

文藻外語大學學生事務及輔導經費補助學生社團活動辦法

Guidelines for Funding Student Organization Activities from the Subsidy for Student Affairs and Counseling

98年10月13日學生事務會議通過
Approved at the Student Affairs Committee meeting on October 13, 2009
98年11月05日校長核定實施
Ratified by the University President on November 5, 2009
100年6月14日學生事務會議通過
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Ratified by the University President on July 25, 2011
102年7月29日學生事務會議修正通過
Amended at the Student Affairs Committee meeting on July 29, 2013
102年08月08日經校長核定
Ratified by the University President on August 8, 2013
102年12月17日學生事務會議修正通過
Amended at the Student Affairs Committee meeting on December 17, 2013
102年12月27日經校長核定
Ratified by the University President on December 27, 2013

一、主旨：配合教育部及學校補助「學生事務與輔導工作經費」（以下簡稱為「學務經費」）專款專用之指導原則，鼓勵學生社團舉辦有益身心之研習及休閒活動，以強化學生自治能力，進而培養學生負責任、重團隊精神。

Article 1. PURPOSE: These Guidelines are formulated in accordance with the Subsidy for Student Affairs and Counseling from the Ministry of Education and the University (hereafter referred to as “Subsidy”), to encourage student organizations to host beneficial academic and leisure activities, in order to enhance students’ capacity for self-government and cultivate their sense of responsibility and spirit of teamwork.

二、補助項目：

Article 2. FUNDING CATEGORIES:

1. 全體社團社長、幹部及學生會幹部訓練交流活動。
Training sessions and exchanges for organization presidents, officers, and Student Union officers.
2. 全校性研習活動。
Campus-wide academic events.
3. 全校性演講活動。
Campus-wide lectures.
4. 全校性藝文活動。
Campus-wide arts & cultural events.
5. 社團成果展活動。
Student organization presentations and shows.
6. 推薦參加校際性比賽活動。
Recommendation for participation in intercollegiate competitions.
7. 帶動中小學社團發展及社區服務活動。
Activities that promote the development of junior high and elementary school student organizations and community services.
8. 印製課外活動指導手冊、社團總覽及其他健全學生社團制度相關資料。

Producing copies of extracurricular activities guidelines, student organization overviews, and other documents that contribute to the sound development of student organization systems.

三、申請條件：凡符合下列條件之社團均可優先申請

Article 3. ELIGIBILITY: Priority is given to student organizations with the following qualifications:

1. 當年度學生社團評鑑總評成績達 75 分以上。
A final score of 75 or above in the student organization evaluation for the current school year.
2. 平時積極配合本組各項政策及活動者。
Regular and active participation and collaboration with the policies and activities of the Extracurricular Activities Section.
3. 列為重點發展者。
Student organizations listed as the University's priorities for development.
4. 曾經申請學務經費補助表現優良者。
Prior recipient of the Subsidy with outstanding achievements.

四、補助原則：依「學生社團申請經費補助細則」各項規定為基本補助原則。

Article 4. REGULATION: Authorization of funding follows the guidelines listed in Student Organization Budget Application Procedures.

五、作業流程：

Article 5. PROCEDURE:

1. 學生社團及學生會於寒、暑假提出下學期活動經費預定計畫表後，即由課外活動指導組商議核定補助活動及金額。未獲學務經費補助者，則移交「學生會經費審核委員會」審議，另以學生會費適予補助。
Student organizations and Student Union should submit Budget Plan of Activity for the next semester during winter and summer vacations. The list of activities granted funding and the amount of funding are then determined by the Extracurricular Activities Section. Activities not granted funding are sent to the Student Union Budget Review Committee for evaluation, which may dispense appropriate funding from the Student Union Fee.
2. 經核定後，依一般課外活動方式申請經費，惟於傳票上註記為「學務經費補助」。
For authorized activities, the procedure of application follows that of general extracurricular activities, except that the accounting voucher should contain a note indicating "funded by the Subsidy for Student Affairs and Counseling."
3. 凡活動支出憑證不符規定，則取消學務經費補助。
If the documents for payment fail to comply with the guidelines, the Subsidy is to be canceled.
4. 活動結束一個月內，應檢附活動申請、計畫書影本、執行紀錄、成果報告表、檢討會議紀錄、經費差異分析表及參加人員問卷統計表交課外活動指導組查核。
After the funded activities are hosted, student organizations must submit the following documents to the Extracurricular Activities Section for review within one month: activity application, a copy of the prospectus, records of execution, performance report, minutes of the review meeting, budget and expenditure balance sheet, and statistical tables of questionnaires answered by activity participants.

六、其他規定：

Article 6. MISCELLANEOUS REGULATIONS:

1. 申請學務經費於化雨堂辦理成果展，觀眾數須達 300 人以上，列名主辦單位之社團演出節目時間至少一小時(不含花絮影片、串場及謝幕等)，觀眾人數或時間不足者，扣除補助款 50%。

For student organization presentations and shows hosted in the Wenzao Auditorium, a minimum of 300 participants is required; in addition, student organizations listed as the main organizers must present programs of no less than one hour (not including behind-the-scene videos, intermissions, and curtain calls, etc). If either of the standards are not met, the funding will be deducted by 50%.

2. 申請社團需確實派員參與各項講習、說明，否則取消補助。

Student organizations with authorized applications must send representatives to designated training sessions and lectures. Failure to comply will result in the cancelation of granted funding.

七、本辦法經學生事務處主管會議通過，陳請校長核定後實施，修正時亦同。

Article 7. These Guidelines become effective after approval by the Student Affairs Executive meeting and ratification by the President. Amendments must follow the same procedure.