Incubator Report Template

**CSP Name:**

**Aims:**

What are your aims for the CSP?

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# Milestones

These are the milestones you set for your CSP when submitting your new activity application.

|  |  |
| --- | --- |
| **Milestones: (what are your milestones)** | **Completed (this should be evidenced in your report)** |
|  |  |
|  |  |
|  |  |

# Progress report

## Events

* Events (Event name, include dates, pictures, types of events, attendance figures. General stats)
* Event proposal ID numbers
* Plans to maintain attendance to events

## Social Media Presence

Have you created a Facebook/Twitter page? How many likes/followers does it have?

Handles/Usernames\*

# Evaluation and Future Plans

|  |  |  |
| --- | --- | --- |
| **What went well** | **What is your achievement?** | **How did you achieve it?** |
| 1st achievement |  |  |
| 2nd achievement  (Option to add more underneath) |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Next Steps** | **1 month** | **3 months** | **6 months** |
| What are your plans to gain/retain members? |  |  |  |
| What are your plans for the future?  Events |  |  |  |
| What are your plans for the future?  Campaigns |  |  |  |

# Minimum requirement checklist

\*Please note this checklist is to be filled out on your final incubator report. This is to use as a checklist to check your progress

|  |  |
| --- | --- |
| **Action** | **Provided evidence of meeting requirement** |
| Submitted a constitution |  |
| Submitted Annual Risk Assessment |  |
| Financial Responsibility Completed |  |
| Started working on Milestones |  |
| Minimum of 20 members |  |
| Annual Budget |  |
| Consistent Annual Activity |  |
| Evidence of meeting all milestones |  |
| Run at least 2 events per term |  |
| CSP is financial sustainable |  |
| Any CSP finances and transactions processed and present on eActivities |  |
| Have run at least 2 events/activities per term |  |
| Submitted all our Incubator Reports |  |