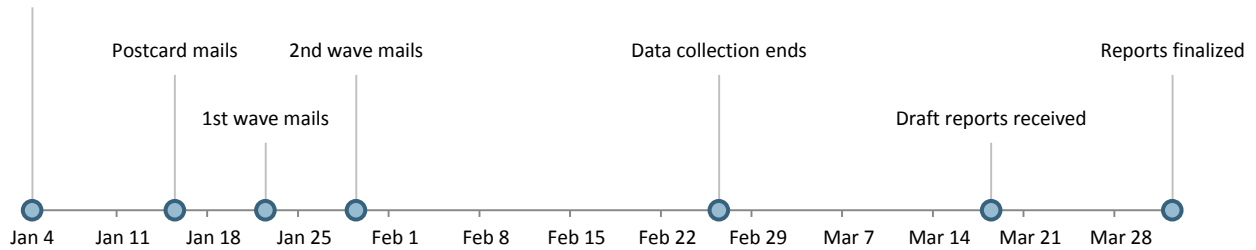


## Timeline for The National Citizen Survey™

Finalize survey materials



Item	Date
<b>Preparing for the Survey</b>	
⊙ The NCS survey process is initiated upon receipt of your enrollment form and first payment	Nov 30
← NRC emails you information to customize The NCS	Nov 30
→ Due to NRC: Selection of add-on options	Dec 14
→ Due to NRC: Drafts of the optional custom questions to be included in the survey	Dec 14
→ Due to NRC: Zip code information and GIS boundary data	Dec 21
→ Due to NRC: Additional payment for add-on options	Dec 28
⊙ NRC finalizes the survey instrument and mailing materials and sends .pdf samples for your records	Jan 4
⊙ NRC generates the sample of households in your community	Dec 28 to Jan 4
⊙ NRC prints materials and prepares mailings	Jan 8
→ Due to NRC: Selection of custom benchmark profile(s) (if custom benchmark add-on selected)	Jan 8
<b>Conducting the survey</b>	
⊙ Survey materials are mailed	Jan 15 to Jan 29
⊙ Prenotification postcards sent	Jan 15
⊙ 1st wave of surveys sent	Jan 22
⊙ 2nd wave of surveys sent	Jan 29
⊙ Data collection: surveys received and processed for your community	Jan 22 to Feb 26
During this time, you will receive postcards that were undeliverable due to bad addresses, or vacant housing units. This is normal. Please count all the postcards, as we will subtract the number of returned postcards from the total number mailed to estimate the number of "eligible" households in calculating the final response rate.	
→ Due to NRC: Final count of returned postcards	Feb 26
⊙ Survey analysis and report writing	Feb 26 to Mar 18
During this time, NRC will process the surveys, perform the data analysis, and produce a draft report for your community. The report of results will contain a description of the methodology, information on understanding the results, and graphs and tables of your results, as well as a description of NRC's database of normative data from across the U.S. and actual comparisons to your results, where appropriate.	
← NRC emails draft report (in PDF format) to you along with invoice for balance due on The NCS Basic Service and any additional add-on options	Mar 18
→ Due to NRC: community feedback on the draft report (most final reports are identical to the draft reports, except being labeled as final instead of draft)	Mar 25
← NRC emails final report and data file to you	Apr 1

### Legend

←Indicates when items from NRC are due to you    →Indicates when items from you are due to NRC    ⊙Indicates information items