**I. OUR CHARGE:**

*Almost all A.S. entities have described their charge on the A.S. website (*[*http://www.as.ucsb.edu/get-involved/current-organizations/*](http://www.as.ucsb.edu/get-involved/current-organizations/)*) and most have written a “charge” for the Legal Code (see Section 71 for Bds & Comms, Sec 72 for Units). Please make sure your Legal Code charge and the description of your charge on your website are up-to-date and match each other. Then please insert it here:*

**II. OUR CURRENT STRUCTURE:**

*Please list your officers, members (voting and non-voting), committees, subcommittees and committee positions, and professional and student staff positions with brief descriptions of duties for all. Also include how you make decisions/recommendations. Some of you have listed this in the Legal Code already, if so, please make sure it is accurate, succinct, and matches what you write here.*

|  |  |
| --- | --- |
| *Officers/Members/Staff* | *Duties* |
| *xx**xx* |  |
| *Committees/Subcommittees* | *Purpose* |
| *xx**xx* |  |
| *How you make decisions/recommendations:* |
|  |

**III. OUR CURRENT RESOURCES/FINANCES:**

*Please fill out the table below (you may add lines) or insert a spread sheet:*

|  |  |
| --- | --- |
| *Income & Sources* | *Regular/Expected Expenditures* |
| *Description/ Source* | *Approx. Amt.* | *Description/Source* | *Approx. Amt.* |
|  |  |  |  |
|  |  |  |  |
| *Total Approx. Income:* | *Total Approx. Expenditures* |

**IV. OUR WORK:**

*Please fill out the table below (you may add lines) or insert another that works better for you:*

|  |
| --- |
| Briefly, what are you currently working on?  |
| *Please include:** *Services you provide*
* *Events you host*
* *Money you give out*
* *Volunteers you provide*
* *Strategic Plan goals you lead or assist on (see https://plan.as.ucsb.edu/)*
* *Strategic Plan advocacy priorities you lead or assist on (see https://plan.as.ucsb.edu/)*
* *Other issues you advocate for or educate about, etc.*
 | *NOTE TO REVIEWERS: I could create a separate line for each of these bullets, but this list contains only samples. If we can get a list that will apply to most of the orgs, then I think we should include separate lines.* |
| What do you want to continue, add or change over the next three years? |
| *Please consider:* * *Changes or improvements to your usual services, events, philanthropy, etc.*
* *Any new projects or initiatives you plan to take on*
* *Any changes to advocacy efforts, content or strategy*
* *Changes or improvements to your structure and operations to help you run your usual services better, to accommodate new efforts you hope to take on, or to increase diversity, efficiency, morale, etc.*
 | *NOTE TO REVIEWERS: I could create a separate line for each of these bullets, but this list contains only samples. If we can get a list that will apply to most of the orgs, then I think we should include separate lines.* |

**V. OUR OUTREACH & PUBLICITY:**

*Improving outreach and publicizing all that we do are two of the Please fill out the table below (you may add lines) or insert another that works better for you:*

|  |
| --- |
| *How do you currently reach out to potential participants?* |
|  |
| *How do you reach out to AS collaborators?* |
|  |
| *How do you let others in AS know what you are accomplishing or trying to accomplish?* |
|  |
| *How do you reach out to the others at UCSB, the community, state, etc.* |
|  |
| *How do you inform all UCSB students know you are accomplishing or trying to accomplish?* |
|  |

**VI. PROPOSED CHANGES FOR RESOURCES/FINANCES?**

*Now that you have considered what you would like to accomplish Do you have any plans/need to change your income or expenditures? If so, list here:*

|  |  |
| --- | --- |
| *Income & Sources* | *Regular/Expected Expenditures* |
| *Description/ Source* | *Approx. Amt.* | *Description/Source* | *Approx. Amt.* |
|  |  |  |  |
|  |  |  |  |
| *Total Approx. Income:* | *Total Approx. Expenditures* |

**VII. PROPOSED CHANGES FOR STRUCTURE?**

*Do you have any plans/need to change your structure? If so, list here.*

|  |  |
| --- | --- |
| *Officers/Members/Staff* | *Duties* |
| *xx**xx* |  |
| *Committees/Subcommittees* | *Purpose* |
| *xx**xx* |  |
| *How you make decisions/recommendations:* |
|  |