

# 國立中興大學學生宿舍志願服務實施辦法

## National Chung Hsing University Implementation Measures of Voluntary Services by Student Dormitories

106年11月10日第1060300968號簽呈簽奉學生事務長核定

Approved by the Director of Office of Student Affairs on November 10, 2017 (Brief Document No. 1060300968 submitted)

**第一條** 為培育住宿生具有服務精神及自我管理之能力，落實「生活即是教育」之理念，藉由學生親身參與宿舍生活區之服務，營造優良住宿環境，並提昇宿舍生活品質，促進住宿學生身心健康，特制定此辦法。

**Article 1** The Measures are formulated to foster the service spirit and self-management ability of boarding students, implement the concept of "life is education", create an excellent environment through students' participation in the services of the living areas, improve the quality of dormitory life, and promote the physical and mental health of boarding students.

**第二條** 招募方式：每學年下學期由宿舍公告後進行遴選(招募之報名表、聯絡方式、及志願服務公約，將另行公告)。

**Article 2** Recruitment method: selection will be made after the dormitory announcement in the second semester of each academic year (application form, contact information, and volunteer service agreement will be announced separately).

**第三條** 服務任期原則上為一學年，招募對象為對宿舍相關業務或活動有奉獻、服務熱誠之在學學生。

**Article 3** In principle, the term of service is one academic year, and the recruits are students dedicated to the dormitory-related affairs or activities.

**第四條** 服務內容由宿舍服務中心考量其個別之專長，統籌分配工作內容。

**Article 4** The service content shall be assigned by the Dormitory Service Center in consideration of individual expertise.

**第五條** 志願服務權益：

(一)保障任期內給予學生宿舍床位。

(二)任期滿一年者頒發服務證明。

(三)為獎勵志願服務學生之辛勞與參與公益之熱忱，服務時數符合規定且學期表現優異、對宿舍有具體貢獻者，依下表辦理獎勵。

評分項目	評分比例	考核獎勵方式
工作態度	20%	1.60~69分嘉獎1支 2.70~79分嘉獎2支 3.80分以上獎勵金500元
工作能力	20%	
協調溝通	20%	
工作時數	40%	

**Article 5** Volunteer service benefits:

(1) Those who provide volunteer services will obtain dormitory beds during their tenure.

(2) A service certificate will be issued to those who have served for one year.

(3) To reward volunteer students for their hard work and enthusiasm in public services, those who meet the service hours, have excellent performance, and make specific contributions to the dormitory will be awarded as follows.

Scoring items	The proportion of total scores	Reward method
Attitude toward work	20%	1. Those who score 60~69 points will be commended

Working competence	20%	once 2. Those who score 70~79 points will be commended twice 3. Those who score 80 points and above will be rewarded TWD 500
Coordination and communication skills	20%	
Working hours	40%	

第六條 志願服務任職期間之解職：

志願服務學生若有下列情形之一者得由服務中心予以解職，並要求一周內搬離宿舍。

(一)職掌範圍內應做而未做之事，宿舍服務中心得於查證屬實後，以書面通知，經告知達二次仍未改進者。

(二)任期內，無故不到、遲到或經查證未確實工作達兩次者。

(三)行為不當足以破壞宿舍形象及名譽者。

(四)未達考核分數50分者。

(五)因個人因素無法再參與宿舍服務者。

Article 6 Dismissal during the term of volunteer service:

When any of the following circumstances apply, the volunteer might be dismissed by the Dormitory Service Center and required to move out of the dormitory within one week.

(1) For things that should be done but not done within the scope of their duties, the Dormitory Service Center has notified the volunteers in writing twice after verifying the facts, but do not improve.

(2) During the tenure, those who are absent, late, or have been verified to have failed to work for two times without any good reason.

(3) Those whose misconduct damages the image and reputation of the dormitory.

(4) Those who fail to score 50 points in the assessment.

(5) Those who can no longer participate in the dormitory service due to personal factors.

第七條 志願服務注意事項：

(一)須遵守服務公約(由宿舍服務中心另訂之)

(二)當日無法執勤須事先告知服務中心，並找志願服務同學換班或代班。

(三)須遵守服務中心人員指導，並與其他志願服務同學及服務對象維持良好互動。

(四)服務期間如遇困難或特殊情況，須告知服務中心人員，俾利調整宿舍工作內容。

(五)宿舍服務中心可依工作需求調整職務內容。

(六)服務期間若遇連假，志願服務同學須配合班表值班。

(七)未做滿一學年而欲退宿者，須找到同學接班並經服務中心同意方可退宿。

(八)安排予志願服務同學之床位，不得任意換寢。

Article 7 Precautions for volunteer services:

(1) Comply with the service contract (specified by the Dormitory Service Center separately)

(2) If volunteers cannot perform duty on that day, they shall inform the Dormitory Service Center in advance and ask a fellow volunteer to change shifts or perform duty on their behalf.

(3) Follow the guidance of the staff from the Dormitory Service Center and maintain good interaction with other volunteers and service objects.

(4) In case of any difficulties or special circumstances during the service period, please inform the staff from the Dormitory Service Center to adjust the work content of the dormitory.

(5) The Dormitory Service Center may adjust the work content according to the job requirements.

(6) In the case of consecutive holidays during the service period, volunteers shall be on

duty according to the schedule.

(7) Those who want to quit and move out during the tenure shall find a classmate to take over the job and get the approval of the Dormitory Service Center beforehand.

(8) Volunteers are not allowed to change the beds arranged for them at will.

第八條 本辦法陳請學生事務長核定後公告實施，修正時亦同。

Article 8 The Measures shall be promulgated and implemented after approval by the Director of Office of Student Affairs, and the same applies to amendments.