

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. 0 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. 1 SG Committees
 11. 1 List of Committees
 12. 1 Committee Descriptions/Duties/Contacts
13. 1 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
- 11 **Section Subtotal (21 possible points)**

NOTES: _____

CONTACT/DIRECTORY SECTION:

1. 0 SG Office
 2. 0 SG Phone
 3. 0 SG Fax
 4. 1 SG Email
 5. 0 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. 1 Terms of Office
 13. 0 Direct Phones
 14. 1 Biographies
 15. 1 Photos
 16. 1 Education Data
 17. 1 Majors/Minors
 18. 1 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. 1 Terms of Office
 26. 0 Direct Phones
 27. 0 Biographies
 28. 1 Photos
 29. 1 Education Data
 30. 0 Majors/Minors
 31. 0 Year in School (Freshman, Sophomore, Graduate/Doctoral Student, etc.)
 32. 1 Graduation Year/Class (2021, 2022, 2023, etc.)
 33. 0 Personal Social Networks

34. 1 Judicial Branch Officers & Members
 35. 1 Names (First and Last)
 36. 1 Titles
 37. 0 Emails
 38. 1 Terms of Office
 39. 0 Direct Phones
 40. 0 Biographies
 41. 1 Photos
 42. 1 Education Data
 43. 1 Majors/Minors
 44. 1 Year in School (Freshman, Sophomore, Graduate/Doctoral Student, etc.)
 45. 1 Graduation Year/Class (2021, 2022, 2023, etc.)
 46. 0 Personal Social Networks
47. 0 Advisors/Office Staff
 48. 0 First Name
 49. 0 Last Name
 50. 0 Titles
 51. 0 Emails
 52. 0 Direct Phones
 53. 0 Biographies
 54. 0 Photos
 55. 0 Education Data (colleges/universities attended)
 56. 0 Majors/Minors
 57. 0 Personal Social Networks
58. 1 SG Social Networks
 59. 0 Facebook
 60. 1 Twitter
 61. 0 LinkedIn
 62. 1 Instagram
 63. 0 YouTube
 64. 1 Others: Linktree
 65. 1 Other (Agencies, Committees, Departments, etc.)

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

NOTES: no judiciary, treasury board is third branch of student government

GOVERNING DOCUMENTS SECTION:

1. 1 Constitution
2. 1 Bylaws
3. 0 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.
- 4 **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. 0 Description/Overview
2. 1 Elections/Opportunities Info
3. 0 Member Applications
4. 0 Contacts
- 1 **Section Subtotal (4 possible points)**

NOTES: _____

SG SERVICES & PROGRAMS SECTION:

1. 1 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.)
- 2 **Section Subtotal (4 possible points)**

NOTES: _____

STUDENT CLUBS/ORGANIZATIONS SECTION:

1. 0 Description/Overview
2. 0 Forms/Guidelines
3. 0 Recognition/Charter Information
4. 0 Funding/Budgeting Information
5. 0 Contacts
- 0 **Section Subtotal (5 possible points)**

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BUDGET/FINANCE SECTION:

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

NOTES: _____

SG ELECTIONS SECTION:

- 1. 1 Description/Overview
- 2. 0 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. 1 Dates
 - 13. 1 Timetable
 - 14. 1 Locations
 - 15. 1 Instructions
 - 16. 1 Links
- 17. 1 Election Results
- 18. 1 Contact Information
- 9 Section Subtotal (18 possible points)

NOTES:

TOTAL POSSIBLE POINTS OVERALL: 138

ACTUAL TOTAL SCORE:

65

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