

# 義守大學志願服務績優表揚實施要點

88.1 草擬簽陳通過

90.9.26 處務會議修正通過

90.10.11 修正簽陳通過

## 一、目的：

為培養本校學生樂觀進取、積極奉獻及關愛社會的服務人生觀，並激發同學對國家的使命感及熱愛鄉土的情感，特制訂本要點。

## 二、服務基本要求：

為要求服務品質，凡擔任志願服務者，須參加 20 小時以上的義工相關課程培訓。

## 三、服務項目：

由本校各單位規畫可提供學生無償服務之事項與場所，供學生認養或由學生自認可為學校提供之任何志願性服務。

- (一) 勞動服務：校園社團、班級內外周遭環境及社區之清潔整理與資源回收等之實務服務。
- (二) 活動服務：各學院、系所、處、室、館、中心所規劃之學術演講會、研討會、座談會等學術性活動。
- (三) 勤務活動：學校之各項協助行政業務推動與值勤工作。
- (四) 社區服務：學生自認可為社區提供之任何志願性服務，經學校核備者。

## 四、實施方式：

- (一) 以學生社團護照(暫訂)登錄為主，並於在學期間憑證換發學校服務證明書，以鼓舞其服務奉獻之行為。
- (二) 服務證明書之發給方式：(基本資格：完成 20 小時基本培訓)
  - 1、凡服務滿六十小時，或協助志願服務推動有功人員經報准者，頒發服務績優紀念章乙枚及「志願服務績優證明書」乙紙，並書明服務時數。
  - 2、凡服務滿一百小時，於公開之學生集會場合，頒發服務績優銅質獎章乙枚及「志願服務績優證明書」乙紙，並書明服務時數。
  - 3、凡服務滿二百小時，於公開之學生集會場合，頒發服務績優銀質獎章乙枚及「志願服務績優證明書」乙紙，並書明服務時數。
  - 4、服務滿三百小時，於公開之學生集會場合，頒發服務績優金質獎章乙枚及「志願服務績優證明書」乙紙，並書明服務時數；另在於畢業典禮中頒發服務優良獎牌乙面。

### (三) 採取申請制：

凡符合上述資格者，得檢具相關證明文件，至服務教育組填表申請。

- 五、學生於完成志願服務後，自行於「學生社團護照」上記載服務時間、活動內容、地點及時數，並請學校相關教職員簽署認證。
- 六、本要點於本校新生始業式及各班班會中宣導，並由學生自治會於每學期初與各系學會及服務性社團共同發起志願服務活動。
- 七、每學年均舉辦志願服務表揚大會，並由校長主持頒獎儀式，表揚服務符合本要點服務滿一百小時以上服務績優的學生。
- 八、本實施要點經學生事務會議通過後，陳請校長核定後實施，修正時亦同。

# **Guidelines on Commendation for Remarkable Achievements in Volunteer Services at I-Shou University**

Adopted in January 1999

Amendments adopted at the meeting of the Office Affairs  
Council of Student Affairs on September 29, 2001

Amendments ratified on October 11, 2001

## **I. Purpose:**

The Guidelines on Commendation for Remarkable Achievements in Volunteer Services at I-Shou University (hereinafter referred to as the “Guidelines”) are enacted to develop optimism, devotion and consideration toward the society in students, and arouse their passion for this country and their homeland.

## **II. Basic Requirements:**

To maintain high service quality, students who wish to volunteer must take volunteer training courses for at least twenty hours.

## **III. Services:**

Every unit of the University will plan and offer volunteer opportunities for students to choose from. Alternatively, students can apply to the University for volunteer services which they can do for the University.

1. Labor Service, including cleaning of student clubs, classrooms, the campus, and neighboring communities as well as waste recycling.
2. Activities, including academic seminars, workshops and symposiums organized by colleges, departments (institutes), offices or centers as well as other academic activities.
3. Administrative Service, including assistance in administrative affairs and getting on duty in rotation.
4. Community Service, including all kinds of volunteer services which students can do for communities under prior consent of the University.

## **IV. Implementation:**

1. To praise students’ devotion to service, they can exchange the records on the student club passport for a Certificate of Service during their studies at the University.
2. Issuance of Certificate of Service: (basic requirement: twenty-hour basic training)
  - a. Those who are engaged in volunteer services for at least sixty hours or succeeding in promoting volunteer services will be conferred a Commemorative Medal of

Excellent Service, and a Certificate of Volunteer Services with the exact service hours clearly stated.

- b. Those who are engaged in volunteer services for at least one hundred hours will be conferred a Bronze Medal of Excellent Service, and a Certificate of Volunteer Services with the exact service hours clearly stated, in an open student assembly.
- c. Those who are engaged in volunteer services for at least two hundred hours will be conferred a Silver Medal of Excellent Service, and a Certificate of Volunteer Services with the exact service hours clearly stated, in an open student assembly.
- d. Those who are engaged in volunteer services for at least three hundred hours will be conferred a Golden Medal of Excellent Service, and a Certificate of Volunteer Services with the exact service hours clearly stated, in an open student assembly. Moreover, they will be conferred a Medal of Excellent Service in the graduation ceremony.

3. Application:

Students who meet any of the requirements mentioned above may go to the Service Education Section to fill in an application form and submit required documents.

- V. After completing volunteer services, students shall write down the service time, service details, the location, and exact service hours on the student club passport, and then deliver the passport to the faculty/staff in charge for signature and verification.
- VI. The Guidelines shall be made known to new enrollees and students on the orientation day and class meetings, and the Students' Union shall join forces with departmental student associations and service clubs to launch volunteer services at the beginning of every semester.
- VII. An award ceremony on volunteer services shall be organized by the University and presided by the President at every academic year to praise students who have been engaged in volunteer services for at least one hundred hours as stipulated in the Guidelines.
- VIII. The Guidelines become effective after adopted by the Office Affairs Council of Student Affairs and ratified by the President. The same procedure applies to any amendment to the Guidelines.

*Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Guidelines, the Chinese language version shall prevail.*