Sample Timeline for The National Community Survey™

Item	Date
Preparing for the Survey	
Program Manager sends The NCS instrument for review	Dec 16
Send Program Manager drafts of **optional** custom questions to add to the survey	Dec 23
Mailing materials and survey instrument are finalized	Jan 13
Program Manager generates sample of representative households in your community	Jan 13
Polco prints materials, prepare mailings and sets up the survey online	Jan 13 to Jan 27
Conducting the Survey	
Data collection is open for The NCS - track response on Polco!	Jan 27 to Mar 17
Postcards sent	Jan 27
Survey packets sent	Feb 3
Reminder postcards sent	Feb 8
Open participation survey begins (Program Manager will provide link)	Mar 3
Data collection closes for the random sample survey and open participation survey	Mar 17
Send Program Manager final count of returned postcards	Mar 17
Survey analysis and report writing	Mar 17 to Apr 14
Program Manager provides link to report on Polco	Apr 14
After the Survey	

After your community has completed The NCS, stay engaged with your community members by posting additional surveys and polls on Polco!

CHANGE DATES HERE	week num	
12/16/2022	Week 1	
12/23/2022	Week 2	
1/13/2023	Week 5	**Prep takes 6 weeks**
1/13/2023	Week 5	
	Weeks 5-7	
1/27/2023	Week 7	
2/3/2023	Week 8	
2/8/2023		
3/3/2023	Week 12	**Data collection 7 weeks (opt-in at week 5)**
3/17/2023	Week 14	
3/17/2023	Week 14	
4/14/2023	Week 14-18	
4/14/2023	Week 18	**Analysis and Reporting takes 4 weeks**

Total 17 weeks (13 weeks after finalizing materials)

Unit of Time	Event Name	Event Height and Direction	Dots
Dec 16	The NCS survey process begins	0.35	0
Mar 17	Data collection closes	0.25	0
Apr 14	Report available on Polco	0.15	0