

# 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. 1 SG Name/Acronym
2. 1 Name of Institution
3. 1 About/What is SG?
4. 1 SG Mission/Vision Statement/Motto
5. 1 SG Logo/Seal
6. 0 SG Structure/Organization Charts
7. 1 SG History
  8. 1 Your Organization
  9. 0 Past Officers
10. 1 SG Committees
  11. 1 List of Committees
  12. 1 Committee Descriptions/Duties/Contacts
13. 1 Current SG Goals/Initiatives/Projects
14. 1 Past SG Accomplishments
15. 1 FAQ Section
16. 1 Forums
17. 0 Blogs
18. 0 Videos
19. 0 E-mail Alerts
20. 0 Newsletter
21. 0 Photo Albums
- 14 **Section Subtotal (21 possible points)**

**NOTES:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# CONTACT/DIRECTORY SECTION:

1.   1   SG Office
  2.   1   SG Phone
  3.   1   SG Fax
  4.   1   SG Email
  5.   1   SG Mailing Address/P.O. Box (City/State/Zip)
  6.   1   SG Office Location (Building, Room)
  7.   0   Map/Directions
8.   1   Executive Branch Officers & Members
  9.   1   Names (First and Last)
  10.   1   Titles
  11.   1   Emails
  12.   0   Terms of Office
  13.   0   Direct Phones
  14.   1   Biographies
  15.   1   Photos
  16.   0   Education Data
  17.   0   Majors/Minors
  18.   0   Year in School (Freshman, Sophomore, Graduate/Doctoral Student, etc.)
  19.   0   Graduation Year/Class (2021, 2022, 2023, etc.)
  20.   0   Personal Social Networks
21.   1   Legislative Branch Officers & Members
  22.   1   Names (First and Last)
  23.   1   Titles
  24.   1   Emails
  25.   0   Terms of Office
  26.   0   Direct Phones
  27.   1   Biographies
  28.   1   Photos
  29.   0   Education Data
  30.   0   Majors/Minors
  31.   0   Year in School (Freshman, Sophomore, Graduate/Doctoral Student, etc.)
  32.   0   Graduation Year/Class (2021, 2022, 2023, etc.)
  33.   0   Personal Social Networks

- 34. 0 Judicial Branch Officers & Members
  - 35. 0 Names (First and Last)
  - 36. 0 Titles
  - 37. 0 Emails
  - 38. 0 Terms of Office
  - 39. 0 Direct Phones
  - 40. 0 Biographies
  - 41. 0 Photos
  - 42. 0 Education Data
  - 43. 0 Majors/Minors
  - 44. 0 Year in School (Freshman, Sophomore, Graduate/Doctoral Student, etc.)
  - 45. 0 Graduation Year/Class (2021, 2022, 2023, etc.)
  - 46. 0 Personal Social Networks

- 47. 1 Advisors/Office Staff
  - 48. 1 First Name
  - 49. 1 Last Name
  - 50. 1 Titles
  - 51. 1 Emails
  - 52. 0 Direct Phones
  - 53. 0 Biographies
  - 54. 0 Photos
  - 55. 0 Education Data (colleges/universities attended)
  - 56. 0 Majors/Minors
  - 57. 0 Personal Social Networks

- 58. 1 SG Social Networks
  - 59. 1 Facebook
  - 60. 1 Twitter
  - 61. 1 LinkedIn
  - 62. 1 Instagram
  - 63. 0 YouTube
  - 64. 0 Others: \_\_\_\_\_
  - 65. 0 Other (Agencies, Committees, Departments, etc.)

28 **Section Subtotal (65 possible points)**

**NOTES:** \_\_\_\_\_  
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\_\_\_\_\_

## GOVERNING DOCUMENTS SECTION:

1. 0 Constitution
  2. 1 Bylaws
  3. 1 Election Code
  4. 0 SG Handbook
  5. 1 Finance Code
  6. 0 Code of Ethics
  7. 0 Bill of Rights
  8. 1 Annual Reports, Master Plan/Goals, State of the SG, etc.
- 4 **Section Subtotal (8 possible points)**

**NOTES:** many years of annual reports, no constitution available

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## MEETINGS SECTION:

1. 1 Dates
  2. 1 Times
  3. 1 Locations
  4. 1 Contacts
- 4 **Section Subtotal (4 possible points)**

**NOTES:**

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## GET INVOLVED SECTION:

1. 1 Description/Overview
  2. 1 Elections/Opportunities Info
  3. 1 Member Applications
  4. 1 Contacts
- 4 **Section Subtotal (4 possible points)**

**NOTES:** many opportunities to get involved

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## SG SERVICES & PROGRAMS SECTION:

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

**NOTES:** many services

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## STUDENT CLUBS/ORGANIZATIONS SECTION:

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

**NOTES:** very robust section

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## BUDGET/FINANCE SECTION:

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

**NOTES:** very strong section, many years of budgets available for public viewing

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## SG ELECTIONS SECTION:

1. 1 Description/Overview
2. 1 Election Codes/Bylaws
3. 1 Election Documents
  4. 1 Petitions
  5. 1 Applications
6. 1 Position Descriptions
7. 0 Compensation Info
8. 0 List of Candidates
  9. 0 Profiles/Bios
  10. 0 Photos
11. 1 Voting Information
  12. 1 Dates
  13. 1 Timetable
  14. 1 Locations
  15. 1 Instructions
  16. 1 Links
17. 1 Election Results
18. 1 Contact Information
- 14 **Section Subtotal (18 possible points)**

**NOTES:** many years of election data for public viewing

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**TOTAL POSSIBLE POINTS OVERALL: 138**

**ACTUAL TOTAL SCORE:**

86

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

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