Timeline for The National Community Survey™

The NCS process begins

Mailing materials and survey instrument are finalized

Data collection closes

Report available on Polco

Open participation survey begins

Data collection begins

| Nov 1 | Dec 20 | Jan 13 | Feb 10 | Feb 24 | Mar 23 |
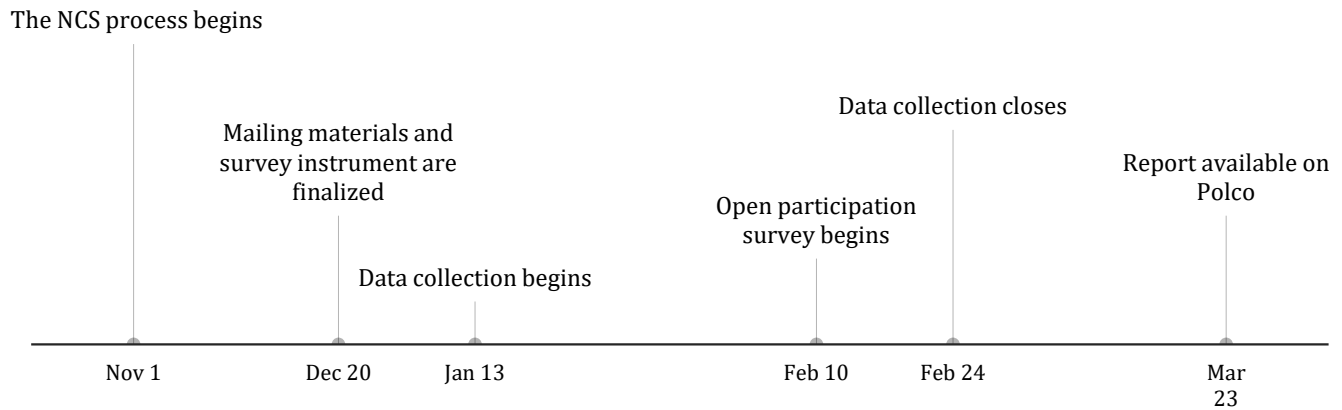
Item	Date
Preparing for the Survey - Average of 6 Weeks	
Project Manager sends The NCS instrument for review	Nov 1
Send Project Manager drafts of **optional** custom questions to add to the survey	Nov 25
Mailing materials and survey instrument are finalized	Dec 20
Project Manager generates sample of representative households in your community	Dec 20
Polco prints materials, prepare mailings and sets up the survey online	Dec 20 to Jan 13
Survey Administration, Analysis, and Reporting - 11 Weeks	
Data collection is open for The NCS - track real-time responses on Polco!	Jan 13 to Feb 24
Postcard invitations to online survey sent	Jan 13
Packet with printed survey, cover letter, and postage-paid return envelope sent	Jan 20
Open participation survey begins (Project Manager will provide link)	Feb 10
Data collection closes for the random sample survey and open participation survey	Feb 24
Send Project Manager final count of returned postcards	Feb 24
Survey analysis and report writing	Feb 24 to Mar 23
Project Manager provides link to report on Polco	Mar 23
After the Survey	
After your community has completed The NCS, stay engaged with your community members by posting additional surveys and polls on Polco!	