**Evolution of Student Club**

Attachment 2

1. Aim

To help clubs be stronger and better, Extracurricular Activities Section (EAS) of Student Affairs Office will do the club evolution and check students clubs’ annual practices.

1. Applied Objective

All Student Clubs in NDHU, **Annually**.

1. Recommend required documents

Because there are not a such rule to tell what kind of documents and information are necessary and required, we take some examples from other clubs, such as Overseas Chinese Students Club and list some documents you can try to prepare.

1. Proposals of Activities
2. Annual Financial Reports
3. Members list and profiles
4. Photos
5. Meeting Minutes
6. Records of club
7. The list of Equipment and documents
8. Additional Documents which can help present the club.
9. The regulations of club
10. **Notice**
11. If one formal club fail or don’t pass the Club Evaluation once, the club will demote to preparatory club; and if one preparatory club fail or don’t pass the evaluation once, the club will keep operating as preparatory club. However, once clubs don’t pass the evaluation over twice in a row, the club will be dismissed and not re-establish the club in the next one year.
12. Every club should participate the evaluation every year.
13. The regulations may be changed every year, please kindly check it.
14. This attachment is according to the “國立東華大學社團評鑑辦法─學生手冊”, 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/30/pta_19224_8146112_28632.pdf>

1. Procedure

**Reference Dates**

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Announcements of details (Ways, Dates, and Regulations) of Club Evaluation from EAS of OSA (Office of Student Affairs)

**December**

Applicants Submit the application and wait for the arrangement from EAS.

Applicants prepare the documents, data, and anything could help Club.

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**February**

EAS Preceding the Club Evaluation

**March**

The Results come out, and EAS will hold an awarding ceremony for excellent clubs.

**Don’t pass the evaluation**

**Pass the evaluation**

Club demotes or be dismissed

Become the formal Clubs

**Annually**

Club Registration on Fall Semester