

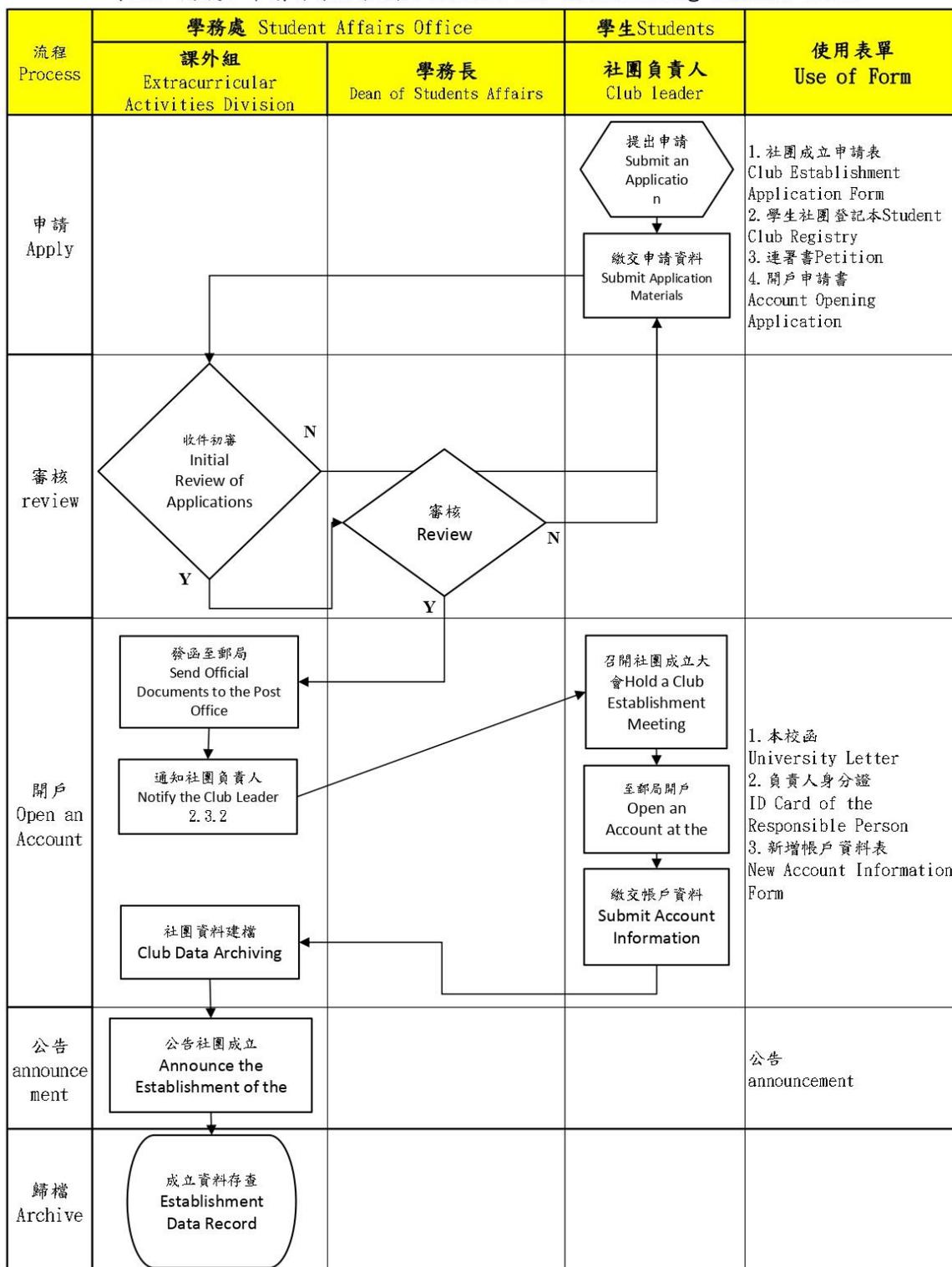
	文件名稱 File Name	學生社團成立申請作業程序 Procedure for Establishing Student Clubs		
	文件編號 Document Number	EAS-013	版次 Version	4
	提案單位 Proposing Department	學生事務處課外活動組 Extracurricular Activities Division, Student Affairs Office		

1. 作業流程圖 Process Flowchart :

學生社團成立申請作業程序 Procedure for Establishing Student Clubs

開南大學 Kainan University

學生社團成立申請作業流程圖 Procedure for Establishing Student Clubs



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2. 作業程序 operating procedure :

2.1. 申請 Apply

2.1.1. 社團負責人向課外組提出申請

The club leader submits an application to the extracurricular activities department

2.1.2. 社團負責人檢具申請資料至課外組：社團成立申請表、學生社團登記本、發起人報告書、連署書、開戶申請書

The club leader submits the application documents to the extracurricular affairs department: Club Establishment Application Form, Student Club Registration Book, Initiator's Report, Petition, and Bank Account Application.

2.2. 審核 review

2.2.1. 課外組收件進行初審

The extracurricular affairs department receives the documents for initial review.

2.2.2. 學務長審核決定是否通過成立

The Dean of Student Affairs reviews and decides on the establishment approval.

2.3. 開戶 Open an account

2.3.1. 課外組擬郵局開戶之本校函稿呈核

The extracurricular affairs department intends to submit the school's letter for postal account opening for approval.

2.3.2. 課外組通知社團負責人辦理開戶事宜

The extracurricular affairs department informs the club leader to handle the account opening matters.

2.3.3. 社團負責人召開社團成立大會

The club leader convenes the club establishment meeting.

2.3.4. 社團負責人至郵局辦理開戶

The club leader goes to the post office to open an account.

2.3.5. 社團負責人繳交社團帳戶資料

The club leader submits the club account information.

2.3.6. 課外組至校務行政系統將社團資料更新建檔

The extracurricular affairs department updates and archives club data in the school administrative system.

2.4. 公告 announcement

2.4.1. 課外組於學務處網站公告社團成立

The extracurricular affairs department announces the establishment of clubs on the Student Affairs Office website.

2.5. 歸檔 Archive

2.5.1. 課外組將社團成立資料歸檔存查

The extracurricular affairs department archives and stores club establishment records for future reference.

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3. 控制重點 control point :

3.1 依據開南大學學生社團課外活動輔導辦法辦理

Conducting activities in accordance with Kainan University's Student Club and Extracurricular Activity Guidance Regulations.

4. 依據及相關文件 in accordance with relevant documents :

4.1 開南大學學生社團課外活動輔導辦法

Kainan University Student Club and Extracurricular Activity Guidance Regulations

5. 使用表單 :

5.1 社團成立申請表 Club Establishment Application Form

5.2 學生社團登記本 Student Club Registry

5.3 連署書 Petition

5.4 開戶申請書 Account Opening Application

5.5 本校函 University Letter

5.6 負責人身分證 ID Card of the Responsible Person

5.7 新增帳戶資料表 New Account Information Form

5.8 公告 announcement