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. __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. __1__ 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. __0__ FAQ Section
16. __0__ Forums
17. __0__ Blogs
18. __0__ Videos
19. __0__ E-mail Alerts
20. __0__ Newsletter
21. __0__ Photo Albums
__13__ **Section Subtotal (21 possible points)**

NOTES: _____

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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. __1__ 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. __1__ Education Data
17. __1__ 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. __1__ Education Data
30. __1__ Majors/Minors
31. __1__ 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. __1__ Direct Phones
  53. __0__ Biographies
  54. __1__ 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. __1__ YouTube
  64. __1__ Others: additional twitter
  65. __0__ Other (Agencies, Committees, Departments, etc.)
__31__ **Section Subtotal (65 possible points)**

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GOVERNING DOCUMENTS SECTION:

1. __1___ Constitution
2. __1___ Bylaws
3. __1___ Election Code
4. __0___ SG Handbook
5. __1___ Finance Code
6. __1___ Code of Ethics
7. __0___ Bill of Rights
8. __1___ Annual Reports, Master Plan/Goals, State of the SG, etc.

__6___ **Section Subtotal (8 possible points)**

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MEETINGS SECTION:

1. __1___ Dates
2. __1___ Times
3. __1___ Locations
4. __1___ Contacts

__4___ **Section Subtotal (4 possible points)**

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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)**

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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)**

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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)**

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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)**

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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. __1__ 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
__15__ **Section Subtotal (18 possible points)**

NOTES: _____

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TOTAL POSSIBLE POINTS OVERALL: 138

ACTUAL TOTAL SCORE:

91

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