

義守大學觀光學系學生參與志工服務實施要點

Guidelines on Participation in Volunteer Service by Students of Department of Tourism of I-Shou University

101學年度第1學期第7次系務會議初訂通過(101.11.05)

Adopted on November 5, 2012 at the 7th meeting of Department

Affairs Council in the first semester of the academic year 2012

一、本要點依據「義守大學志願服務學習計畫」訂定之。

I. The Guidelines on Participation in Volunteer Service by Students of Department of Tourism of I-Shou University (hereinafter referred to as the “Guidelines”) are enacted as per the Volunteer Service Project of I-Shou University.

二、目的：為培養本系同學樂觀進取、積極奉獻、關愛社會的服務人生觀，及激發同學對國家使命感、熱愛鄉土之情感。

II. Purpose: The purpose of the Guidelines is to help students of the Department of Tourism (hereinafter referred to as the “Department”) adopt a positive service attitude to become optimistic, active and dedicated to the society, and at the same time arouse students’ patriotism and passion for this country.

三、服務項目：

III. Service Items:

(一) 校內志工

各單位所辦理之學術研討會或其他學術性活動、衛生保健、捐血活動、交通指揮、反毒宣傳、新生註冊、慶典服務、招生宣導、校園解說、網頁製作、校園社團、教室環境及社區之清潔整理與資源回收、及協助推動各教學或行政單位之實務服務。

On-campus Service

academic symposiums or other academic activities organized by any of the University’s units, health promotion, blood donation activities, traffic control, anti-drug campaigns, affairs related to new enrollees, university celebrations, student recruitment campaigns, campus tours, website design, student clubs, cleaning of classrooms and neighboring communities, recycling, or assistance in affairs at academic or administrative units.

(二) 校外志工

社區服務、聾啞盲生服務、社會福利、衛生保健、生態保育、學童假日輔導、寒暑假下鄉服務、圖書館及其他合於本系志工服務之相關事項。

Off-campus Service

community service, service provided to deaf, mute and blind students, social welfare, health promotion, ecological preservation, tutoring offered to elementary students on weekends, volunteer service in rural areas during summer and winter vacations, library service, and other service items as recognized by the Department.

四、實施方式：

IV. Implementation:

(一)校內志工，請校內服務單位開具服務時數證明書或證明繳交回系辦，始得認列為志工服務時數。

On-campus Service: The unit where a student do volunteer service shall issue a certificate of service hours or a service certificate, and the student shall submit the certificate to the Department's Office for calculating and recognizing volunteer service hours.

(二)校外志工，預定志工服務時間前一個月完成申請手續並繳交服務單位所提供之服務時數證明書，始得認列為志工服務時數。

Off-campus Service: Students shall file an application at least one month prior to the beginning date of volunteer service, and then submit a certificate of service hours for calculating and recognizing volunteer service hours.

(三)本實施要點於本系系週會、各班班會及系網頁中宣導。

The Guidelines will be made public to students at department-level assemblies, class meetings and on the Department's website.

(四)本實施要點適用 100 年度(含)以後入學新生。

The Guidelines shall apply to students admitted to the Department in and after the academic year 2011.

五、本要點經系務會議通過後實施，修正時亦同。

V. The Guidelines become effective on the day of promulgation after being adopted by the Department Affairs Council. 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.

義守大學觀光學系學生自行推薦志工服務單位申請書

申請日期： 年 月 日

申請人	姓名	學號	班級		
服務單位 資料	服務單位名稱				
	地 址				
服務工作內容					
聯 絡 人	部 門		職 級		
	姓 名		電 話		
	e-mail		傳 真		
預定服務時間	年 月 日起至 年 月 日，共計 小時				
備註	1. 請於預定志工服務時間前一個月完成申請手續。 2. 完成申請手續並繳交服務單位所提供之服務時數證明書，始得認列為志工服務時數。 3. 未經系上審核通過之志工服務者，一律不得列入時數計算。				
服務單位 主管簽核章/時間	(服務單位主管章戳)	系辦收件 /簽核時間	(系助理章戳)	核可通過/ 通過時間	(系章戳)

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申請日期： 年 月 日

申請人	姓名	學號	班級	
服務單位 資料	服務單位名稱			
	地 址			
服務工作內容				
聯絡人	部 門		職 級	
	姓 名		電 話	
	e-mail		傳 真	
預定服務時間	年 月 日起至 年 月 日，共計 小時			
備註	1. 請於預定志工服務時間前一個月完成申請手續。 2. 完成申請手續並繳交服務單位所提供之服務時數證明書，始得認列為志工服務時數。 3. 未經系上審核通過之志工服務者，一律不得列入時數計算。			
服務單位 主管簽核章/時間	(服務單位主管章戳)	系辦簽核 /簽核時間	核可通過/ 通過時間	(系章戳)
		(系助理章戳)		

I-SHOU UNIVERSITY

DEPARTMENT OF TOURISM

Application Form for Participation in Volunteer Service through Self-Recommendation

Application Date: / / (yyyy/mm/dd)

Applicant	Name		Student No.		Class	
Volunteer Service Location	Name					
	Address					
Job Description						
Contact Person	Department			Title		
	Name			Tel		
	e-mail			Fax		
Expected Service Duration	From / / (yyyy/mm/dd) To / / (yyyy/mm/dd) A Total of Hours					

Notes	<p>4. The application should be made at least one month prior to the expected beginning date of volunteer service.</p> <p>5. No service hours will be recognized unless the application is approved by the Department and a certificate of service hours issued by the service unit is submitted.</p> <p>6. No service hours will be recognized if the application is not approved by the Department.</p>				
<p>Service Unit</p> <p>Administrative</p> <p>Head / Date</p>	<p>(Administrative Head of the Service Unit)</p>	<p>Department' s Office / Date</p>	<p>(Staff-in-charge)</p>	<p>Approval / Date</p>	<p>(Department Seal)</p>