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**UK-SBA SIG 6th Month Report**

This 6th Month report should be completed each May and submitted to the SIG Lead at UKSBA.SIGChair@gmail.com. **If your SIG is new and has been operating for 6 months or less then please use the “New SIGs Progress Report” template instead of the 6th month report. You would then complete this 6th Month report in May of each following year.**

All reports will be reviewed by the SIG Lead and the UK-SBA Board.

Name of SIG:

SIG Email Address:

Name of SIG Chair:

Chair Contact E-mail Address:

Chair Contact Phone Number:

Membership Category:

Date of 6th Month Report:

Please provide a full list of SIG members.

Contact admin@uk-sba.org for assistance in verifying membership.

 Name UK-SBA Member Category

1.

2.

3.

4.

5.

Please provide a description of the SIG’s activities for the year. This text should be suitable for publication in the annual UK-SBA SIG Chairs’ Summary 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.

You can list as many goals as you have set.

|  |  |
| --- | --- |
| 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: