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. __0__ 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. __0__ SG Committees
    11. __0__ List of Committees
    12. __0__ Committee Descriptions/Duties/Contacts
13. __0__ 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

__8__ **Section Subtotal (21 possible points)**

NOTES: _____

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CONTACT/DIRECTORY SECTION:

1. __1___ SG Office
    2. __0___ SG Phone
    3. __0___ SG Fax
    4. __1___ SG Email
    5. __1___ SG Mailing Address/P.O. Box (City/State/Zip)
    6. __0___ 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. __0___ Emails
    12. __0___ Terms of Office
    13. __0___ Direct Phones
    14. __0___ 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. __0___ Emails
    25. __0___ Terms of Office
    26. __0___ Direct Phones
    27. __0___ 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. _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. _0_ Twitter
    61. _0_ LinkedIn
    62. _1_ Instagram
    63. _0_ YouTube
    64. _1_ Others: Linktree
    65. _1_ Other (Agencies, Committees, Departments, etc.)
_22_ **Section Subtotal (65 possible points)**

NOTES: _____
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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. __0__ Code of Ethics
7. __0__ Bill of Rights
8. __1__ Annual Reports, Master Plan/Goals, State of the SG, etc.

__5__ **Section Subtotal (8 possible points)**

NOTES: _____

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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. __0__ Description/Overview
2. __0__ Elections/Opportunities Info
3. __0__ Member Applications
4. __0__ Contacts

__0__ **Section Subtotal (4 possible points)**

NOTES: _____

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SG SERVICES & PROGRAMS SECTION:

1. 0 _____ Description/Overview
2. 0 _____ Events Sponsored by SG (Homecoming, Spring Fling, Club Fair, etc.)
3. 0 _____ Agencies/Departments (such as Legal Services)
4. 1 _____ Signature Program (Discount/Savings Program, Safe Ride, Free Printing, etc.)
1 _____ **Section Subtotal (4 possible points)**

NOTES: _____

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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: _____

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BUDGET/FINANCE SECTION:

1. 1 _____ Description/Overview
2. 0 _____ SG Budget
3. 0 _____ Activity Fee
4. 0 _____ Charts/Graphs
5. 0 _____ Allocation Info
6. 0 _____ Forms (Funding Requests, Applications, etc.)
7. 1 _____ Documents (Finance Code/Bylaws, etc.)
8. 0 _____ Guidelines
9. 0 _____ Contact Information
2 _____ **Section Subtotal (9 possible points)**

NOTES: _____

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SG ELECTIONS SECTION:

1. __0__ Description/Overview
2. __1__ Election Codes/Bylaws
3. __0__ Election Documents
      4. __0__ Petitions
      5. __0__ Applications
6. __0__ Position Descriptions
7. __0__ Compensation Info
8. __0__ List of Candidates
      9. __0__ Profiles/Bios
      10. __0__ Photos
11. __1__ Voting Information
      12. __0__ Dates
      13. __1__ Timetable
      14. __1__ Locations
      15. __1__ Instructions
      16. __0__ Links
17. __0__ Election Results
18. __0__ Contact Information
__5__ **Section Subtotal (18 possible points)**

NOTES: _____

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TOTAL POSSIBLE POINTS OVERALL: 138

ACTUAL TOTAL SCORE:

52

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