

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. ____ SG Affiliations
16. ____ FAQ Section
17. ____ Forums
18. ____ Blogs
19. ____ Videos
20. ____ E-mail Alerts
21. ____ Newsletter
22. ____ Photo Albums

____ **Section Subtotal (22 possible points)**

NOTES: _____

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. _____ Office Hours
 15. _____ Biographies
 16. _____ Photos
 17. _____ Education Data
 18. _____ Majors/Minors
 19. _____ Year in School (Freshman, Sophomore, Graduate/Doctoral Student, etc.)
 20. _____ Graduation Year/Class (2026, 2027, 2028, etc.)
 21. _____ Personal Social Networks
22. _____ Legislative Branch Officers & Members
 23. _____ Names (First and Last)
 24. _____ Titles
 25. _____ Emails
 26. _____ Terms of Office
 27. _____ Direct Phones
 28. _____ Biographies
 29. _____ Photos
 30. _____ Education Data
 31. _____ Majors/Minors
 32. _____ Year in School (Freshman, Sophomore, Graduate/Doctoral Student, etc.)
 33. _____ Graduation Year/Class (2026, 2027, 2028, etc.)
 34. _____ Personal Social Networks

35. ____ Judicial Branch Officers & Members

36. ____ Names (First and Last)

37. ____ Titles

38. ____ Emails

39. ____ Terms of Office

40. ____ Advisors/Office Staff

41. ____ First Name

42. ____ Last Name

43. ____ Titles

44. ____ Emails

45. ____ Direct Phones

46. ____ Biographies

47. ____ Photos

48. ____ Education Data (colleges/universities attended)

49. ____ Majors/Minors

50. ____ Personal Social Networks

51. ____ SG Social Networks

52. ____ Facebook

53. ____ X/Twitter

54. ____ LinkedIn

55. ____ Instagram

56. ____ Tik Tok

57. ____ YouTube

58. ____ Others: _____

59. ____ Other (Agencies, Committees, Departments, etc.)

____ **Section Subtotal (59 possible points)**

NOTES: _____

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: _____

MEETINGS SECTION:

1. _____ Dates
2. _____ Times
3. _____ Locations
4. _____ Minutes
5. _____ Agendas
6. _____ Meeting Recordings/Archived Meetings
7. _____ Contacts

_____ **Section Subtotal (7 possible points)**

NOTES: _____

GET INVOLVED SECTION:

1. _____ Description/Overview
2. _____ Elections/Opportunities Info
3. _____ Member Applications
4. _____ SG Suggestion Box/Form
5. _____ Contacts

_____ **Section Subtotal (5 possible points)**

NOTES: _____

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: _____

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: _____

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: _____

SG ELECTIONS SECTION:

1. _____ Description/Overview
2. _____ Election Codes/Bylaws
3. _____ Election Documents
 4. _____ Petitions
 5. _____ Applications
 6. _____ Election Appeals & Grievances
7. _____ Position Descriptions
8. _____ Compensation Info
9. _____ List of Candidates
10. _____ Profiles/Bios
11. _____ Photos
12. _____ Voting Information
 13. _____ Dates
 14. _____ Timetable
 15. _____ Locations
 16. _____ Instructions
 17. _____ Links
18. _____ Election Results
19. _____ Contact Information

NOTES:

_____ **Section Subtotal (19 possible points)**

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-

School Name: _____

Your Name: _____

Your Title: _____

Your E-mail: _____ **Your Phone:** _____

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