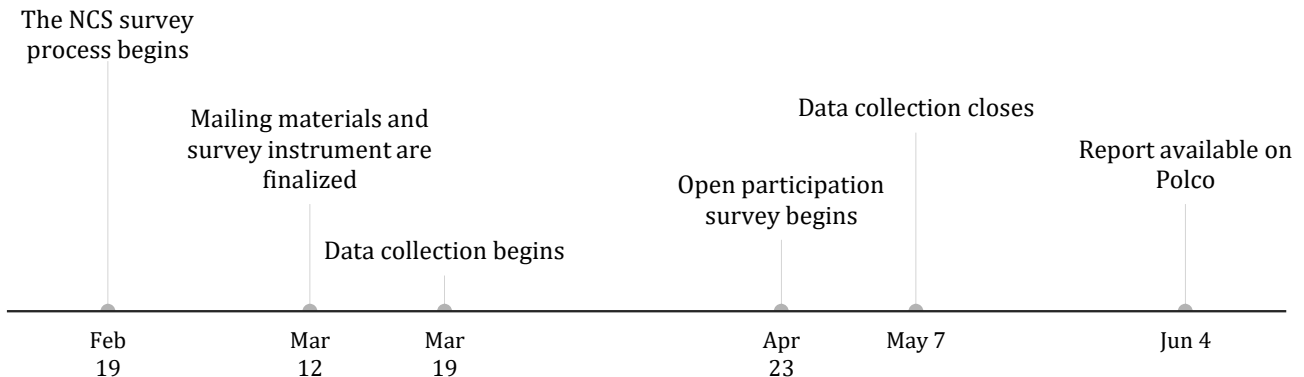


## Timeline for The National Community Survey™



Item	Date
<b>Preparing for the Survey</b>	
The NCS survey process is initiated upon issuing of invoice	Feb 19
Program Manager sends The NCS survey instrument for review	Feb 19
Send Program Manager items needed for mailing materials (logo, signature, phone number, letterhead)	Feb 26
Send Program Manager GIS boundary files	Feb 26
Send Program Manager drafts of optional custom questions to add to the survey	Feb 26
Mailing materials and survey instrument are finalized	Mar 12
Program Manager generates sample of representative households in your community	Mar 12
Polco prints materials, prepare mailings and sets up the survey online	Mar 12 to Mar 19
<b>Conducting the Survey</b>	
Data collection is open for The NCS - track response on Polco!	Mar 19 to May 7
Prenotification postcards are sent	Mar 19
First wave of survey invitations are sent	Mar 26
Second wave of survey invitations are sent	Apr 2
Open participation survey begins (Program Manager will provide link)	Apr 23
Data collection closes for the random sample survey and open participation survey	May 7
Send Program Manager final count of returned postcards	May 7
Survey analysis and report writing	May 7 to Jun 4
Program Manager provides link to report on Polco	Jun 4
<b>After the Survey</b>	
After your community has completed The NCS, stay engaged with your community members by posting additional surveys and polls on Polco!	