

# 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)**

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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- |