Chief Seattle Council Activity Backdating SAMPLE

TASK - Backdates are considered completion dates	Days Before Short-Term Camp
Confirm a Date; select chair; recruit Short-Term Camp Administrator	-210
Submit NCAP Local Council Authorization and Assessment Declaration Part A to council for approval and signature.	-200
Submit **Event Planning Proposal Form**	-180
Recruit Committee	-150
Staff Advisor Review	-150
Event Review Meeting	-120
Initial Planning Meeting; Prepare Budget, Marketing Plan, Secure Facilities	-120
Promote at roundtables, district committee meeting, and district commissioner meeting.	-110
Hold committee meeting; develop program; make assignments; Update Program Materials; Confirm Short-term Camp NCAP Requirements.	-90
Registration and Web Page Live	-90
NCAP Site Survey - Confirm Authorization	-60
Submit Purchase Orders, Order Patches, Supplies, etc.	-60
Reconfirm Physical Arrangements and Staff Members	-14
Pick up all materials; take to site.	-2
Set Up	-1
Host Event	0
Return Equipment, Turn in Registration & Money	+7
Submit Final Bills, Invoices, Etc.	+7
Host Evaluation Meeting	+14
Submit Close Out Report	+14