

NAVAL BASE KITSAP

# Deployed Forces Support Quarterly Workshops FY20



## 10 a.m.-Noon Bangor Gym Classroom

- **Thursday, Oct. 10, 2019: Program Planning for Yard Periods, Underway, While in Port**
- **Thursday, Feb. 6, 2020: How to Conduct Internal Inspections -** How to engage your fiscal oversight team in conducting one of two mandatory internal inspections.
- **Thursday, May 7, 2020: Planning Your Holiday Party -** Learn common mistakes commands make when planning command parties. We will demonstrate how to keep your recreation fund free from unauthorized expenses, explain contract agreements, and provide tips on prizes for your event.
- **Thursday, Aug. 6, 2020: Preparing Your Recreation Annual Budget -** Learn what you should be doing before, during and after a budget is prepared; what are the expectations?

Workshops open to RSOs, RFCs and support staff.  
For more information: 360-476-5936

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