

國立清華大學補助學生社團活動經費執行要點

National Tsing Hua University Guidelines for Financial Support for Club Activities

中英法規對照表(2020)

中文	英文
一、依「國立清華大學學生社團活動輔導辦法」第二十二條規定，並為提升經費使用效能，健全內部帳務管理，特制定本要點。	Article 1 These Guidelines are enacted in accordance with Article 22 of the National Tsing Hua University Regulations for the Supervision of Student Club Activities, to enhance the effective use of funds and for sound management of internal accounting.
二、本校各社團經費之補助及結報，除法令另有規定外，依本要點辦理。	Article 2 Except where otherwise provided by law or regulation, subsidies for and reporting of student club expenses shall be carried out in accordance with these Guidelines.
三、與社團成立目的、性質相符、對社團經營有助益之活動，或相關物品設備之新購或修繕，皆可提出申請。但純娛樂性活動不得提出申請（如迎新、送舊、社遊等）。	Article 3 A student club can apply for subsidies for activities which meet the purpose of club, benefit and facilitate club management, or for items purchasing or repair. Activities for entertainment (such as welcome activities, farewell parties or outings) cannot be applied for subsidies. S (1)
四、經費申請方式：依課外活動組（以下簡稱課外組）公告之方式與作業時程，以個案申請（逕至社團系統提出活動申請及經費補助需求）或績優社團經費補助方式行之。	Article 4 Methods for funding application: A student club should follow the procedures announced by the Division of Student Activities (DSA) to apply

	for funds via the DSA Club Management System or apply for subsidies for outstanding clubs.
<p>五、經費核給原則：</p> <p>(一)視社團之活動創新創意與能見度、物品設備需求情形、前學年度社團評鑑成績、社團平時表現、社團資料繳交情形及課外組經費等情形核給。</p> <p>(二)參加全國性比賽若獲前三名之名次，除全額補助核定之費用外，獲得第一名者得依核定金額額外補助30%，第二名20%，第三名10%，補助次數及總額度，依課外組經費情形核給。</p> <p>(三)自治性社團：除特殊活動專案申請核准補助外，原則不予補助。</p> <p>(四)由社團活動所衍生之相關費用(如：校內行政人員加班費、清潔費等)，除經專案簽准外，一律由社團自行負擔。</p>	<p>Article 5</p> <p>Standards for budget subsidies:</p> <p>(1) The amount of subsidies will be determined by the innovation, creativity and visibility of events, the request for the purchase of supply items and equipment, the result of club evaluation in the previous academic year, club regular performance, documents submission and the DSA annual budget.</p> <p>(2) Clubs who finish in the top three places in a national competition, in addition to approval of subsidies for all expenses, will receive an additional 30 percent for a first-place finish, 20 percent for a second-place finish, and 10 percent for a third-place finish. The number of times subsidies are provided and their amounts will depend on overall budgetary planning by the DSA.</p> <p>(3) Subsidies for student autonomous clubs: In principle, no subsidies will be offered except in the case of ad hoc applications that are approved for special activities.</p> <p>(4) Extra costs for club activities (such as overtime pay for administrative personnel and cleaning fee): Any extra costs for club activities, except where approval is given on an ad-hoc basis, shall be paid by</p>

	the student club.
<p>六、績優社團補助申請與核定：</p> <p>(一)欲申請之社團，應於期限內送交申請資料，其內容至少應包含：</p> <ol style="list-style-type: none"> 1.績優社團經費補助申請表。 2.過去一年之活動成果說明。 3.過去一年獲課外組補助經費執行情形。 4.本次申請補助需求說明。 5.績效評量：本次申請補助各項目之目標及預期達到效益。 <p>(二)績優社團經費補助之審核，由課外組組長擔任召集人，各輔導人員為當然委員所組成之審核會議核定。</p> <p>(三)課外組得請社團出席經費審核會議並口頭報告，社團應予配合。</p> <p>(四)審核會議核定金額後，由課外組公告通知審核結果，獲得補助社團須於活動開始二週前完成活動申請，並於活動結束後二週內完成活動結案，始可進行報帳核銷程序。</p> <p>(五)獲得補助單價超過1萬元以上設備費之社團，必須配合課外組規定期限內提出請購及核銷，逾時不予核銷。</p>	<p>Article 6</p> <p>Application for subsidies for outstanding clubs:</p> <p>(1) A club applying for an outstanding club subsidy shall submit an application before the deadline that includes at least the following information:</p> <ol style="list-style-type: none"> A. Application form for subsidies for outstanding clubs. B. Activity reports for the preceding year. C. Budget execution report for the preceding year. D. Description of the need for subsidies. E. Effectiveness evaluation: The goals of holding events and their expected benefits. <p>(2) Reviews of applications for subsidies for outstanding clubs will be undertaken by a committee comprised of the DSA staff members (who give assistance of student clubs) as ex-officio members, with the director of the DSA serving as convener of the committee.</p> <p>(3) In addition to submitting the application within the deadline, a club must also comply with a DSA request to appear at the review committee to provide oral explanations.</p> <p>(4) After the review committee has deliberated and approved a specific amount, the DSA will</p>

	<p>announce the result of the review.</p> <p>The subsidized club must complete an application for the activity two weeks before the activity and complete an activity report no later than two weeks after the activity. The procedure for claiming reimbursement and allocation of the subsidy may only begin after those items are completed.</p> <p>(5) A club that receives a subsidy for equipment priced over NTD 10,000 must submit the purchase and reimbursement documents within the deadline set by the DSA; the DSA will not accept submissions after the deadline.</p>
<p>七、報帳</p> <p>(一)各活動均應於活動二週前至社團系統提出大型活動申請。未依規定辦理者，課外組得取消補助經費。</p> <p>(二)核銷期限：</p> <p>活動後二週係指活動的最後一天起算十四天(日曆天)。若逾活動日期二週報帳者，補助經費打 8 折，逾活動日期 1 個月報帳者，補助經費打 5 折，逾 2 個月不予補助。日期起算以大型活動舉辦的活動日期為基準。如有特殊情形，經核准後不在此限。</p> <p>(三)會計年度末(11-12 月)報帳期限須配合學校之核銷期限，由課外組另行公告。</p>	<p>Article 7</p> <p>Reimbursement:</p> <p>(1) Every activity should be applied two weeks before it starts via the Club Management System. The subsidy of the activity will be cancelled by the DSA for late application.</p> <p>(2) Reimbursement deadline:</p> <p>A. A subsidized club must fill out an online event report form, then upload the final report and complete the review and reimbursement procedures within two weeks after the event. Late applications will not be accepted (please verify receipts and submit the materials required above when making a</p>

	<p>reimbursement claim).</p> <p>Claims with insufficient information will not be accepted. Two weeks after the event" refers to 14 calendar days starting from the last day of the activity. A 20 percent reduction in the subsidy will result when an application is submitted more than two weeks after the event date. A 50 percent reduction in the subsidy will result when an application is submitted more than one month after the event date, and applications submitted more than two months after the event will not be accepted. Calculation of the date will begin from the event date of the large-scale event. Under special circumstances, after an application is approved, the above restrictions will not apply.</p> <p>(3) The reimbursement deadline at the end of the fiscal year (November to December) must be in line with the reimbursement deadline of the school, and will be announced separately by the DSA.</p>
<p>八、經費補助標準及結報：</p> <p>(一)社團活動經費：依本要點相關規定辦理。</p> <p>(二)社團指導老師費：依據「國立清</p>	<p>Article 8</p> <p>Subsidy standards and final report:</p> <p>(1) Club activity expenses: To be handled in accordance with these</p>

<p>華大學學生社團申請指導老師費要點」辦理。</p>	<p>Guidelines.</p> <p>(2) Payments for supervising instructors of clubs: To be handled in accordance with the National Tsing Hua University Guidelines for Student Club Applications for Payment of Supervising Instructors.</p>
<p>九、本要點經課外組會議通過，學務長核定後實施，修訂時亦同。</p>	<p>Article 9</p> <p>These Guidelines, and any amendments to them, will be implemented after passage by a meeting of the DSA and approval by the Vice President for Student Affairs.</p>