

# SG WEBSITE CONTENT EVALUATION



Complete this checklist and get a “grade” on your Student Government’s web site. Is your site Essential, Enhanced, or Advanced? What should your site include to be truly effective and useful? **How to score your site:**

**0 = Not included at the SG site • 1 = Included at the SG site**

## ABOUT YOUR SG SECTION:

1. \_\_\_\_\_ SG Name/Acronym
2. \_\_\_\_\_ Name of Institution
3. \_\_\_\_\_ About/What is SG?
4. \_\_\_\_\_ SG Mission/Vision Statement/Motto
5. \_\_\_\_\_ SG Logo/Seal
6. \_\_\_\_\_ SG Structure/Organization Charts
7. \_\_\_\_\_ SG History
  8. \_\_\_\_\_ Your Organization
  9. \_\_\_\_\_ Past Officers
10. \_\_\_\_\_ SG Committees
  11. \_\_\_\_\_ List of Committees
  12. \_\_\_\_\_ Committee Descriptions/Duties/Contacts
13. \_\_\_\_\_ Current SG Goals/Initiatives/Projects
14. \_\_\_\_\_ Past SG Accomplishments
15. \_\_\_\_\_ FAQ Section
16. \_\_\_\_\_ Forums
17. \_\_\_\_\_ Blogs
18. \_\_\_\_\_ Videos
19. \_\_\_\_\_ E-mail Alerts
20. \_\_\_\_\_ Newsletter
21. \_\_\_\_\_ Photo Albums

\_\_\_\_\_ **Section Subtotal (21 possible points)**

**NOTES:**

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# CONTACT/DIRECTORY SECTION:

1. \_\_\_\_\_ SG Office
  2. \_\_\_\_\_ SG Phone
  3. \_\_\_\_\_ SG Fax
  4. \_\_\_\_\_ SG Email
  5. \_\_\_\_\_ SG Mailing Address/P.O. Box (City/State/Zip)
  6. \_\_\_\_\_ SG Office Location (Building, Room)
  7. \_\_\_\_\_ Map/Directions
8. \_\_\_\_\_ Executive Branch Officers & Members
  9. \_\_\_\_\_ Names (First and Last)
  10. \_\_\_\_\_ Titles
  11. \_\_\_\_\_ Emails
  12. \_\_\_\_\_ Terms of Office
  13. \_\_\_\_\_ Direct Phones
  14. \_\_\_\_\_ Biographies
  15. \_\_\_\_\_ Photos
  16. \_\_\_\_\_ Education Data
  17. \_\_\_\_\_ Majors/Minors
  18. \_\_\_\_\_ Year in School (Freshman, Sophomore, Graduate/Doctoral Student, etc.)
  19. \_\_\_\_\_ Graduation Year/Class (2021, 2022, 2023, etc.)
  20. \_\_\_\_\_ Personal Social Networks
21. \_\_\_\_\_ Legislative Branch Officers & Members
  22. \_\_\_\_\_ Names (First and Last)
  23. \_\_\_\_\_ Titles
  24. \_\_\_\_\_ Emails
  25. \_\_\_\_\_ Terms of Office
  26. \_\_\_\_\_ Direct Phones
  27. \_\_\_\_\_ Biographies
  28. \_\_\_\_\_ Photos
  29. \_\_\_\_\_ Education Data
  30. \_\_\_\_\_ Majors/Minors
  31. \_\_\_\_\_ Year in School (Freshman, Sophomore, Graduate/Doctoral Student, etc.)
  32. \_\_\_\_\_ Graduation Year/Class (2021, 2022, 2023, etc.)
  33. \_\_\_\_\_ Personal Social Networks

34. \_\_\_\_ Judicial Branch Officers & Members
- 35. \_\_\_\_ Names (First and Last)
  - 36. \_\_\_\_ Titles
  - 37. \_\_\_\_ Emails
  - 38. \_\_\_\_ Terms of Office
  - 39. \_\_\_\_ Direct Phones
  - 40. \_\_\_\_ Biographies
  - 41. \_\_\_\_ Photos
  - 42. \_\_\_\_ Education Data
  - 43. \_\_\_\_ Majors/Minors
  - 44. \_\_\_\_ Year in School (Freshman, Sophomore, Graduate/Doctoral Student, etc.)
  - 45. \_\_\_\_ Graduation Year/Class (2021, 2022, 2023, etc.)
  - 46. \_\_\_\_ Personal Social Networks
47. \_\_\_\_ Advisors/Office Staff
- 48. \_\_\_\_ First Name
  - 49. \_\_\_\_ Last Name
  - 50. \_\_\_\_ Titles
  - 51. \_\_\_\_ Emails
  - 52. \_\_\_\_ Direct Phones
  - 53. \_\_\_\_ Biographies
  - 54. \_\_\_\_ Photos
  - 55. \_\_\_\_ Education Data (colleges/universities attended)
  - 56. \_\_\_\_ Majors/Minors
  - 57. \_\_\_\_ Personal Social Networks
58. \_\_\_\_ SG Social Networks
- 59. \_\_\_\_ Facebook
  - 60. \_\_\_\_ Twitter
  - 61. \_\_\_\_ LinkedIn
  - 62. \_\_\_\_ Instagram
  - 63. \_\_\_\_ YouTube
  - 64. \_\_\_\_ Others: \_\_\_\_\_
  - 65. \_\_\_\_ Other (Agencies, Committees, Departments, etc.)

\_\_\_\_ **Section Subtotal (65 possible points)**

**NOTES:**

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## GOVERNING DOCUMENTS SECTION:

1. \_\_\_\_\_ Constitution
2. \_\_\_\_\_ Bylaws
3. \_\_\_\_\_ Election Code
4. \_\_\_\_\_ SG Handbook
5. \_\_\_\_\_ Finance Code
6. \_\_\_\_\_ Code of Ethics
7. \_\_\_\_\_ Bill of Rights
8. \_\_\_\_\_ Annual Reports, Master Plan/Goals, State of the SG, etc.

\_\_\_\_\_ **Section Subtotal (8 possible points)**

**NOTES:**

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## MEETINGS SECTION:

1. \_\_\_\_\_ Dates
2. \_\_\_\_\_ Times
3. \_\_\_\_\_ Locations
4. \_\_\_\_\_ Contacts

\_\_\_\_\_ **Section Subtotal (4 possible points)**

**NOTES:**

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## GET INVOLVED SECTION:

1. \_\_\_\_\_ Description/Overview
2. \_\_\_\_\_ Elections/Opportunities Info
3. \_\_\_\_\_ Member Applications
4. \_\_\_\_\_ Contacts

\_\_\_\_\_ **Section Subtotal (4 possible points)**

**NOTES:**

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## SG SERVICES & PROGRAMS SECTION:

1. \_\_\_\_\_ Description/Overview
2. \_\_\_\_\_ Events Sponsored by SG (Homecoming, Spring Fling, Club Fair, etc.)
3. \_\_\_\_\_ Agencies/Departments (such as Legal Services)
4. \_\_\_\_\_ Signature Program (Discount/Savings Program, Safe Ride, Free Printing, etc.)
- \_\_\_\_\_ **Section Subtotal (4 possible points)**

**NOTES:** \_\_\_\_\_  
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## STUDENT CLUBS/ORGANIZATIONS SECTION:

1. \_\_\_\_\_ Description/Overview
2. \_\_\_\_\_ Forms/Guidelines
3. \_\_\_\_\_ Recognition/Charter Information
4. \_\_\_\_\_ Funding/Budgeting Information
5. \_\_\_\_\_ Contacts
- \_\_\_\_\_ **Section Subtotal (5 possible points)**

**NOTES:** \_\_\_\_\_  
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## BUDGET/FINANCE SECTION:

1. \_\_\_\_\_ Description/Overview
2. \_\_\_\_\_ SG Budget
3. \_\_\_\_\_ Activity Fee
4. \_\_\_\_\_ Charts/Graphs
5. \_\_\_\_\_ Allocation Info
6. \_\_\_\_\_ Forms (Funding Requests, Applications, etc.)
7. \_\_\_\_\_ Documents (Finance Code/Bylaws, etc.)
8. \_\_\_\_\_ Guidelines
9. \_\_\_\_\_ Contact Information
- \_\_\_\_\_ **Section Subtotal (9 possible points)**

**NOTES:** \_\_\_\_\_  
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## SG ELECTIONS SECTION:

1. \_\_\_\_\_ Description/Overview
2. \_\_\_\_\_ Election Codes/Bylaws
3. \_\_\_\_\_ Election Documents
  4. \_\_\_\_\_ Petitions
  5. \_\_\_\_\_ Applications
6. \_\_\_\_\_ Position Descriptions
7. \_\_\_\_\_ Compensation Info
8. \_\_\_\_\_ List of Candidates
  9. \_\_\_\_\_ Profiles/Bios
  10. \_\_\_\_\_ Photos
11. \_\_\_\_\_ Voting Information
  12. \_\_\_\_\_ Dates
  13. \_\_\_\_\_ Timetable
  14. \_\_\_\_\_ Locations
  15. \_\_\_\_\_ Instructions
  16. \_\_\_\_\_ Links
17. \_\_\_\_\_ Election Results
18. \_\_\_\_\_ Contact Information
- \_\_\_\_\_ **Section Subtotal (18 possible points)**

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**TOTAL POSSIBLE POINTS OVERALL: 138**

**ACTUAL TOTAL SCORE:**

**138 to 92 points = Advanced SG site**  
**91 to 45 points = Enhanced SG site**  
**44 points or below = Essential SG site**

### GRADING SCALE

Advanced	Enhanced
120-138, A+	86-91, B+
106-119, A	77-85, B
92-105, A-	68-76, B-
	60-67, C+
	53-59, C
	45-52, C-