**國立中興大學學生自治團體/社團【綜合申請】資料表**2023.05

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| **基本資料** | | | | |
| **申請團體** |  | **申請日期** | | 年 月 日 |
| **申 請 人** |  | **聯絡資訊** | |  |
| **核定情形** | | | | |
| **指導老師** | **課外活動組** | | **決行** | |
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| **申請資訊** | | | | |
| **□自治團體/社團負責人改選**  負責人由\_\_\_\_\_\_\_\_\_\_\_\_\_系\_\_\_\_\_\_\_\_\_\_\_\_\_同學，  更改為\_\_\_\_\_\_\_\_\_\_\_\_\_系\_\_\_\_\_\_\_\_\_\_\_\_\_同學，學號：\_\_\_\_\_\_\_\_\_\_\_\_\_  新任負責人聯絡資訊：手機：\_\_\_\_\_\_\_\_\_\_\_\_\_；E-Mail：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **（請勾選以下）**  **□已確認經費收支公告周知各社員或會員，前任負責人簽名：**\_\_\_\_\_\_\_\_\_\_\_\_\_  **□郵局存簿負責人更改**  郵局存簿負責人由\_\_\_\_\_\_\_\_\_\_\_\_\_系\_\_\_\_\_\_\_\_\_\_\_\_\_同學，  更改為\_\_\_\_\_\_\_\_\_\_\_\_\_系\_\_\_\_\_\_\_\_\_\_\_\_\_同學。  **（請檢附「存簿封面影本」及「社章及私章樣式」，請見附件1）**  **□申請經費支用\_\_\_\_\_\_\_\_\_\_\_元**   1. 活動名稱： 2. 活動時間： 3. 活動地點： 4. 支用眀細：  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **序號** | **項目** | **單價** | **數量** | **總計** | | 1 |  |  |  |  | | 2 |  |  |  |  | | 3 |  |  |  |  | | 4 |  |  |  |  | | 5 |  |  |  |  |   **□** **更換行政/技藝/義務指導老師**  更換行政/技藝/義務指導老師(請圈選)，自\_\_\_\_\_年\_\_\_\_\_月，由\_\_\_\_\_\_\_\_\_\_\_\_\_老師，  更改為\_\_\_\_\_\_\_\_\_\_\_\_\_老師，原因：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_。  （請檢附「[行政、技藝或[義務](https://www.osa.nchu.edu.tw/osa/act/form/form_3/teacher_volunteer.pdf)老師資料](https://www.osa.nchu.edu.tw/osa/act/form/form_3/teacher_data.docx)表」及老師相關證書與證明文件。）（資料表於課外活動組網站，「表格下載」處）  **□其他：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
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| **申請郵局存簿負責人更改** | | | | | **附件1** |
| **新任存簿保管人** | 職稱： | 學號： | | 姓名： | |
| **新任印章保管人** | 職稱： | 學號： | | 姓名： | |
| **存簿封面影本** | | | | | |
| (請放存簿封面影本，須清楚且可識別) | | | | | |
| **印鑑樣式** | | | | | |
| **社團印章** | | | **(新任)負責人印章** | | |
| (請蓋章) | | | (請蓋章) | | |

**備註：存簿及印鑑由不同人保管。**

**General Application**

May 2023

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| **Basic information** | | | | |
| **Association** |  | **Application date** | | \_\_\_ / \_\_\_ / \_\_\_\_ |
| **Applicant** |  | **Contact Information** | |  |
| **Approval situation** | | | | |
| **Instructor** | **Extracurricular Activities Group** | | **Decision** | |
|  |  | |  | |
| **Application information** | | | | |
| **□ Re-election of the person in charge of the self-governing organization**  The person in charge is changed from \_\_\_\_\_\_\_\_\_\_\_\_ (student name) of the \_\_\_\_\_\_\_\_\_\_\_\_ department, to \_\_\_\_\_\_\_\_\_\_\_\_\_ (student name) of the \_\_\_\_\_\_\_\_\_\_\_\_ department, student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_.  Contact information of the new person in charge: Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_; E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **(Tick the following)**  **□ The announcement of confirmed fund income and expenditure has been notified to all members, and the signature of the former person in charge: \_\_\_\_\_\_\_\_\_\_\_\_\_**  **□ Change of the person in charge of the post office passbook**  The person in charge of the post office passbook is changed from \_\_\_\_\_\_\_\_\_\_\_\_ (student name) of the \_\_\_\_\_\_\_\_\_\_\_\_ department, to \_\_\_\_\_\_\_\_\_\_\_\_\_ (student name) of the \_\_\_\_\_\_\_\_\_\_\_\_ department.  **(Please attach the "copy of the passbook cover" and "the style of the association seal and private seal", please refer to Annex 1)**  **□ Apply for the expenditure of \_\_\_\_\_\_\_\_\_\_\_ (NT$)**   1. Activity name: 2. Activity time: 3. Activity location: 4. Details of income and expenditure:  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **No.** | **Item** | **Unit price** | **Qty.** | **Total** | | 1 |  |  |  |  | | 2 |  |  |  |  | | 3 |  |  |  |  | | 4 |  |  |  |  | | 5 |  |  |  |  |   **□ Change of administrative/technical/voluntary instructor**  Replacement of administrative/technical/voluntary instructor. Since year\_\_\_\_/ month\_\_\_\_\_ , the instructor is changed from \_\_\_\_\_\_\_\_\_\_\_\_ (instructor name)  to \_\_\_\_\_\_\_\_\_\_\_\_\_ (instructor name).  Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  (Please attach the "[Administrative/Technical/Voluntary Instructor Information Sheet](https://www.osa.nchu.edu.tw/osa/act/form/form_3/teacher_data.docx)" and relevant certificates and supporting documents of the instructor.) (You can get the information sheets from the "Forms Download" tab on the website of Extracurricular Activities Group)  **□ Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
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| **Application for change of the person in charge of the post office passbook** | | | **Annex 1** |
| **New custodian** | Job title: | Student ID: | Name: |
| **New seal custodian** | Job title: | Student ID: | Name: |
| **Copy of the passbook cover** | | | |
| (Please keep a copy of the passbook cover, which shall be clear and identifiable) | | | |
| **Seal style** | | | |
| **Association seal** | | **(New)Seal of the person in charge** | |
| (seal) | | (seal) | |

**Remarks: The passbook and seal shall be kept by different persons.**