**UK-SBA SIG Annual Report**

This progress report should be submitted to the SIG Coordinator **by 1 January each year**. All SIGs should complete an annual report, even if they have not been operating for a full year. **If your SIG has been operating for six months or less, please use the Progress Report template for your annual report.** All reports will be reviewed by the SIG Coordinator and the UK-SBA Board.

Name of SIG:

Name of Contact Person for SIG:

E-mail Address:

Phone Number:

Membership Category:

Please provide a full list of SIG members. Contact SIG@uk-sba.org and admin@uk-sba.org for assistance in verifying membership

 Name UK-SBA Member Category

1.

2.

3.

4.

5.

Please provide a description the SIG’s activities for the year. This text should be suitable for publication in the UK-SBA newsletter and on the UK-SBA website. The description should be at least 500 words and no more than 1500 words.

Has your mission statement changed since your 6-month progress report? If so, please provide the updated mission statement (NB: this should be the final version of the mission statement for your SIG):

Please list your SIGs goal for the upcoming year and align them with UK-SBA’s objectives.

|  |  |
| --- | --- |
| Goals | UK-SBA Objective |
| 1. |  |
| 2. |  |
| 3.... |  |

Please report information on SIG meetings for the calendar year:

|  |  |  |
| --- | --- | --- |
| Meeting Date | Format of Meeting (in person, Skype, discussion forum) | Number of members present |
|  |  |  |
|  |  |  |

Do you have a plan for recruiting new members? If so, please describe your plan: