

中國醫藥大學北港分部學生社團活動經費補助實施辦法

China Medical University Beigang Campus Regulations for Student Club Activity Funding

中華民國 113 年 7 月 9 日北港分部行政會議通過

中華民國 113 年 8 月 13 日明學字第 1130011620 號函公告

中華民國 114 年 2 月 26 日修正

第一條 目的

Purpose

為協助學生社團推動會務、辦理正當課外活動，提升財務自主與永續發展，並依教育部年度學務專案補助經費規定，特訂定本辦法。

These regulations are established to assist student clubs in managing affairs and organizing legitimate extracurricular activities, while promoting financial autonomy and sustainability. They are also based on the Ministry of Education's annual student affairs project funding guidelines.

第二條 補助資格

Eligibility for Subsidy

- 一、本分部立案之學生社團。
- 二、每學期應於期限內繳交社團資料或更新網站內容至學務組。
- 三、應指派幹部參加社團幹部訓練。
- 四、應參加前一學年度社團評鑑（新成立社團除外）。

Student clubs officially recognized by the Beigang Campus.

Clubs must submit required documents or update website content to the Student Affairs Section within the deadline each semester.

Clubs must assign representatives to participate in student officer training as required.

Clubs must participate in the previous year's evaluation (not applicable to newly established clubs).

第三條 補助原則

Subsidy Standards

除各社團自籌經費外，得視年度預算經費、社團性質、活動內容及所需經費等項目，由學務專案補助經費中核發補助款項。

In addition to self-raised funds, club activity subsidies will be allocated based on the annual budget, club nature, activity content, and funding needs within the available student affairs project funding.

第四條 申請程序

Application Procedures

一、設「北港分部學生社團經費審查委員會」，由北港分部主任擔任召集人，委員包括學務組、教務組、總務組業務承辦人、社團承辦人、學生會及社團聯合會代表各一人與各社團代表各一人組成。

二、各社團應提出活動計畫與經費申請表，逾期或資料不齊全者，得酌予減少或不予補助。

三、由學務組彙整後，依教育部學務專案規定及本辦法進行初審。

四、所有資料應於會議召開一週前提供委員審閱，提案如有錯誤應於一週內完成修正，否則不予補助或酌減補助。

五、經核定補助者，活動後二週內應檢附照片、經費決算表及合法單據，逾期應提報說明，否則不得再申請次學年度補助。

A 'Beigang Campus Club Funding Review Committee' shall be established. The Director of the Beigang Campus serves as Chair, and committee members include heads of the

Student, Academic, and General Affairs Sections, staff responsible for club affairs, and student representatives (1 from the Student Union, 1 from the Club Association, and 1 from each existing club).

Each club must submit a funding application with an activity proposal. Late or incomplete proposals may result in reduced or denied subsidies.

The Student Affairs Section shall organize all proposals and make initial recommendations based on MOE project guidelines and these regulations.

All materials must be provided to committee members at least one week before meetings. Clubs must correct any proposal errors within a week or face subsidy reductions.

Approved activities must submit records (including photos), financial statements, and legal receipts within two weeks after the activity. Delays require approval to avoid losing eligibility for the next academic year's subsidies.

第五條 開會方式

Committee Meetings

委員會每年召開三次，必要時得召開臨時會議：

- 一、經校方指派或建請召開，並有半數以上委員出席。
- 二、經半數以上委員提議召開。

The committee shall meet three times annually. Temporary meetings may be convened under the following conditions:

As assigned or requested by the university, with at least half the members present.

Upon request by more than half of the committee members.

第六條 核銷規定

Reimbursement Guidelines

- 一、發票抬頭應為「中國醫藥大學」。

二、手寫或打字發票應載明學校統一編號 52005408；超商發票須附明細。

三、無統一發票之商家應載明統編並加蓋店章。

四、報名費須加蓋主辦單位戳章。

五、申請補助時須附報價單。

六、機器列印發票須載明品項類別（如文具、餐飲等），並以核定品項為限。

七、講師費須由講師親自填寫講師費報酬單，並納入年度綜所稅申報。

Receipts must list 'China Medical University' as the buyer.

Handwritten or printed invoices must include the university's tax ID '52005408'; supermarket receipts must include itemized lists.

Receipts from businesses not using uniform invoices must include a company registration number and be stamped by the store owner.

Registration fees for inter-school or organization activities must have official institutional stamps.

Applications must include quotations.

Printed receipts must specify item categories (e.g., art supplies, stationery, meals, beverages), limited to approved items.

Lecturer honorarium forms must be filled out personally by the lecturer and included in the annual tax filing.

第七條 實施

Implementation

本辦法經行政會議及校長核定後施行，修正時亦同。

These regulations shall take effect following approval by the Beigang Campus Administrative Meeting and the university president. Amendments follow the same procedure.