# MSBC Calendar Date Submissions

Every Ministry is responsible for submitting their Calendar Date activities for review during Staff Retreat held in July. All submissions are due by June 1st and should be in the following format:

|  |  |
| --- | --- |
| <\*Month\*> | <\*Proposed Date\*> |
| <\*Event\*> | <\*Proposed Time\*> |
|  | <\*Proposed Budget\*> |
| <\*Purpose/Goal\*> | |

The proposal and budget which should help justify the Calendar Date Submission should also be submitted with the Ministry Calendar.