

## SUGGESTED BACKDATING SCHEDULE

V = Visit Date

<b>Days</b>	<b>Activity</b>	<b>Action</b>
V -360	Determine which lodges are to be visited during the year.	Vice Chief Section Adviser
V -120	Obtain council executive approval for visits.	Area Director
V -90	Contact lodge chiefs, set dates, times, and places of visits. Request lodge resources: rules, guidelines, program plans. Request region resources: Lodge Charter Renewal Application, Quality Lodge Recognition Petition, national program attendance.	Vice Chief
V-60	Train section assistance team members.	Vice Chief
V -7	Assist the lodge chief understand his chairmanship of the meeting and the agenda that will be used.	Vice Chief
V-Date	Conduct the visit.	Team
V-Date	Complete the Section Assistance Team Evaluation	Lodge Key 3
V-Date	Complete the Section Assistance Team Report.	Team
V+7	Send copies of Section Assistance Team Report to section chief, section adviser, lodge Key 3, and region staff adviser.	Vice Chief
V+7	Send copies of Section Assistance Team Evaluation to region staff adviser.	Lodge Chief
V +14	Send requested program resources to the lodge.	Team
V +90	Contact lodges visited for status check.	Vice Chief
End of Year	Complete the Section Assistance Team Final Report for section chief to include with conclave report.	Vice Chief