National Cheng Kung University Directions for Student Organization Handovers

Passed by the Extracurricular Activities Division Meeting on August 30, 2004

Amended by the Student Development and Activities Division Meeting on February 6, 2018

Amended by the Student Development and Activities Division Meeting on January 2, 2020

- 1. The directions are established to improve the management and operation of student organizations, establish a mechanism for inheritance, and clarify the accountability of each organization.
- The directions are applicable to organizations including student clubs, the student association of each department, the United Clubs Association, the United Departmental Student Association, and the Student Union.
- 3. The handover of a student organization includes the transfer of documents, properties, and financial statements. The handover procedure is detailed in Appendix 1.
- 4. The handover inventory must include the following items (the format of the inventory is as presented in Appendix 2):
 - (1) Documents
 - (2) Properties
 - (3) Financial statements
- 5. The handover of student organizations shall be conducted by the end of January and July in each year; in the case of extraordinary circumstances, a handover may be organized upon the approval of the Student Development and Activities Division.
- 6. If the student organization fails to complete a handover according to the regulations, the leader shall not be given the certificate of service. According to the severity of said incident, a corresponding punishment

| 7. The Directions are passed in the Student Development and Activities Division Meeting before | | | | | | | |
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| | implementation. The same shall apply to any amendments to the directions. | | | | | | |
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may be made according to the school regulations.

交接清冊 (檔案資料、器材設備、經費) Handover inventory (documents, properties, and financial statements)

原任新任社/會長、原任新任總(財)務交接

The former / new leader complete a handover,
The former / new treasurer complete a handover

輔導老師審核 (如有聘任)

Examination - guidance counselor (if hired)

活動組業務承辦人 (審查)

Examination - representative of SDAD

組長核示 Final approval - director of SDAD

National Cheng Kung University ___academic year___ semester ___(association name) Handover Inventory

| Documents | | | | | | |
|-----------|-----------|--------|------|--|--|--|
| NO. | Documents | Keeper | Note | | | |
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(insert new rows if necessary)

| | Properties | | | | | | | | |
|-----|------------|--------|-------|----------|-------|-----------|--------|----------|------|
| NO. | Product | Amount | Price | Purchase | Scrap | Source of | Keeper | Storing | Note |
| | Name | | | Date | Date | Expenses | | Location | |
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(insert new rows if necessary)

| Financial Statements | | | | | | | |
|----------------------|------|---------|--------|---------|---------|------|--|
| NO. | Date | Subject | Income | Expense | Balance | Note | |
| | | | | | | | |
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(insert new rows if necessary)

| Original | President | : |
|----------|-----------|---|
| | | |

New President:

Original Financial Officer:

New Financial Officer: