

Sample Backdating Schedule

TASK - Backdates are considered completion dates	Days Before Short-Term Camp
Submit event date during the Spring 18-month Council Calendar building process	Varies
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
Draft the Budget, Leader's Guide, and Welcome Letter	-180
Submit Registration Request Form	-150
Recruit Committee	-150
Staff Advisor Review ; Confirm details from Registration Request Form, begin building registration	-140
Initial Planning Meeting ; Review Registration, Review Budget, Marketing Plan, Confirm Facilities	-120
Promote at roundtables, district committee meeting, and district commissioner meeting.	-110
Hold event 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