

# 銘傳大學學生社團活動申請表

## Ming Chuan University Student Club Activity Form

申請時間： 年 月 日  
Date: yr mm dd

主辦社團名稱： Name of Organizing Club: 負責人姓名： Name of Person in Charge: 負責人職稱： Title of Person in Charge:	負責人系級： Dept/Year of Person in Charge: 負責人聯絡電話： Tel of Person in Charge: 協辦社團名稱： Co-hosting Club Name:
活動名稱： Activity Title:	
活動主旨： Theme of Activity: 依下述內容及相關規定辦理課外活動，請准予備查。 Activities are to be conducted based on the following content and relevant rules, please approve and keep as reference.	
活動時間： 年 月 日( ) 時 分起至 月 日( ) 時 分止 Date and Time of Activity: : , mm dd yy to : , mm dd yy	
活動地點： Activity Venue: (校外需附地址： ) (Address must be provided if the activity is held off campus.)	
活動內容： Content 服務同學數： _____ Number of Student Helpers: 活動參與對象： _____ Number of Participants: 預計活動參與總人數： _____ Total number of participants: 附件：預算表、活動企劃書、請購單 (校外需安全確認單) Attachments: budget form, activity proposal, purchase request form (Safety confirmation form is also required for activities held off-campus)	
社團負責人： Club Leader:	社團指導老師： Club Advisor: (PS：校外活動請隨行，簽名時請同時註明帶隊師長) p.s.: Students must be accompanied if the activity is held off-campus. Please indicate who will be the accompanying advisor when signing this form.)

學生申請協助事項 Students' Application for Assistance		協辦單位 Co-host Unit	簽 註 Signature	
申請經費補助 元 Budget request: NTD		學生議會 Student Council		
經費來源: Budget Sources:				
學生會: Student Government Association		課指組 Extracurricular Activities Section		核 示 Approval and instruction
一級主管簽章 Signature of 1 <sup>st</sup> level administrator		主任秘書 Secretary General		
行政副校長 Vice President for Administrative Affairs		學術副校長 Vice President for Academic Affairs		
國際副校長 Vice President for International Affairs				
會簽一級單位 Countersigned by 1 <sup>st</sup> level units	副主管、二級主管簽章 Signature of deputy or 2 <sup>nd</sup> level administrator	主管簽章 Signature	月日時分 Date	
財務處 Controller's Division				
	軍訓室 Military Training Office			