



Website Materials Needed (Advanced Level)

Your School _____

Your Name _____

Your Title _____

Your Email _____

Phone _____

FAX _____

SG Contact Information

- SG Name
- SG Phone
- SG FAX
- SG Mailing Address
- SG Email Address
- SG Social Media

Officers, Office Staff, and Advisors

- Direct phone numbers
- Direct e-mails
- Term of office
- Position
- Branch (executive, legislative, judicial, etc.)
- Social Media
- Position
- Photos (head shots, color, highest resolution possible)
 - Name each photo file with the name and term of the individual
- Directory page of all SG officers, advisors, and office staff by branch and containing titles, terms and emails. Should provide direct phone number for each position if applicable and links to a personal profile.

Helping student governments grow, improve, and connect

Shipping Address: 412 NW 16th Ave, Gainesville, FL 32601-4203
Phone: Toll free 1-877-ASK-ASGA (877-275-2742) • **Fax:** 352-373-8120
E-mail: info@asgaonline.com • **Web:** www.asgahome.org



SG Logos

- Highest resolution possible
- Transparent PNG format

Governing Documents

- PDF format only
- Name each document file with the name and year of the document
- Constitution
- Bylaws
- Election Code
- Handbook
- Finance Code

Editorial Content

- Photos for website header images and home page
 - Color photos of campus, events, people, etc.
 - highest resolution possible
- SG Mission
- SG History
 - Organization
 - Officers
- Goals for the year
- List of past SG accomplishments
- Signature Program information
- Meeting information (Dates, times, locations)
- SG Services & Programs
 - Events
 - Agencies/Departments (like Legal Services)
- Student Organizations information
 - Forms/Guidelines
 - Recognition information
 - Funding information
- SG committees



- Forums, blogs, videos, photos
- Elections section
 - Codes
 - Applications
 - Documents (Candidacy, petitions, etc.)
 - Position Descriptions
 - Compensation
- Budget Information
- Structure/Organization charts
- FAQ section for a quick "go-to" guide
- Welcome video