

明志科技大學
Ming Chi University of
Technology

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學生社團活動經費補助辦法
Regulations for Funding Activities of
Student Organizations and Clubs

制定部門：學生事務處課外活動組
Established by: Extracurricular Activity Section, Office of Student Affairs

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第一條 目的

為鼓勵社團積極推動學生課外活動，以達自我成長、回饋社會暨健全社團組織之目的，訂定「學生社團活動經費補助辦法」（以下簡稱本辦法）。

Article 1 Objective/Purpose

The “Regulations for Funding Activities of Student Organizations and Clubs” (hereinafter called these “Regulations”) is established to encourage student organizations and clubs to promote extracurricular activities to achieve the goal of self-growth, social contribution, and the organization optimization of student organizations and clubs.

第二條 適用對象

本校各學生社團團體。

Article 2 Applicability

These Regulations shall apply to all MCUT student organizations and clubs.

第三條 提出申請

凡申請補助之社團應在活動辦理前填寫「學生社團活動申請書」（表單於學生社團活動輔導辦法），一般性活動應於活動前 15 日向課外活動組提出申請；全校性、跨系(校)等大型活動，至少應於活動前 30 日向課外活動組提出申請。

Article 3 Application for Funding

Student organizations and clubs applying for funding shall fill in the “Application for Student Organization and Club Activity” (the form is

available in the “Regulations of Assistance for Student Club and Student Activity”). General activities shall be applied to the Extracurricular Activity Section 15 days in advance. The extensive school-wide or inter-school activities shall be applied to the extracurricular activity section at least 30 days in advance.

第四條 申請補助經費之類別

- 一、活動經費補助。
- 二、社會服務經費補助。
- 三、其他需經特別核准之經費補助。

Article 4 Types of Funding

1. Activity funding.
2. Social service funding.
3. Funding requiring special approval.

第五條 補助原則

社團活動經費應以自行籌措為主，為使資源有效分配運用，校內經費補助依其社團性質及社團活動重點為原則，酌予補助。經費審核標準依社團活動經費補助類別參考表(表號 A041050107)。缺乏活動具體計畫、預算或未依規定時間辦理申請與報銷之記錄者，得降低補助額度或不予補助。

Article 5 Principles of Funding

Student organizations and clubs, in principle, shall raise funds for student organizations and club activities. For effective resource allocation, student organization and club activities will be funded based on the nature of student organizations and clubs and the focus of student organization and club activities. Please refer to the List of Types of Funding for Student Organization and Club Activities (Form: A041050107) for the criteria of funding evaluation. Funding will be reduced or rejected for student organization and club activities without a specific plan or budget or for student organizations and clubs failing to apply for funding and submit the write-off record scheduled.

第六條 不得申請補助之社團

各社團凡有下列情形之一者，停止申請補助之權利：

- 一、幹部及社員名冊，未能於學年開始之一個月內造冊送至課外活動

組備查者。俟名冊送達後，始得舉辦活動，並申請活動經費補助。

- 二、社團負責人及幹部無故不參加社團幹部研習營者。
- 三、課外活動組或學生會召集之各種會議，有兩次以上無故不到者。
- 四、前次活動補助報銷手續未照規定辦理或完成者。
- 五、組織不健全或平時活動表現不佳者。
- 六、無故不參加社團評鑑或連續兩年評鑑成績未達 60 分者。

Article 6 Student Organizations and Clubs Rejected for Funding Application

Student organizations and clubs under any one of the following circumstances shall be rejected from funding application:

1. Failure to produce and submit to the Extracurricular Activity Section the list of staff and members one month before the academic year begins. Student organizations and clubs shall only organize activities and apply for activity funding after submitting them to the Extracurricular Activity Section.
2. Unexcused absence from the staff training for student organizations and clubs of the chairperson and staff of student organizations and clubs.
3. Unexcused absence from the meetings held by the Extracurricular Activity Section or Student Union two times.
4. Failure to follow or complete the funding write-off procedures in the previous activity.
5. Poor organization or poor activity performance.
6. Unexcused rejection of the student organization and club evaluation or an evaluation score under 60 marks for two consecutive years.

第七條 補助經費報銷

- 一、各社團請准補助之金額，均需以正式的統一發票或收據，抬頭書寫「財團法人明志科技大學」字樣並填上本校統一編號：35701534，憑以報銷，收據需加蓋「負責人」私章。
- 二、活動結束 14 日內，須將活動成果報告書、活動照片、收支情形、黏貼憑證、回饋表等，彙集成冊，送課外活動組核銷。逾期或報銷不實者，該補助款項取消。

Article 7 Funding Write-Off

1. The approved funding of each student organization and club shall be written off with uniform invoices or official receipts, with “Ming Chi University of Technology” as the payor and MCUT’s tax ID 35701534. All receipts shall contain the seal of the “responsible person.”

2. Within 14 days after an activity ends, student organizations and clubs shall submit the following documents bound in one volume to the Extracurricular Activity Section to write off the account: activity achievement report, activity photos, income and expenditure, uniform invoices or official receipts, and contribution list. Funding shall be canceled for late write-offs or false write-offs.

第八條 實施與修訂

本辦法經學生事務會議審議通過，陳校長核定後公布實施，修訂時亦同。

Article 8 Implementation and Amendment

These Regulations shall be promulgated and implemented after the passage of the Office of Student Affairs and the president's approval. The same shall apply to the amendments hereto.

社團活動經費補助類別參考表

表號 A041050107

活動項目	補助類別
迎新、送舊、社慶	補助文書費、交通費、保險費、印刷費、影印費、茶點費、雜費
各類研習性、演講性、觀摩等活動	補助文書費、交通費、保險費、印刷費、影印費、餐點費、講師鐘點費、住宿費、雜費
全校性活動	補助文書費、交通費、保險費、印刷費、影印費、餐點費、講師鐘點費、獎品費、紀念品費、器材租借費、評審費、雜費
幹部訓練	補助文書費、交通費、保險費、印刷費、影印費、餐點費、講師鐘點費、住宿費、雜費
社團成果展 (校際性、全校性)	補助文書費、交通費、保險費、印刷費、影印費、餐點費、講師鐘點費、獎品費、紀念品費、器材租借費、雜費
校際活動、比賽	補助文書費、交通費、保險費、印刷費、影印費、餐點費、講師鐘點費、評審費、獎品費、紀念品費、器材租借費、雜費 主辦全國性比賽另案簽核申請
配合學校相關大型活動	補助文書費、交通費、保險費、印刷費、影印費、餐點費、講師鐘點費、評審費、獎品費、紀念品費、器材租借費、雜費
社會服務	依專案申請 社區服務、公益活動、寒暑假服務隊
社團指導老師費	依照社團指導老師實施辦法補助

List of Types of Funding for Student Organization and Club Activities

Form: A041050107

Activity	Types of Funding
Welcome, farewell, and anniversary parties of student organizations and clubs	Document processing fee, transportation fee, insurance fee, printing fee, photocopy fee, refreshment fee, miscellaneous expenses
Various training, lecture, and demonstration activities.	Document processing fee, transportation fee, insurance fee, printing fee, photocopy fee, meal fee, instructor hourly rate, accommodations, miscellaneous expenses
School-wide activities	Document processing fee, transportation fee, insurance fee, printing fee, photocopy fee, meal fee, instructor hourly rate, gift fee, souvenir fee, equipment borrowing renting fee, evaluation fee, miscellaneous expenses
Staff training	Document processing fee, transportation fee, insurance fee, printing fee, photocopy fee, meal fee, instructor hourly rate, accommodations, miscellaneous expenses
Achievement exhibition (inter-school, school-wide)	Document processing fee, transportation fee, insurance fee, printing fee, photocopy fee, meal fee, instructor hourly rate, gift fee, souvenir fee, equipment borrowing renting fee, miscellaneous expenses
Inter-school activities, competitions	Document processing fee, transportation fee, insurance fee, printing fee, photocopy fee, meal fee, instructor hourly rate, evaluation fee, gift fee, souvenir fee, equipment borrowing renting fee, miscellaneous expenses Funding for national competitions shall be applied for individually with the request for approval.
Activities coordinating with related large activities off schools	Document processing fee, transportation fee, insurance fee, printing fee, photocopy fee, meal fee, instructor hourly rate, evaluation fee, gift fee, souvenir fee, equipment borrowing renting fee, miscellaneous expenses
Social service	Application by project Community service, charity activities, service teams for summer and winter breaks
Student organization and club advisor fee	Subject to the Regulations for Funding Advisors of Student Organizations and Clubs