**Student Club Registration**

Attachment 1

1. Aim

To make sure that the operation of clubs is successful and the take-over is clear.

1. Applied Object

All of formal and preparatory clubs in NDHU

1. Dates

In general, all student clubs should finish the procedure of registration after the beginning of fall semester in two weeks; and the new clubs should register in every semester’s beginning in two month. Please kindly check the information from EAS (Extracurricular Activities Section)’s website.

1. Required Documents

(A)社團登記暨移交檢核單

Club’ registration and check list

(B)社團負責人資料表

The profile of Club Manager

(C)社團輔導老師資料表

The profile of Instructor

(D)社團器材移交清單

The list of clubs’ equipment

(E)社團檔案移交清單

The list of club’s files

(F)社團經費收支報告表

The Financial Reports of club

(G)社團紀錄總表

The Club’s complete record

(H)社團紀錄年表

Club’s annual record

* All the required documents shall be submitted to EAS on time.
* This attachment is according to the “國立東華大學學生申請成立社團及舉辦活動辦法”, if you have any questions or problems, please directly contact o EAS or check the website:

<http://www.student.ndhu.edu.tw/ezfiles/7/1007/attach/94/pta_19220_5453394_28596.pdf>

1. The Process of Clubs Registrations

**Reference Dates**

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**September**

EAS will announce the schedule and details of clubs registration

Applicants Submit and well-prepared all the required documents to Extracurricular Activities Section of Student Affairs Office.

**The End of September**

Application Verified by the EAS and Student Committees

Finish the Registration

Evaluation of Student Club

**December**

Club Registration on Fall Semester Every Year

**NOTICE 1**: The regulation may be **Changed** annually, if you have any questions, please check the original regulations or directly consult to EAS.

**NOTICE 2:** Please see the second attachment for acquiring more information of “Evaluation of Student Club”.