

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. 1 SG Structure/Organization Charts
7. 1 SG History
 8. 1 Your Organization
 9. 1 Past Officers
10. 1 SG Committees
 11. 1 List of Committees
 12. 1 Committee Descriptions/Duties/Contacts
13. 0 Current SG Goals/Initiatives/Projects
14. 0 Past SG Accomplishments
15. 0 SG Affiliations
16. 0 FAQ Section
17. 0 Forums
18. 0 Blogs
19. 0 Videos
20. 0 E-mail Alerts
21. 0 Newsletter
22. 0 Photo Albums
- 12 **Section Subtotal (22 possible points)**

NOTES: _____

CONTACT/DIRECTORY SECTION:

1. 1 SG Office
 2. 1 SG Phone
 3. 0 SG Fax
 4. 1 SG Email
 5. 1 SG Mailing Address/P.O. Box (City/State/Zip)
 6. 1 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. 0 Terms of Office
 13. 1 Direct Phones
 14. 0 Office Hours
 15. 1 Biographies
 16. 1 Photos
 17. 1 Education Data
 18. 1 Majors/Minors
 19. 1 Year in School (Freshman, Sophomore, Graduate/Doctoral Student, etc.)
 20. 1 Graduation Year/Class (2026, 2027, 2028, etc.)
 21. 0 Personal Social Networks
22. 1 Legislative Branch Officers & Members
 23. 1 Names (First and Last)
 24. 1 Titles
 25. 1 Emails
 26. 1 Terms of Office
 27. 0 Direct Phones
 28. 1 Biographies
 29. 1 Photos
 30. 1 Education Data
 31. 1 Majors/Minors
 32. 1 Year in School (Freshman, Sophomore, Graduate/Doctoral Student, etc.)
 33. 1 Graduation Year/Class (2026, 2027, 2028, etc.)
 34. 0 Personal Social Networks

35. 1 Judicial Branch Officers & Members

36. 1 Names (First and Last)

37. 1 Titles

38. 1 Emails

39. 0 Terms of Office

40. 0 Advisors/Office Staff

41. 0 First Name

42. 0 Last Name

43. 0 Titles

44. 0 Emails

45. 0 Direct Phones

46. 0 Biographies

47. 0 Photos

48. 0 Education Data (colleges/universities attended)

49. 0 Majors/Minors

50. 0 Personal Social Networks

51. 1 SG Social Networks

52. 1 Facebook

53. 0 X/Twitter

54. 0 LinkedIn

55. 1 Instagram

56. 0 Tik Tok

57. 0 YouTube

58. 1 Others: _____

59. 0 Other (Agencies, Committees, Departments, etc.)

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

NOTES: _____

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. 1 Dates
 2. 1 Times
 3. 1 Locations
 4. 1 Minutes
 5. 0 Agendas
 6. 0 Meeting Recordings/Archived Meetings
 7. 1 Contacts
- 5 **Section Subtotal (7 possible points)**

NOTES: _____

GET INVOLVED SECTION:

1. 1 Description/Overview
 2. 0 Elections/Opportunities Info
 3. 0 Member Applications
 4. 0 SG Suggestion Box/Form
 5. 1 Contacts
- 2 **Section Subtotal (5 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. 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. 1 Description/Overview
2. 0 SG Budget
3. 0 Activity Fee
4. 0 Charts/Graphs
5. 0 Allocation Info
6. 1 Forms (Funding Requests, Applications, etc.)
7. 1 Documents (Finance Code/Bylaws, etc.)
8. 0 Guidelines
9. 0 Contact Information
- 3 **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 Election Appeals & Grievances
7. 0 Position Descriptions
8. 0 Compensation Info
9. 0 List of Candidates
 10. 0 Profiles/Bios
 11. 0 Photos
12. 0 Voting Information
 13. 0 Dates
 14. 0 Timetable
 15. 0 Locations
 16. 0 Instructions
 17. 0 Links
18. 0 Election Results
19. 0 Contact Information
- 1 **Section Subtotal (19 possible points)**

NOTES:

TOTAL POSSIBLE POINTS OVERALL: 138

ACTUAL TOTAL SCORE:

69

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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