

Report to USPSA Council, from Branch Associations

1. **Name of the Association:**

1. **Address and Contact of President, Secretary and Treasurer.**
2. *Name, Email address, Telephone Contact, Mobile Contact.*
3. **Term of current office bearers**
4. *Detailing term of office bearers to set this report in perspective.*
5. **Structure of Student Association**
6. *Diagram of structure and very brief explanation if necessary.*

**5. Finances**

1. *General statement on Income and Expenditure.*
2. *Overview on general use of funding – for strategic, operational use etc….*
3. *Analysis of use of funds by current executive*
4. *Financial Report to include a fully endorsed association budget by the executive committee or the council of the branch( whichever is higher body of the two)*

1. **Student Support Services provided By the Branch Association to its members**
2. *Detailed explanation on the support services provided by the association to its members on the relevant campus.*

**7. Student Association Activities (Choose one of the two)**

1. *An outline of planed activities over a year period – to cover the current year and the following year. To include specific activities and a timeline for the incoming activities.*
2. *Details of the specific activities carried out from last council meeting for the continuing executives of the branch.*

**8. Governance**

1. *Outline of student representatives’ involvement in the governance of the University i.e. in the committee decision making structure etc.*

***9.* Student Support Servicers by the University to the Students on the Campus of the Branch.**

*(A detailed explanation on each of the items mentioned below if applicable to the branch and should include any proposed recommendations to the service concerned).*

*Note: i) that Blank or generalized statements without basis would not be*

 *Considered.*

 *ii) Please read in the Administrative guide the Terms of Reference of*

 *Each University Committee and feel in below appropriately.*

1. **Finance and Investment Committee Matters**
2. **Fees**

*Issues:*

*Recommendations:*

1. *Any Finance &Investment Committee ISSUES (Please write it with issues and recommendations.*
2. ***Campus Life Matters*** *(If Applicable the following)*
3. ***Accommodation Servicers***

*Issue:*

*Recommendation:*

1. ***Dining Hall***

*Issue:*

*Recommendation:*

1. ***Medical Centre***

*Issue:*

*Recommendation:*

1. ***Student Recreational Space***

*Issue:*

*Recommendation:*

1. ***Safety and Security of Students***

*Issue:*

*Recommendation:*

1. ***Car Park***

*Issue:*

*Recommendation:*

1. **Any other Campus Life ISSUES (Please write it with issues and recommendations.**
2. **Centre for Distance and Flexible Learning Board Matter**
3. **Delivery of DFL materials**

*Issue:*

 *Recommendation:*

1. **Any other ISSUES (Please Right it with issues and recommendations.**
2. **Library Advisory Committee (Matters)**
3. **Library Servicer**

*Issues:*

 *Recommendation:*

1. **Any other ISSUES (Please Right it with issues and recommendations.**
2. **Conduct of University Staff Towards Students**

*Issues:*

 *Recommendation:*

1. ***Information Technology Servicers Matters***
2. **Computer Labs and Quality of Computers**

*Issue:*

*Recommendation:*

1. **Internet Servicers**

*Issue:*

*Recommendation:*

1. ***Internet Quota***

*Issue:*

 *Recommendation:*

1. **Student Academic Servicers**
2. **Staff Attitude:**

 *Issue:*

 *Recommendation:*

1. **Level of Service**

*Issue:*

 *Recommendation:*

1. **Any other ISSUES (Please write it with issues and recommendations.**
2. **Academic Standards and Quality Committee Matters**
3. **Course Matters**

*Issue:*

 *Recommendation:*

ii. **Any other ISSUES (Please write it with issues and recommendations.**

**10. Any Other Business or Matters of Importance.**

**Signed By:**

**…………………………. …………………………. ………………………….**

**President of the Branch Secretary of the Branch Treasurer of the Branch**