**銘傳大學學生組織社團申請表**MCU Student Association/ Club Application Form

申請時間： 年 月 日

Application Time:

|  |  |
| --- | --- |
| 社團名稱(中文)Name of Club(Chinese) |  |
| 社團名稱(英文)Name of Club(English) |  |
| 社團性質Character of Club | □學術性Academic Clubs□學藝性Arts Clubs □聯誼性Social Clubs□服務性Service Clubs□康樂性Fun and Leisure Clubs□體能性Physical Activity Clubs |
| 招收對象Accept Objections |  |
| 申請人Applicant | 班　級Class | 姓　名Name | 行動電話Cell phone |
|  |  |  |
| E-MAIL |  |
| 社團宗旨(中文)Mission of Club(Chinese) | 1.2.3. |
| 社團宗旨(英文)Mission of Club(English) | 1.2.3. |
| 主要活動之內容(中文)Content of main activities(Chinese) | 1.2.3.4. |
| 主要活動之內容Content of main activities(English) | 1.2.3. |
| 徵求社員方法Methods of seeking club members | 1.2.3. |
| 短程計畫(一年間)Short-term Plan(During a year) | 1.2.3. |
| 中程計畫(一年至兩年)Midterm Plan(One to two years) | 1.2.3. |
| 長程計畫(三年至五年)Long-term Plan(Three to five years | 1.2.3. |
| 114學年度社團課程規劃表2025-26 Academic yearClub lessons schedule | 年 月 日Date | 星期week | 時間Time | 課程內容(授課老師)Course content(teacher) | 地點Place |
| 114年09月 日 |  |  時 分起 時 分止 |  |  |
| 114年09月 日 |  |  時 分起 時 分止 |  |  |
| 114年10月 日 |  |  時 分起 時 分止 |  |  |
| 114年10月 日 |  |  時 分起 時 分止 |  |  |
| 114年11月 日 |  |  時 分起 時 分止 |  |  |
| 114年11月 日 |  |  時 分起 時 分止 |  |  |
| 114年12月 日 |  |  時 分起 時 分止 |  |  |
| 114年12月 日 |  |  時 分起 時 分止 |  |  |
| 115年01月 日 |  |  時 分起 時 分止 |  |  |
| 申請文件自我檢核 | 1. □銘傳大學學生組織社團申請表MCU Student Association/ Club Application Form
2. □銘傳大學學生組織社團發起人名冊Roster of initiator of Student Association/ Club
3. □組織章程草案Organizational Charter (draft)
4. □銘傳大學擬聘社團指導老師資歷表(含存摺封面、學經歷證件及身份證正反面影本與兩吋照片乙張)CV of club’s Instructor-to-be (including copy of the cover page of deposit book, certificates of both education and experience, national ID card and a 2-inch photo)
5. □社團負責人候選人資格審核表(含前學期成績單)Qualification checklist for candidate of club leader (including transcript of last semester)
6. 簡報(**114年5月21日(三)中午12時繳交，須含回覆委員建議**)BriefingPlease submit a brief introduction of your student club before May 21, 2025 (Wed.) at 12 noon. Content should include the reply from the student club regarding committee members’ suggestions.
7. 社團成立簡報:預計於114年6月12日(四)舉行學生活動輔導委員會會議，由發起人於會中直接向委員簡報社團相關規劃，詳細內容依課指組網頁公告。Proposal for setting up new club

The Student Activity Advisory Committee meeting will be held on June 12, 2025(Thu.) and the new club organizers need to attend the meeting to present a brief introduction and related plans for setting up the new club to committee members. More details will be posted in the notification section on the website for Extracurricular Activities Section of Student Affairs Division at that time.※請以**電腦詳細繕打**上述文件，**各項資料請勿空白**，並自行檢核後直接打勾，**未填寫視同資料不全，不予收件**Please use Microsoft office to edit those document details mentioned above; do not leave anything blank, mark with “✓” after self-review. Documents may not be accepted should a student club not complete the self-review portion; the responsible unit will consider the documents as incomplete.※送件時間：**自即日起至114年4月16(三)中午12時止**，請將電子資料E-mail至wychia@mail.mcu.edu.tw 書面繳交至台北學生活動中心課指組賈老師  桃園體育一館四樓學務組/課務組翁老師Document Submission Period: From today through April 16, 2025 (Wed.) at 12 noon. Please email soft copy to wychia@mail.mcu.edu.tw, and give a hard copy to the responsible staff at Taipei Student Activity Center Miss Chia in Taipei or Miss Weng in Taoyuan Student Affairs Section which located at 4th floor of First Gymnasium.※**電子與書面資料缺一不可，逾期不予受理。缺件或逾時送件** **視同放棄，繳交後恕不提供檢查與修改作業**Both soft copy and hard copy are required for New Student Club Establishment; overdue applications will not be accepted. Incomplete documents or overdue applications will be considered as forgoing application. Checking application details or revising applications is not allowed after submission. |
| (表格不敷使用可自行延伸)(If the form is not enough, you can extend it by yourself)申請人： **親自**簽章 社團指導老師： **親自**簽章 Applicant: Signature Instructor: Signature年 月 日 年 月 日 MM / DD / YYYY MM / DD / YYYY |
| 註記 | 1. 本校學生社團申請成立，係依據本校「學生社團組織及活動輔導辦法」第五條至第十三條之規定辦理。The establishment of new student club is dealt with in accordance with Articles 5 to 13 of Procedures for Organizing and Managing Student Clubs.
2. 根據「學生會暨社團負責人選舉實施辦法」第二條規定，各社團負責人、學生議員、評議委員等候選人資格，應符合各組織章程之規定。候選人除學生議員、評議委員及畢聯會會長外，不得由應屆畢業生擔任。According to Article 2 of Procedures for the Election of Student Government Association Officers, all the candidates for clubs’ organizers, student committee members, and Student Appeal and Review Committee Members need to meet the qualifications of the organizational charter. Graduating students cannot be candidates except for the positions of committee members, Student Appeal and Review Committee Members, and Graduating Class Activities Association President.
3. 社團組織章程（草案）應記載下列事項：The charter of the student club (draft) must include the following information:
4. 社團名稱、宗旨、社址。

The formal name of the club, its purpose, and its affiliation.1. 組織及職掌。

The organization and job descriptions.1. 社、會員之入會、退出及除名條件。

The conditions for becoming a member of the club, for leaving the club, and for removing names from the club membership list.1. 社、會員之權利及義務。

Responsibilities and duties of club members.1. 社團負責人之產生及幹部任免及罷免程序。

The process by which officials are appointed and an explanation how the responsible person came to be in charge and dismiss from the organization.1. 會議召集及決議方式。

The manner in which meetings will be organized and decisions taken.1. 社費收退費方式

Club fee refund method |

**【個人資料授權同意書-填表人】**

**Personal Information Copyright Transfer Agreement - Applicant**

1.本人同意將所填載及提供之個人資料（包含班級Class、姓名Name、聯絡電話、E-MAIL等），無償提供銘傳大學課外活動指導組蒐集、儲存、分析及運用，以利可順利完成學生組織社團申請相關流程，及接受課指組社團相關資料。 I hereby declare that I agree to assign my authorization to MCU Extracurricular Activities Section, and MCU Extracurricular Activities Section has the right to collect, storage, analyze and apply my personal information (including class, name, contact phone number and e-mail address) to complete Student Association/ Club application procedure and receive the relevant information from the Extracurricular Activities Section .

2.依個人資料保護法規定，機關必須明確告知對您權益的影響，如您同意授權，請於「填表人」處簽章。In accordance with Personal Information Protection Act, the institution must clearly inform you the impact of your right. Please sign in the column of applicant for your agreement.

**3.不同意提供以上個人資料者，請勿填寫本表單。** Please do not fill in this form if you do not agree to offer your personal information.