**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** |
|  |  |  |
| **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.**