	$\top$	1	
3 4 5 6 7 8 9	End of First/Second Semester			2	3	4	5	6	7 8	
10 11 12 13 14 15 16 12	E-Learning Day for Students			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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#### 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>