# 國立中山大學學生社團評鑑評分標準
# Guidelines on Student Club Funding Subsidy Standards

一、 (依據)

I. (Accordance)

本標準依「國立中山大學學生社團評鑑實施要點」第九條規定訂定之。

The standards are stipulated according to Article 9 of NSYSU Student Club Evaluation Implementation Regulations.

二、 (社團評鑑項目)

II. (Club Evaluation Items)

依照「國立中山大學學生社團評鑑實施要點」第九條，社團評鑑項目依照分類，分為以下五項：

According to Article 9 of NSYSU Student Club Evaluation Implementation Regulations, club evaluations consist of the following five items.

（一） 組織運作（21%）

(1) Organization operation (21%)

（二） 經費管理（18%）

(2) Budget management (18%)

（三） 活動規劃、執行與成果紀錄（18%）

(3) Event planning, execution and result recording (18%)

（四） 活動執行情形與成果呈現（16%）

(4) Status of event result orientation (16%)

（五） 校園組日常考核（33%）

(5) Regular evaluation by Student Life and Career Development Division (33%)

總分最高為100分，校園組及社評會之佔分比例，如附件一所示，評鑑時請使用附件一之表格進行評分。

The total score is 100 points and the ratio of points issued by the Student Club Evaluation　　Committee and the Student Life and Career Development Division are listed as in Appendix 1. Appendix 1 is to be used as the scoring sheet during evaluations.

三、 (實施程序)

III. (Implementation Procedure)

本標準由社團評鑑委員會訂立後，送交校園組公告實施，修正時亦同。

The standards are stipulated by the Student Club Evaluation Committee and published and implemented by the Student Life and Career Development Division. The same procedure applies in cases of amendments.

# 國立中山大學學生社團評鑑評分表
# Student Club Evaluation Scoring Chart

(附件一)

(Appendix 1)

一、 社評會（分為四個部分，總計 73 分，最高以 70 分計）

I. Student Club Evaluation Committee (Total of 73 points in 4 parts. Maximum of 70 points will be given)

| 得分 | 滿分 | (一) 組織運作 |
|---|---|---|
| Score | Maximum Sum | (1) Organization operation |
| | 21 | 組織章程之架構是否完整、清楚(包含社團宗旨、社員大會的召開與權責、幹部架構與權責、社員的權利義務、社費收退方式及選舉罷免等規範)，並是否適時修訂之（包含各條文修訂前後之對照說明，各次修正時間應詳實記載於組織章程名稱下方）。<br><br>Whether the structure of the articles of association is complete and clear (including the purpose of the society, the convening and rights and responsibilities of members' meetings, the cadre structure and rights and responsibilities, the rights and obligations of members, the method of collecting and refunding social fees, and elections and removals, etc.), and whether it is revised in a timely manner ( Include a comparative explanation of each article before and after the revision, and the time of each revision should be recorded in detail below the name of the articles of association). |
| | | 是否訂立社團短/中/長程發展規劃（包含各階段目標、實施策略、經費需求評估及資源管道等內容）<br><br>Whether short, mid-, and long term development plans are established (including targets according to stage, implement strategies, funding necessity evaluation and sources of resource etc.) |
| | | 是否定期召開社員大會及幹部會議（需有相關文書證明）<br>Whether club members' congress and officer meetings are regularly held |
| | | 社團指導老師、幹部及社員資料是否完備，訂有幹部產生方 |

| | | |
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| | | 式並辦理幹部訓練（社團指導老師、幹部應敘明任期且資料應每年更新）<br><br>Completeness of database for club instructor, officers and members, clear regulation for officer formation and officer training (clearly indicate the terms for officer and club instructors and make annual updates) |
| | | 各項會議或訓練紀錄是否詳實，並有數位化（各紀錄除文字、圖像紀錄外，應具有手稿簽到表）<br><br>Detailed records of meetings and training along with digital data (records in text, images, and actual sign-in sheets) |
| | | 網路公開平台之經營情況（含網頁、粉絲專業或公開社團等，不含社團內部聯繫用之平台）<br><br>Operation of public online platform (including web page, Facebook fan page or public online groups, not including platforms for internal communication within the club) |
| | | 社團招生與社團公共事務參與積極性 (是否參加聯展、是否推派經審或評鑑委員等)<br><br>Association enrollment and enthusiasm for participating in public affairs of the association (whether to participate in joint exhibitions, whether to nominate review or evaluation committee members, etc.) |
| 得分 | 滿分 | (二) 經費管理 |
| Score | Maximum Sum | (2) Budget management |
| | 18 | 是否訂立財務管理辦法訂成立社團專戶？（請提供帳戶封面影本）<br><br>Whether budget management regulations are established and whether a bank account is opened for the club (provide copy of bankbook) |
| | | 經費運用是否有按時紀錄？（請提供帳本）<br>Whether usage of funding is timely recorded (provide record) |
| | | 各單據是否每一筆整理妥當，並黏貼於憑證黏存單上？<br>Whether receipts are properly assorted and attached to the |

| | | reimbursement sheets |
|---|---|---|
| | | 是否建立年度經費收支表（應至少包含年度收入、年度支出及年度結餘）<br><br>Whether an annual balance sheet is created (shall at lease include annual income, annual expenditure, and annual balance) |
| 得分<br>Score | 滿分<br>Maximum Sum | (三) 活動規劃、執行與成果記錄<br><br>(3) Event planning, execution and result recording |
| | | 各項活動之計畫周詳、企劃內容充實之程度以及是否富有創意<br><br>How detailed, creative and rich in content each event was |
| | | 各項活動之宣傳，能利用多元管道進行、方式或議題引起關注<br><br>Diversity in methods of event promotion |
| | | 各項活動之執行，能召集多數社員參與分工，或根據參與對象擴及到社外人員協助<br><br>Most members participate in event execution, and assistance from outside the club is provided depending on the nature of the event. |
| | 18 | 各項活動之執行，若涉及專業部分，能整合社團內外人員或資源合力進行<br><br>Integration of personnel and resources in and out of the club for parts in event execution where professional assistance is required. |
| | | 活動結束後是否有召開檢討會議，大型活動（活動人數 50 人以上）是否有實施問卷分析<br><br>Whether discussion meetings were held after the end of the event and whether surveys were conducted for large events with 50 or more participants. |
| | | 活動檢討會議紀錄是否包含活動執行成效，並提出往後規劃或改善之建議<br><br>Whether the discussion meeting records include efficiency of event execution and provided plans for improvement in upcoming events |

| 得分 | 滿分 | （四）活動執行情形及成果呈現：<br>以下項目三選二（評分時由各社自行決定） | | |
|------|------|--------------------------------------------|---|---|
| Score | Maximum Sum | (4) Status of event result orientation<br>Pick two out of three (Decided by the club during evaluation) | | |
| | 16 | 是否舉辦或參與<br>Held or Participated in: | 校外活動（含競賽、表演或聯誼）<br>Extracurricular Activities (Including Competitions, Performances, or Social Activities). |
| | | | 校內、外跨單位之聯合活動<br>（合作單位如：社團、學術/行政/研究單位、政府組織或企業等）<br>Joint activities between internal and external units of the school (collaborating units such as clubs, academic / administrative / research units, government organizations, or businesses). |
| | | | 社區/偏鄉服務或辦理營隊<br>Camps or community/rural district service |

二、 校園組（總計 33 分，最高以 30 分計）

II. Student Life and Career Development Division (Total of 33 points. Maximum of 30 points will be given)

| 得分 | 滿分 | (五)校園組日常考核 |
|------|------|--------------------|
| Score | Maximum Sum | (5) Regular evaluation by Extracurricular Activities Division |
| | 33 | 活動申請表是否於活動前 10 個工作天提出<br>Whether application forms for events were submitted 10 work days prior to the event |
| | | 活動成果表是否於活動後 10 個工作天內繳交<br>Whether event result reports were submitted within 10 work days after the event |
| | | 例行活動紀錄表是否按時繳交 |

| | | |
|---|---|---|
| | | Timely submission of regular activity record sheets |
| | | 經審會或校園組之補助款是否如期且完全核銷<br><br>Whether the subsidy of the Committee or the Student Life and Career Development Division is written off on time and completely |
| | | 是否全程參與校園組主辦之幹部訓練<br><br>Whether to fully participate in the leadership training organized by the campus organization |
| | | 社辦平日之環境維護<br><br>Environmental maintenance of the club office on weekdays |
| | | 社辦之使用是否違反學生社團辦公室使用辦法<br><br>Does the use of the club office violate the regulations on the use of student club offices |
| | | 社團之財產是否建立財產清冊(含財編及照片)並定期會同輔導老師清點（每學年度至少一次）<br><br>Whether a checklist is made for properties of the club (including serial numbers and photos) and checked regularly by counseling instructors (at least once each academic year) |
| | | 是否參與校園組規劃或協調之校內外活動<br><br>Participation in events on or off campus planned or organized by the Student Life and Career Development Division |
| | | 是否參與社團長大會<br><br>Participation of club leaders' congress |
| | | 社員、幹部清單是否於學務綜合資訊平台定期更新<br><br>Whether the list of club members and executives is regularly updated on the comprehensive student affairs information platform |
| | | 社團專戶是否定期更新負責人<br><br>Whether the person in charge of updating the club account is updated regularly |
| | | 借用之器材是否按時歸還並維護 |

| | | Whether borrowed equipment is returned on time and maintained |
|---|---|---|
| | | 借用之場地是否按時歸還並維護<br>Whether borrowed venues are returned on time and maintained |
| | | 受評學年度之社團運作報告<br>Operation report of the evaluated club |
| | | 社團雲端(帳戶)資料是否定期存放、更新<br>Whether the club's cloud (account) data is stored and updated regularly |
| | | 交接清冊是否如期繳交<br>Whether the handover checklist is submitted on time |