

學生社團經費補助申請辦法

Application Procedures for Student Club Fees and Subsidies

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第一條 依據本校「學生自治規則」第六條之規定，為使各社團能公平充分運用補助經費，達到社團活動目的，特訂定本辦法。

Article 1 These procedures were established in accordance with Article 6 of General Provisions for Student Government, Ming Chuan University, to assist student clubs to equally access subsidies and achieve activity objectives.

第二條 本辦法所規範之學生社團(以下簡稱社團)係指已經完成申請程序之社團。

Article 2 Student clubs (herein referred to as clubs) regulated by these procedures refer to those clubs that have completed application procedures.

第三條 本辦法所指「補助經費」來源，包含學生會費、學生事務與輔導工作經費、學校配合款及獎補助款等經費。

Article 3 "Subsidies" listed in these procedures include Student Association fees, Student Affairs and Counseling Budget, university budget and awards and subsidies from outside of the university.

第四條 社團內部教學或者社員活動所需經費，以社團自行籌措為原則。

Article 4 In principle, the budgets required for internal teaching and learning sessions or club activities should be raised by the club.

第五條 學生會費收入得於每學期各動支 50%，其中，收入 70%應依公平原則，作為各社團活動預算及社團補助之用，25%作為學生會規劃辦理全校性專案活動之用，5%作為預備金。

Article 5 The Student Association may disburse 50% of its income every semester. Among the disbursed budget, 70% will be fairly distributed among student clubs as activity budgets and club subsidies, while 25% of the disbursed budget will be used by Student Association for university-wide activities, and the remaining 5% will be held as a reserve fund.

第六條 社團經費補助申請程序，依序包含編列預算、經費申請、預算審查、經費報核、預算變更及結算公告等程序，依下列規定辦理：

Article 6 Club subsidies application procedures includes budget drafting, budget application, budget review, budget reimbursement, budget alteration, budget settlement notice, and are to be dealt in accordance with the following regulations:

一、預算編列：社團活動經費編列項目依據『教育部補助及委辦經費編列基準表』為原則。以學期為單位，統一申請次學期之經費補助。由學生議會徵詢課指組意見，檢討經費補助標準及製作預算表單，交由各社團據以提出申請。

1. Budget drafting: In principle, club activity budget items should be drafted in accordance with “Ministry of Education Budget Drafting Standards for Subsidized or Entrusted Projects.” The budgets should be drafted on a semester basis, and clubs are required to submit a budget application comprising all items for the following semester. Student Council then consults Extracurricular Activities Section for instruction, reviews budget allocation standards, then produces budget sheets. The sheets will then be distributed to all clubs as references for application.

二、經費申請：社團應於議會公告之申請時間前繳交經費申請表、活動企劃書、社課規劃書及全學期活動計劃表，每一項活動包含一份活動企劃書及經費申請表。申請時程依議會公告為準。

2. Budget application: Clubs are required to submit budget application form, activity proposal, student club schedule and semester activity plan according to the application timeline as announced by Student Council. Every activity should include one activity proposal and one budget application form. The application timeline follows the announcement by the Student Council.

三、預算審查：經費預算經議會審查完成，簽報學校備查後，須公告週知並送學生會備查，作為各社團活動簽報依據。

3. Budget review: Budget applications are reviewed by the Student Council and sent for the university's approval, and then announced and submitted to Student Association for reference and as basis for reporting club activities.

四、經費報核：各社團應於活動後 10 天內檢具相關單據辦理核銷手續並將成果報告書上傳至社團活動系統中，辦理核銷手續，經核可無誤後，至學務處課指組(桃園校區學務組)領取補助款。

4. Budget reimbursement: Clubs are required to attach relevant receipts within 10 days after the activity to process the reimbursement(s) and upload the achievement reports to Student Club Activity System. Students may collect the subsidies at Extracurricular Activities Section (Taoyuan Student Affairs Section) once the expenditure documents are verified.

五、預算變更及結算公告：社團申請預算如與公告預算不符時，須提出申請書由議會審核，每學期末，學生會應製作該學期經費結算表，經議會審查簽核後公告。

5. Budget alteration and budget settlement notice: Clubs will be required to file a written application with Student Council for further review when the applied budget is not consistent with the announced budget. In the end of every semester, Student Association

should produce an expenditure statement for the semester, then send it to Student Council for review, approval and announcement.

第七條 社團補助標準依序包含活動費、行政費用及補助項目等，依下列規定辦理：

Article 7 Standards for club subsidies includes activity expenses, administrative expenses and subsidy items, and are to be dealt with in accordance with following regulations:

一、活動費：由學生會委託各社團或各團隊辦理之專案活動，與一般社團活動分開辦理申請，一般社團活動，由社團提出申請之活動。

1. Activity expenses: Special project activities entrusted by the Student Association are to be applied separately from regular club activities. Regular club activities refer to activities applied for by clubs.

二、行政費用：本項目適用於學生會、學生議會、評議委員會、畢聯會、社委會、學委會。

2. Administrative expenses: This item is applicable for Student Association, Student Council, Student Club Review Committee, Graduating Class Activities Association, Student Clubs Committee and Student Associations Committee.

三、補助項目：保險費、國內旅費、膳宿費、講座鐘點費、裁判費、場地使用費、印刷費、評審費、場佈費、文宣費、材料費、獎金(獎盃、狀)及雜支等。

3. Subsidies: Insurance expenses, domestic transportation expenses, food and lodging expenses, seminar hourly pay, referee pay, venue fees, material printing cost, judge fees, venue decoration expenses, promotional materials expenses, material expenses, awards costs (trophies, certificates) and others.

第八條 社團補助經費原則

Article 8 Principles for subsidizing Student Clubs

一、一般性社團活動，得補助社團項目為：保險費、國內旅費、膳宿費、印刷費等。

1. When holding regular club activities, clubs may apply for subsidies for: insurance fee, domestic transportation expenses, food and lodging expenses and materials printing costs.

二、辦理帶動中小學社團發展、社會服務(服務學習方案)、寒暑假服務、社會公益活動及社團成果發表會等，得補助社團項目為：保險費、國內旅費、膳宿費、場佈費、文宣費、材料費等。

2. When holding student club development projects for elementary and secondary schools, social services (Service-Learning projects), summer and winter services, social welfare activities and student club achievement fair, clubs may apply for subsidies for: insurance fee, domestic transportation expenses, food and lodging expenses, venue decoration expenses, promotional materials expenses and materials expenses.

三、舉辦校區性、全校(跨校)區、協助政府舉辦專案等競賽(表演)相關活動，得補助社團項目為：保險費、國內旅費、膳宿費、場地使用費、裁判費(評審費)、印刷費、場佈費、文宣費、材料費、獎金(獎盃、狀)。

3. When holding campus-wide, university-wide (inter-campus), and governmental competitions (performances), clubs may apply for subsidies for: insurance fee, domestic transportation expenses, food and lodging expenses, venue fees, judge (referee) fees, materials printing cost, venue decoration expenses, promotional materials expenses and materials expenses and awards costs (trophies, certificates).

四、參加校區性、全校(跨校)區及政府舉辦競賽(表演)相關活動，得補助社團項目為：保險費、國內旅費、膳宿費。

4. When participating in campus-wide, university-wide (inter-campus), and governmental competitions (performances), clubs may apply for subsidies for: insurance fee, domestic transportation expenses, food and lodging expenses.

五、其他經學校核准之社團活動，補助經費項目由學務處課指組審酌經費來源與活動需求性酌予開放補助。

5. For other club activities approved by the university, subsidies will be available for application after Extracurricular Activities Section reviews budget sources and ensures that the requests for the activity are appropriate for subsidization.

第九條 社團幹部訓練(以下簡稱幹訓)補助經費原則：

Article 9 Principles for subsidizing club officer training (herein refer to as officer training):

一、以全校性幹部訓練優先補助，依序校區性及聯合社團幹部訓練，鼓勵社團幹部經驗交流，個別社團得視未來年度活動需要酌予補助。

1. Priority is given to university-wide officer trainings, followed by campus-wide and integrated club officer training to encourage experience sharing and exchange among club officers. Individual clubs may be subsidized based on the needs for holding activities in the following year.

二、社團過去一年榮獲全國性、地區性比賽獲得佳績；社團評鑑榮獲特優、優等；校內外服務績優之社團，得優先補助辦理幹部訓練相關等活動。

2. Clubs that meet one of the following conditions will be given priority in issuing subsidies to hold officer training activities: have achievements in nation-wide or regional competitions in the past year; ranked as outstanding or excellent in student club assessment; having outstanding results in on- and off-campus service activities.

第十條 社團教練費補助原則：

Article 10 Principles for subsidizing club coach expenses:

一、社團教練費，每學期以 9,000 元為上限，一堂課以一位教練為原則。一般性社團一人/次 400 元，康樂性社團一人/次 600 元。由社團檢附教練簡介提出申請，經核准後將社團日誌及時數會簽單繳回課指組即可領取。

1. The maximum coach expense per semester is 9,000 NTD. In principle, one session may have only one coach. The standard for regular clubs is 400 NTD per person/time and 600 NTD for Fun and Leisure Clubs per person/time. Clubs applying for this subsidy are required to file an application with the coach's brief resume attached. Once the application is approved, clubs may collect the subsidy after submitting club journal and hourly records to Extracurricular Activities Section.

二、社團指導老師不得補助教練費。

2. Club supervisors may not receive coaching fee.

第十一條 發行刊物補助，報紙(四版)單次出版補助印刷及稿費最高 3,000 元、雜誌單次出版補助印刷及稿費最高 5,000 元。

Article 11 The maximum publication subsidy for a newspaper (4 pages) is 3,000 NTD including printing and article remuneration; while the maximum subsidy for a magazine is 5,000 NTD including printing and article remuneration.

第十二條 各項活動經費補助額度，依下列基準編列，但實際補助金額依議會審核活動實際需要核列為準。

Article 12 All activity expenses are to be drafted based on the following standards. The actual reimbursement will be determined by the Student Council based on the actual needs of the activities.

一、 保險費：以 100 萬意外險及 10 萬醫療險為基準。

1. Insurance expenses: Insured amount of one million NTD for casualty insurance and 100,000 NTD for medical insurance, in principle.

二、國內旅費：在校區所在縣市內，以大眾運輸系統(公車、捷運)票價為補助及核銷額度跨縣市交通費依實際需求可核給大眾運輸工具(台鐵、高鐵或客運等)之票價補助，租用遊覽車則核實列支。其餘旅費支出項目需由課指組核可後方能核銷。

2. Domestic transportation fee: Within a city or county where the campus is located, the reimbursement will be issued based on the public transportation system fare (bus, MRT). Inter-county transportation fee will be reimbursed based on the long distance fare of public transportation (Taiwan Railways, Taiwan High Speed Rail or long-distance bus). The fees for a tour bus will be reimbursed based on the actual expense. Other expenses may be reimbursed upon Extracurricular Activities Section's Approval.

三、膳費：每人每餐 80 元為上限，舉辦全校性或大型活動全日(三餐)每人 250 元為上限。申請與核銷之膳宿費不得超過該專案活動總經費 50%，且其他報核項目金額不得低於總經費 25%。但屬第七條第二款行政費用之例會及服務學習等社會公益活動不受此限。

3. Food cost: The maximum for each meal per person is 80 NTD; 250 NTD for whole day (3 meals) or university-wide activity or other major events. Food and lodging expenses applied for and reimbursed should not exceed 50% of the total of the activity budget, and other reimbursed items should not be less than 25% of total amount of the budget. Administrative expenses for regular meetings listed in Article 7 Clause 2 and Service-Learning social welfare activities are not covered by this regulation.

四、社團辦理各項活動經費核銷，不得僅核銷膳費一項，但屬第七條第二款行政費用之例會活動不受此限。

Club activity expense reimbursements cannot cover food costs. Exceptions are made for administrative expenses for regular meetings listed in Article 7 Clause 2.

五、住宿費：每人每日以 400 元計。

5. Lodging expenses: 400 NTD per person per day.

六、講座鐘點費：凡辦理研習、座談、訓練或進修等實際擔任授課人員始得支領。外聘國外專家學者每小時不得超過 2,400 元，外聘國內專家學者每小時不得超過 1,600 元，外聘與本校有隸屬關係之機關(構)學校人員每小時不得超過 1200 元，內聘本校人員每小時不得超過 800 元。邀請國立大學專任教授或人員演講，視同外聘與本校有隸屬關係之機關(構)學校人員鐘點費每小時亦不得超過 1200 元。

6. Lecture Fee(s): Actual lecturers for workshops, seminars, or training may receive subsidies. The hourly compensation for foreign professionals and scholars from outside should not exceed 2,400 NTD per hour. The hourly compensation for domestic professionals and scholars from outside should not exceed 1,600 NTD per hour. The hourly compensation for personnel from MCU-affiliated organizations outside the

campus should not exceed 1,200 NTD per hour. The hourly compensation for personnel from within MCU should not exceed 800 NTD per hour. The standard for full-time professors or personnel from national universities is the same that for personnel from MCU-affiliated organizations outside of campus, so the hourly pay should not exceed 1,200 NTD per hour.

七、裁判費：社團舉辦運動競賽活動得支應裁判費，具各單項協會核發之裁判證者，依『教育部補助及委辦經費編列基準表』核發裁判費。不具裁判資格者，每人/小時不得超過 200 元。

7. Referee fee: Student clubs may apply for referee fee when holding sports competitions. Referees who have referee certificate issued by the relevant sporting association may be compensated based on "MOE Subsidy and Commission Guidelines for Budget Allotment." The standard compensation for referee fee to personnel with no referee qualifications may not exceed 200 NTD per person/ per hour.

八、場地使用費：社團活動以在校內舉辦為原則，如因全校性大型活動或專案活動需要租借校外場地，依活動需要酌予補助場地使用費核實編列。

8. Venue fee: In principle, student club activities should be held on campus. If the club truly needs to rent off-campus venues to hold university-wide or project activities, venue fees will be partially subsidized based on need.

九、印刷費：以紙張透過油印、影印、印刷或電腦列印等方式印製之文件，如影印、海報、大圖輸出、秩序冊、社團活動手冊等(不包含行政研習訓練教材講義)，依實際支用金額核銷。

9. Printing expenses: For oil printing, photocopying, printing or computer printing to produce paper documents, including photocopied documents, posters, large format printing, programs, club activity booklets (not including administrative training handouts), subsidize the actual amount of expenses.

十、獎金(獎盃、狀)：獎金(獎盃、狀)：以舉辦全校性或校區性活動之校內競賽獎金、禮券、提貨券、獎盃、獎牌及獎狀等，以核銷補助配合款 20%上限，現金不超過配合款的 10%，依實際支用金額核銷，本獎勵措施需以經由一定評比過程獲勝者為限，未經評比不得申請核銷。

10. Monetary awards (trophies, certificates): For monetary awards, coupons, gift vouchers, trophies, medals and certificates issued at on-campus university-wide or regional activities, the total amount of this item cannot exceed 20% of the university funds for the whole activity, and monetary awards cannot exceed 10% of the university funds for the whole. The subsidy is to be verified based on the actual expenses. This incentive measure can only be applied for and issued to those receiving awards through proper competition review processes. Budgets without a competition review process cannot be verified.

十一、場佈費：社團活動所需之場地布置費用(包含布條、音響舞台…等)，依實際支用金額核銷。

11. Venue decoration expenses: For decoration expenses for club activity venues (including banners, audio and stage, etc), the subsidy is to be verified based on the actual expenses.

十二、文宣費：社團活動所需之文具、印刷、宣傳品等費用(包含行政研習訓練教材講義)，依實際支用金額核銷。

12. Promotional materials expenses: For expenditures on required stationery items, printing and publicity materials (including administrative training teaching materials and handouts), the subsidy is to be verified based on the actual expenses.

十三、材料費：社團活動所需之材料、道具及用品等費用，依實際支用金額核銷。

13. Materials expenses: For expenditures on materials, props and necessary items for club activities, the subsidy is to be verified based on the actual expenses.

十四、雜支：凡前述本條款未編列之辦公事務(如印刷、文宣、材料、場佈)等費用均屬之，不得超過補助核銷金額 6%。

14. Other expenses: Other administrative expenses that cannot be verified with items listed in Article 12 (such as items not listed under printing expenses, promotional materials, materials expenses, and venue decoration expenses) are categorized under this item. The total amount of this item may not exceed 6% of the total verified amount.

第十三條 曾榮獲特優社團者，其補助款將專案從優補助。如有特殊情況之活動，得以專案申請方式申報；若報核不實者不得申請本項。補助款若超過實際支出，以實際申請核銷金額為主。

Article 13 Clubs that have been recognized with excellent club awards receive preferential treatment, using special case applications to subsidize them. Under special circumstances, student clubs may apply for and report activity expenses via special case; any clubs engaging in false budget verification are not allowed to apply for special case treatment under this Article. When the subsidy exceeds actual expenses, the final amount will be determined based on the actual verification amount.

第十四條 社團活動表現不佳，經由議會考核、決議，得停止或刪減補助該社團本學期活動經費。

Article 14 Any underperforming club will have club activity subsidies suspended or cut after being reviewed and thus resolved by the Council.

第十五條 以上各項經費申請需作合理之預算，不得浮報，經費申請與實際運作情形將列入下學期考核。

Article 15 A reasonable estimated budget should be drafted before applying for any fees or expense subsidies listed above; inflated figures are not allowed. The budget application and actual process and expenditure will serve as reference for the review of the following semester.

第十六條 社團活動需要如須對外募集贊助活動所需經費，應事先經學務處課指組同意並獲學生事務處核准，其募集經費之結餘應作為社團發展基金或捐助社會公益活動。如以慈善或愛心名義之公益勸募活動，應依公益勸募條例之規定由學校統一向當地縣市政府申請核准後實施，社團不得單獨對外勸募。

Article 16 Student clubs are required to receive permission from Extracurricular Activities Section of Student Affairs Division and be approved by Student Affairs Division in advance when they need to raise funds for club activities. Any surplus of raised funds should be used as club development fund or as a donation to social welfare activities. When holding fund-raising activities for charity, clubs are required to apply with the university first, for the university to apply and get approval from the local city or county government before the implementation of such activity in accordance with the government's legal

regulations on fund raising. Student clubs are not allowed to independently raise funds from outside.

第十七條 各社團前學期經費核銷及繳交成果報告狀況、是否參與學生社團幹部研習營等，列入議會經費補助審酌之參考。

Article 17 The budget expenditure verification of the previous semester, achievement report submission status, and the attendance record at student club officer workshop are references during budget review in the Council.

第十八條 不予補助之活動項目：社團個別會議、有販售行為之園遊會活動(不含辦理社團鄉土文物、社團推廣活動產品等)、純屬社團成員聯誼、聚餐或娛樂性之活動(聯誼性社團除外)。

Article 18 Activities that will not be subsidized: individual club meetings, club fair with booths selling items (aside from club's folk artifacts or club activity promotional products), club member gatherings, meals or entertainment activities (aside from social clubs).

第十九條 社團經費依每學年度補助來源而有所調整，並依校內經費預算編列而調整補助。

Article 19 Club budgets are to be adjusted based on the sources of subsidies every academic year. The club subsidies are to be adjusted based on the budget allocation within the university budget.

第二十條 本辦法經學生議會、學務會議通過，校長核定後實施，修正時亦同。

Upon being passed at the Student Council and Student Affairs Committee meetings and approved by the president, these procedures were announced and implemented. Any revision must follow the same procedure.

In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.