District 13 Calendar Process and Guidelines

If you have an event that you would like to share with the WHOLE of District 13 such as a training event, Conference, Deadline for a submission, etc.

GUIDELINES for events on the District 13 Calendar.

1. The event must involve more than one Division's members. Regional/Division events should be forwarded to the Division SO-CS to be added to the division's calendar.
2. Do not duplicate entries that are at a Flotilla, or Division calendar on the District Calendar. This causes duplicate events when viewing a composite view of the calendar. If you have questions on viewing a composite view, contact us.
3. Please identify your audience, who do you need to know about this event. It is vital that this information is conveyed in the Event Description and involvement requested to minimize questions.
4. Every event must have a location and a point of contact. The CS Staff are not able to answer questions about your events.

Please CONTACT:

DSO-CS

     skiess.fso.is@gmail.com

You will need to provide the:

    Events name and description.
    Event Date and times
    Location
- Location specific enough for "Assignment to Duty" Request

    Involvement Requested
- Does this event need volunteers? Is this a training event the members need to sign-up for? Is this a PA Event, or a work-detail? Uniform?

    POC Name and contact information.
- POC email and/or phone info on the calendar; the calendar is password protected, for members only and is probably far more secure than most emails. If a POC is worried about their privacy, there are other options such as SignUp Genius, Alias emails, ZOOM etc. that would work.