SG WEBSITE CONTENT EVALUATION
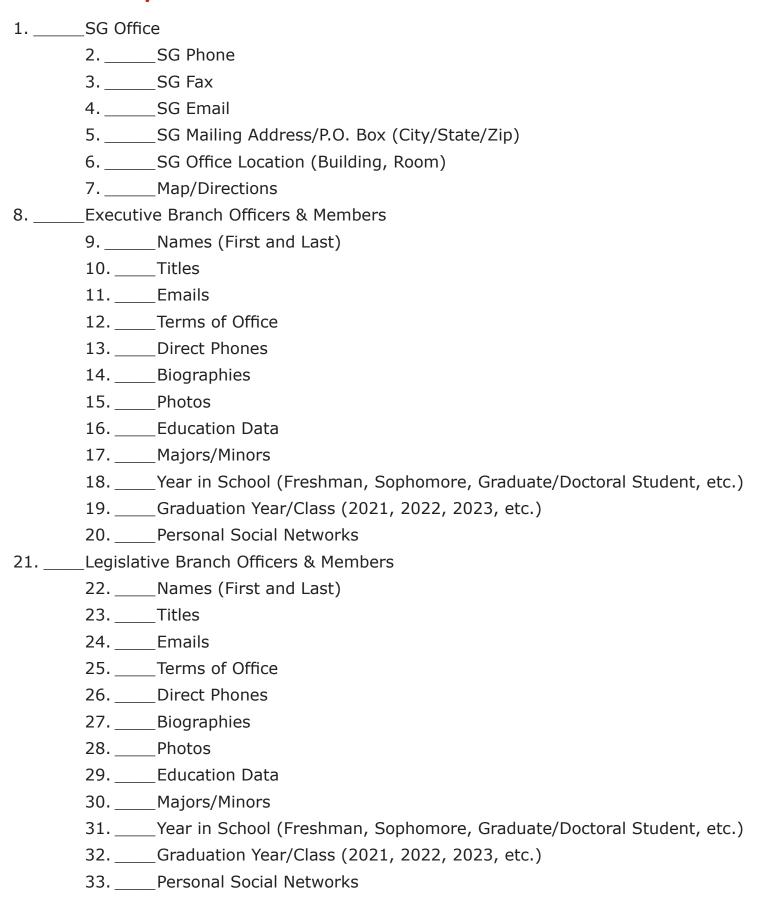
ASGA
American Student Government Association

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)**

NOTES: _____

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TOTAL POSSIBLE POINTS OVERALL: 138

ACTUAL TOTAL SCORE:

[   ]

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