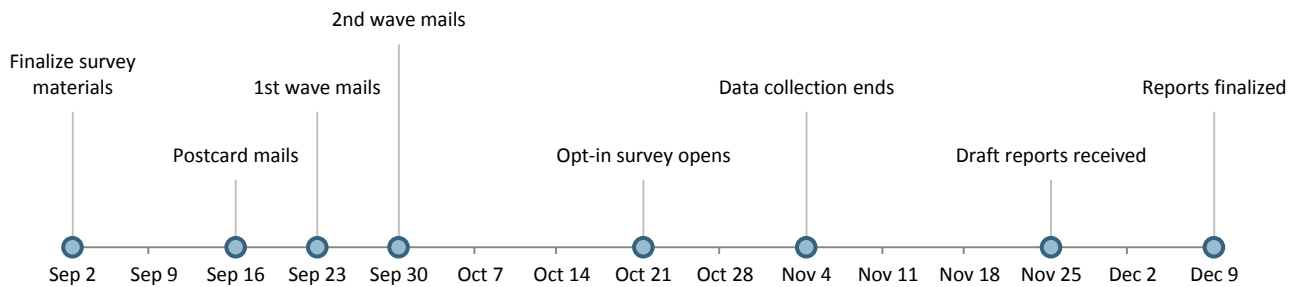


## Timeline for The National Citizen Survey™



Item	Date
<b>Preparing for the Survey</b>	
⊙ The NCS survey process is initiated upon receipt of your enrollment form and first payment	Jun 24
← NRC emails you information to customize The NCS	Jun 24
→ Due to NRC: Selection of add-on options	Aug 12
→ Due to NRC: Drafts of the optional custom questions to be included in the survey	Aug 12
→ Due to NRC: Zip code information and GIS boundary data	Aug 19
→ Due to NRC: Additional payment for add-on options	Aug 19
⊙ NRC finalizes the survey instrument and mailing materials and sends .pdf samples for your records	Sep 2
⊙ NRC generates the sample of households in your community	Aug 19 to Sep 2
⊙ NRC prints materials and prepares mailings	Sep 9
→ Due to NRC: Selection of custom benchmark profile(s) (if custom benchmark add-on selected)	Sep 9
<b>Conducting the survey</b>	
⊙ Survey materials are mailed	Sep 16 to Sep 30
⊙ Prenotification postcards sent	Sep 16
⊙ 1st wave of surveys sent	Sep 23
⊙ 2nd wave of surveys sent	Sep 30
→ Opt-in web survey link posted on your website (source link provided to you by NRC)	Oct 21
⊙ Data collection: surveys received and processed for your community	Sep 23 to Nov 4
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	Nov 4
⊙ Survey analysis and report writing	Nov 4 to Nov 25
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	Nov 25
→ 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)	Dec 2
← NRC emails final report and data file to you	Dec 9

### Legend

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