



Website Materials Needed (Enhanced 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

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