

# SG WEB SITE TUNE-UP

## Essential Checklist

These are “basics” that must be included in any Essential SG web site. This is information for SGs that are establishing/revamping/improving their website.

The Essential website should relay the most basic info on what SG is, how to contact SG, information on execs/ reps/senators, who the advisor(s) are, and should list clearly stated dates/terms.

The site should be a place where students WANT to go for news of the student community and university that affects them and where they know they can make a difference and be heard. Anyone should be able to understand what SG is/does for students.

### THE ESSENTIAL SG WEB SITE MUST INCLUDE:

Name of your SG

Mission of your SG

Contacts for officers, office staff, and advisors

Direct phone numbers, e-mails

Main SG phone, fax, e-mail, physical mailing address

Social media (Facebook, Twitter, LinkedIn, Instagram, etc.)

Goals for the year

List of past SG accomplishments

A signature program that gets students to visit your web site (Discount Program, Safe Ride, Food Pantry, etc.)

Governing documents

Constitution      Bylaws

Meeting information (Dates, times, locations)



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