

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 and Management

110 年 10 月 12 日經費補助審核委員會通過
Approved by the Student Club 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
Approved by the 5th Division Director Meeting of the Office of Student Affairs 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
Approved by the 3th Division Director Meeting of the Office of Student Affairs 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. These guidelines are formulated in accordance with Article 3 of *Guidelines on Student Club Subsidy* to encourage students to actively participate in extracurricular activities, manage equipment properly, and utilize resources effectively.

二、 本要點補助各社團採購設備之原則如下：

II. The principles for granting subsidies to purchase club equipment are as follows:

(一) 符合社團發展有實際需要者。

(1) practical needs for club development,

(二) 有安全顧慮急需汰舊換新者。

(2) urgent replacement due to safety concerns,

(三) 該設備符合改善重要場地設備需求(含戶內外)。

(3) equipment for the need of venue improvement (both indoors and outdoors),

(四) 可供共同使用之設備(如音響、麥克風、鋼琴、燈光等)。

(4) equipment available for sharing (such as audio systems, microphones, pianos, and lighting equipment, etc.),

(五) 依社團辦理活動情形、評鑑成績績效佳者。

(5) clubs demonstrating excellent performance in organized events and evaluations,

(六) 未曾申請過或新成立之社團。

- (6) newly established clubs or those have not applied before, and
- (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) giving priority to clubs which have not received subsidies before but meet the aforementioned criteria, referencing the total subsidy given to all clubs in the past three years.

三、申請資格：

III. Qualifications:

- (一) 本校核准之正式社團。
- (1) clubs established with the approval from the University and
- (二) 社團評鑑成績在 70 分(含)以上。
- (2) receiving a score of 70 or higher in the club evaluation

四、審查辦法：

IV. Review 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 meeting the qualifications specified in the preceding Article shall submit a completed Application Form for Subsidy of Club Equipment (Appendix 1) to the Student Club Subsidy Review Committee (hereinafter referred to as the “Committee”) before October 31 for an equipment budget review of next academic 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) Clubs on probation may be given an extended deadline of November 30 for submitting their application if the result of the club evaluation in the current year is unavailable before October 31.

已註解 [ww1]: 附件一「國立中山大學學生社團設備補助申請表」，與承辦人確認已改為線上申請，目前不需要審查。

- (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 review outcome shall be finalized and announced by February 28 of the following year, with purchases only allowed after the announcement. Except in special cases, equipment not included in the overall budget plan shall not be subsidized. Reimbursement shall be completed by July 31 of the approved academic year; otherwise, the allocated subsidies shall be revoked and reallocated to the next needed on the budget list. The reallocated subsidies shall be utilized before October 31 after approval, and fully reimbursed before December 10 of the same year.

設備單價 Unit Price of Equipment	補助金額 Subsidy Amount	每社團補助次數 Times of Subsidy per Club
一萬元以上 TWD 10,000 or more	以設備共享為原則，依社團使用度、可用經費額度給予補助 Following the principle of equipment sharing, subsidies are allocated based on the degree of usage and available budget.	每年至多 2 項 up to two items per academic year
三千元以上未滿一萬元 TWD 3,000 to 10,000		每年至多 5 項 up to five items per academic year
未滿三千元 less than TWD 3,000		每年至多 15 項 up to fifteen 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 applying for an equipment subsidy shall estimate accurately beforehand and shall not make arbitrary change to the usage of subsidies or request additional budget after approval.

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. Clubs shall be responsible for maintaining their subsidized equipment with a club property inventory, and equipment handover shall be included in the club leadership transition. A copy of the property inventory shall be submitted to the SLCDD for future 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. Leaders of dismantled clubs or clubs on probation shall return their subsidized equipment one month before 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. Damaged equipment shall be handled in the following manner. Clubs may be exempt from liability if they are proved already exercising due diligence.

(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 damaged equipment can be repaired and reused, clubs shall be responsible for covering all repair costs.

(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) For lost or damaged equipment beyond repair, compensation shall be made based on the remaining value of the equipment after depreciation.

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. Equipment exceeding its lifespan and no longer usable shall be reported to the SCLDD for approval before being scrapped.

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. Subsidized equipment shall be subject to an inventory check conducted by the University. Timing of the check shall be based on the public announcement.

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. These guidelines are approved by the Committee and the Division Director Meeting of the Office of Student Affairs, and then announced by the SLCDD

before implementation. Amendments to these guidelines shall follow the same procedure.