

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:

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 (2021, 2022, 2023, 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 (2021, 2022, 2023, 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 (2021, 2022, 2023, 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. ____ Twitter
 - 61. ____ LinkedIn
 - 62. ____ Instagram
 - 63. ____ YouTube
 - 64. ____ Others: _____
 - 65. ____ Other (Agencies, Committees, Departments, etc.)

____ **Section Subtotal (65 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. _____ Contacts

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

NOTES:

GET INVOLVED SECTION:

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

_____ **Section Subtotal (4 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. _____ 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)**

NOTES: _____

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-