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 (2026, 2027, 2028, 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 (2026, 2027, 2028, 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 (2026, 2027, 2028, 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. _____X/Twitter

61. _____LinkedIn

62. _____Instagram

63. _____YouTube

64. _____Others: _____

65. _____Other (Agencies, Committees, Departments, etc.)

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

NOTES: _____

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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-

School Name: _____

Your Name: _____

Your Title: _____

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

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