

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. 0 SG Committees
 11. 0 List of Committees
 12. 0 Committee Descriptions/Duties/Contacts
13. 1 Current SG Goals/Initiatives/Projects
14. 1 Past SG Accomplishments
15. 0 FAQ Section
16. 0 Forums
17. 1 Blogs
18. 1 Videos
19. 1 E-mail Alerts
20. 1 Newsletter
21. 0 Photo Albums
- 13 **Section Subtotal (21 possible points)**

NOTES:

CONTACT/DIRECTORY SECTION:

1. 1 SG Office
 2. 0 SG Phone
 3. 0 SG Fax
 4. 0 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. 1 Emails
 12. 1 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. 1 Emails
 25. 1 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. 0 SG Social Networks
 - 59. 0 Facebook
 - 60. 0 Twitter
 - 61. 0 LinkedIn
 - 62. 0 Instagram
 - 63. 0 YouTube
 - 64. 0 Others: _____
 - 65. 0 Other (Agencies, Committees, Departments, etc.)

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

NOTES: _____

GOVERNING DOCUMENTS SECTION:

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

NOTES: _____

MEETINGS SECTION:

1. 0 Dates
 2. 0 Times
 3. 0 Locations
 4. 0 Contacts
- 0 **Section Subtotal (4 possible points)**

NOTES: _____

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: _____

SG SERVICES & PROGRAMS SECTION:

1. 0 Description/Overview
2. 1 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.)
- 2 **Section Subtotal (4 possible points)**

NOTES: _____

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: _____

BUDGET/FINANCE SECTION:

1. 0 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. 0 Documents (Finance Code/Bylaws, etc.)
8. 0 Guidelines
9. 0 Contact Information
- 0 **Section Subtotal (9 possible points)**

NOTES: _____

SG ELECTIONS SECTION:

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

NOTES:

TOTAL POSSIBLE POINTS OVERALL: 138

ACTUAL TOTAL SCORE:

53

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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