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**New UK-SBA SIG Progress Report**

This progress report should be submitted to the SIG Coordinator **six months after the SIG was approved by the UK-SBA Board**. All newly created SIGs must complete this form 6 months after becoming an approved SIG.

The completed report will be reviewed by the SIG Lead and the UK-SBA Board.

Name of SIG:

Name of Contact Person for SIG:

E-mail Address:

Phone Number:

Membership Category:

Date of Progress Report:

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.

Has your SIG elected or appointed officers? If so, please include names and offices held:

NB: At a minimum, your SIG should have a designated Chair.

When will your SIG elect/appoint new officers?

Has your SIGs mission changed since the initial application? Please provide your current mission statement:

Please list the goals of your SIG and align them with UK-SBA’s objectives (you may list as many goals and objectives as you need).

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

What strategies have you devised for measuring progress toward your goals?

1.

2.

3.

Please provide a description of the SIG’s progress in meeting each goal.

1.

2.

3.

Do you need help meeting any of your goals? If so, please indicate the type of support needed:

What means of communication do you use for your SIG?

[ ] Emails to members

[ ] UK-SBA SIG website

[ ] Facebook page (please provide the Facebook page name)

[ ] Twitter (please provide the Twitter account name)

Has your SIG met since your application was approved?

[ ]  Yes

[ ]  No

If so, please complete the following:

 Meeting date:

 Format of meeting (e.g., in person, Skype, discussion forum on website):

 Number of members present: