**Special Interest Group (SIG) Formation**

Thank you for your interest in forming a Special Interest Group (SIG). Please use the outline below to assist in compiling a full proposal and submit it to the SRA Executive Director for review.

**Section 1: Basic Information**

**1. Name of the Proposed SIG:**  
[Enter the name of the SIG here]

**2. Focus Area/Theme of the SIG:**  
[Provide a brief description of the SIG's specific area of interest or focus]

**3. Purpose and Goals of the SIG:**  
[State the mission, purpose, and key objectives of the SIG]

**4. Target Audience:**  
[Identify the key demographic or professional group this SIG will serve (e.g., researchers, practitioners, students, etc.)]

**Section 2: Leadership Team**

**1. Proposed Leadership Roles and Members:**

* **Chair:** [Name, Email, Role/Title]
* **Co-Chair:** [Name, Email, Role/Title]
* **Secretary:** [Name, Email, Role/Title]
* **Treasurer:** [Name, Email, Role/Title]
* [Include other roles if relevant]

**2. Leadership Team Responsibilities:**  
[Provide a brief description of how the leadership team will manage the SIG and ensure its sustainability]

**Section 3: Planned Activities**

**1. Proposed Annual Activities:**

* **Event:** [Describe at least one planned event (e.g., webinar, workshop, or meeting)]
* **Leadership Meeting:** [Describe plans for an annual leadership meeting to discuss SIG goals and strategies]

**2. Additional Engagement Opportunities:**  
[Outline any additional activities, such as networking sessions, publications, or collaborative projects, if applicable]

**Section 4: Membership Details**

**1. Membership Criteria:**  
[Define who is eligible to join the SIG and any specific membership requirements]

**2. Anticipated Membership Size:**  
[Estimate the number of initial members and describe how you plan to recruit them]

**Section 5: Alignment and Support**

**1. Alignment with SRA’s Mission:**  
[Explain how the SIG’s purpose aligns with the goals of the larger organization]

**2. Resources Needed:**  
[List any resources or support the SIG will require from the parent organization, such as promotion, or logistical support]

**Section 6: Approval and Commitment**

By submitting this application, the leadership team commits to fulfilling all requirements for active SIGs, including:

* Submission of an annual report.
* Organization of at least one event per year.
* Conducting at least one leadership meeting per year.

**Signature of SIG Chair:**  
[Signature Line]  
[Date]

**Signature(s) of Additional Leadership Team Members (if applicable):**  
[Signature Line(s)]  
[Date]

Please submit this completed application to SRA’s Executive Director at executive-director@s-r-a.org. If you have any questions, feel free to contact us at office@s-r-a.org.