

國立中山大學社團設備購置補助及保管要點

Guidelines on student club equipment purchase subsidies and storage

110 年 10 月 12 日經費補助審核委員會通過
Student Club Funding Subsidy Review Committee on October 12, 2021
110 年 11 月 10 日 110 學年度第 5 次組長會議修正通過
5th Student Affairs Division Meeting of 2021-academic year on November 10, 2021
111 年 3 月 16 日 110 學年度第 2 學期第 3 次組長會議修正通過
3th Student Affairs Division Meeting of 2022-academic year on March 16, 2022

一、為鼓勵學生社團積極參與課外活動，落實社團器材管理，使資源有效運用，特依據「國立中山大學社團經費補助要點」第三點訂定本要點。

I. The regulations are stipulated according to Article 3 of NSYSU Student Club Funding Subsidy Regulations in order to encourage student clubs to actively participate in extracurricular activities, implement club equipment management, and make effective use of resources.

二、本要點補助各社團採購設備之原則如下：

II. The Regulations provide subsidy to purchase of equipment by clubs in the following principle.

(一) 符合社團發展有實際需要者。

(1) The equipment is an actual necessity for club development.

(二) 有安全顧慮急需汰舊換新者。

(2) Replacement of equipment is needed due to safety issues.

(三) 該設備符合改善重要場地設備需求(含戶內外)。

(3) The equipment meets the needs for important enhancement of the venue (indoor or outdoor).

(四) 可供共同使用之設備(如音響、麥克風、鋼琴、燈光等)。

(4) Equipment that can be used by other parties (such as stereos, microphones, pianos, and lighting system)

(五) 依社團辦理活動情形、評鑑成績績效佳者。

(5) The club has high ranking of performance in evaluations.

(六) 未曾申請過或新成立之社團。

(6) Newly established clubs or clubs with no prior application

(七) 以三年內社團所獲補助購置設備器材金額與內容作為參考，且未獲補助並符合前述條件可列為優先補助順位。

(7) Total amount of subsidy the club received for equipment purchases in the past three years will be taken into consideration. Clubs that meet the above conditions and have not received subsidy will be listed in priority.

三、申請資格：

III. Qualifications

(一) 本校核准之正式社團。

(1) Approved official clubs of the University

(二) 社團評鑑成績在 70 分(含)以上。

(2) A score of 70 points (B rank) or higher in the evaluation.

四、審查辦法：

IV. Evaluation method:

(一) 符合前條申請資格之社團，均得於每年 10 月 31 日前，填寫「國立中山大學學生社團設備補助申請表」(如附件一)，並送交社團經費補助審核委員會審核下一年度之社團設備預算案。

(1) Clubs that meet the above qualification are entitled to fill out the NSYSU Student Club Subsidy Application form (Appendix 1) and submit to the Student Club Funding Subsidy Review Committee for evaluation for the club equipment budget evaluation for the next year.

(二) 社團評鑑成績若未能於當年 10 月 31 日前公告，觀察性社團得延長於 11 月 30 日前遞交社團設備預算案至社團經費補助審核委員會審核。

(2) If the results of the club evaluation is not posted before Oct. 31 of the ongoing year, probation clubs can submit their equipment budget proposal to the Student Club Funding Subsidy Review Committee for

evaluation with an extended deadline of Nov. 30.

- (三) 預計隔年 2 月 28 日前核定並公告，公告後進行購買，凡未列入預算案之設備，除情形特殊者，一律不予補助。其補助款於核定年度 7 月 31 日前完成核銷，若未完成核銷則收回其補助經費，並依預算案排序接續補助，核定公告後購買，並於當年度 10 月 31 日前動支、12 月 10 日前完成核銷。
- (3) The results of the subsidy are expected to be announced by Feb. 28 of the following year. Equipment is to be purchased after the announcement. Equipment that is not listed in the subsidy budget results will not be subsidized except for special cases. The reimbursement process of the subsidies shall be completed by Jul. 31 of the approved academic year; any subsidy with incomplete reimbursement process shall be withdrawn and shall go through reapplication process. Reapplications will be examined in sequence and subsidies shall be approved before Oct. 31 of the academic year. The reimbursement process needs to be performed by Dec. 10 of the same year.

| 設備單價 Unit price | 補助金額 Amount of subsidy | 每社團補助次數 Allotted number of times for subsidy |
|---|---|---|
| 一萬元以上 TWD 10,000 or above | 以設備共享為原則，依社團使用度、可用經費額度給予補助 Depending on necessity, available funding, amount applied by the club, and comments from counseling or club instructors | 每年至多 2 項 5 items per academic year |
| 三千元以上未滿一萬元 TWD 3,000-10,000 (Including TWD 3,000) | | 每年至多 5 項 10 items per academic year |
| 未滿三千元 Under TWD 3,000 | | 每年至多 15 項 20 items per academic year |

五、社團申請設備補助，事前應有精確之計算，經核准後，不得任意變更支用，或事後請求追加預算。

V. Clubs should make detailed calculations in advance before applying for equipment subsidies. After approval, the clubs are not allowed to arbitrarily

change the expenditure or request additional budget.

- 六、 學生社團設備之保管，由提出申請核准購買之社團負保管之責，並應建立社團財產清冊；各社團在社團負責人交接時，須一併辦理設備的移交手續，清冊一份應另陳報校園生活與職涯發展組存查。
- VI. The club which submits the application for purchasing the equipment is liable for the safekeeping of the equipment. A record book of the club properties shall be kept. In case of club leader handover, the properties should also be handover. A copy of the club property record book should be submitted to the Student Life and Career Development Division for reference.
- 七、 列為觀察性社團或社團結束營運者，該社社長應於該學期結束 1 個月內，繳回所有學校購置之設備。
- VII. Probation clubs or clubs that seized operation shall return all equipment purchased by the University within one month from the end of the semester.
- 八、 設備若有毀損，除經查明已善盡管理人應有之注意免除其責任者外，應依下列方式辦理：
- VIII. In cases where equipment is broken, except cases where the management staff have properly handled the equipment and are not to be held responsible, the matter shall be handled in the following manner:
- (一) 毀損之設備可修復使用者，應自行負擔一切修復費用。
- (1) If the damaged equipment can be repaired, all repair costs should be borne by the club.
- (二) 毀損之設備不堪繼續使用者或遺失者，依器材之使用年限，扣除折舊後照價賠償。
- (2) If the damaged equipment can no longer be used or is lost, compensation will be made according to the value of the equipment after deducting depreciation according to the service life of the equipment.
- 九、 設備如已超過年限而不堪使用者，應報備校園生活與職涯發展組，經核准後方可辦理報廢。
- IX. If the equipment has exceeded the appropriate year of usage and is unusable, the club should report to the Student Life and Career Development Division and only scrap the material upon approval.
- 十、 由學校經費採購之設備，需配合學校辦理盤點，盤點時間以公告時間為準。

- X. Equipment purchased with funding from the University is subject to inventory checks conducted by the University. Timing of the check will be as announced by the University.
- 十一 本要點經社團經費補助審核委員會同意，學生事務處組長會議通過後，由校園生活與職涯發展組公告實施，修正時亦同。
- XI. The regulations are passed in the Student Club Funding Subsidy Review Committee Meeting and implemented upon approval in the Student Affairs Division Meeting before being posted by the Student Life and Career Development Division. The same procedure applies in cases of amendments.