

# **NCHU Student Clubs Evaluation Regulation**

Passed by Student Affairs Meeting dated June 17, 2003

Amended by Student Affairs Meeting dated May 29, 2012

Article 1 This regulation is established in accordance with the Article 28 of NCHU Guidelines for Student Clubs and Article 11 of Student Self-Government Groups and Assistance Regulation.

Article 2 Purpose:

In order to evaluate the effectiveness of clubs, give rewards to commendable clubs, hope students at NCHU to get involved in club services and hope clubs can keep progressing in the future, NCHU hereby enacted NCHU Student Clubs Evaluation Regulations.

Article 3 Subjects under evaluation:

Any student club and student organizations established over 1 year should attend the evaluation.

Article 4 Evaluation time:

The first semester of the school year.

Article 5 Evaluation categorization:

The subjects under evaluation can be categorized as: 1. Academic and Art clubs 2. Service and Social clubs 3. Sports club 4. Entertaining club 5. Self-Governing and General clubs

Article 6 Evaluation Committee members:

Students shall hire professionals with club activity guiding experiences from outside and inside of school or club leaders who received evaluation awards to be the members of the Students Club Evaluation Committee. Basically, there should be at least 2 members for each club category.

Article 7 Evaluation procedure:

The evaluation is open. Each category of clubs should display their documents for evaluation in the designated venue according to the evaluation schedule. Clubs shall send no more than 2 of their members to explain their documents to the evaluation committee. The members shall apply for a leave for official affairs.

Clubs under evaluation should fill out the "Club Self-Evaluation Sheet" and send to the Extracurricular Activity Division according to the schedule. Club members can explain their documents to the Evaluation Committee members based on the sheet.

Article 8 Contents and standards of evaluation:

This is a percentage evaluation: 20% for general evaluation and 80% for document evaluation:

I. General evaluation:

Extracurricular Activity Division will be responsible for regular evaluation; items for evaluation include:

1. Activity application and activity results sheet submitting time
2. Budget application and report submitting time
3. Club passport submitting time
4. Whether the activity posters are posted according to related rules
5. Performance when helping school activities
6. Performance in meetings and workshops
7. Performance when borrowing venue from the school
8. Performance when borrowing equipment from the school
9. The tidiness of the student club offices
10. Other

II. Document evaluation:

The Evaluation Committee members will evaluate the following items:

1. Club organization structure: Club articles and work distribution
2. Yearly plans
3. Club activities: Club activities, club activities in helping the development of student clubs in junior high schools and elementary schools, community services outside and inside of the school
4. Club documents
5. Club property management

Percentage for each evaluation items shall be adjusted according to the club's actual performance (use another evaluation sheet).

Article 9 Awards and Punishments:

I. Excellence (clubs which win the 1<sup>st</sup> and 2<sup>nd</sup> place in total scores):

Clubs which win 1<sup>st</sup> and 2<sup>nd</sup> in total scores will receive certificates awarded by their mentor and also a prize money of NT\$5000. Club representative will get 2 minor merits while club leaders will get 1 minor merit. Good performance will be documented in the student club passport.

II. Good (clubs which win 3<sup>rd</sup> place in total scores):

Club which win the 3<sup>rd</sup> place in total scores will receive a certificate awarded by their mentor and also a prize money of NT\$3000. Club representative will get 1 minor merit while club leaders will get 2 honorary merits. Good performance will be documented in the student club passport.

Clubs which win the competition will be our first priority when approving budget, equipment application and office supplies application. Clubs which get excellence shall be recommended by the school to attend evaluation competitions held by the Ministry of Education or other educational organizations.

III. Special award:

Clubs which performed well in regular activities.

IV. Clubs which did not attend student club evaluation will be recorded and under supervision. Also, their budgets will be reduced. Clubs which did not attend the evaluation two years in a row will be withdrew.

V. Clubs which did not perform well in the evaluation (total scores under 59) will be put under supervision. Also, their budgets will be deducted. Clubs which did not perform well in the evaluation two years in a row will be withdrew.

Article 10 To increase the effectiveness of the evaluation, student clubs should cooperate with the school to hold club document exhibition, performance and other activities such as club management experience exchanging workshops.

Article 11 This regulation was passed by student affairs meeting and approved by the principal.