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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](mailto:SIG@uk-sba.org%20and%20admin@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: