

# 育達科技大學學生校外活動申請表

## Yuda University of Technology Student Off-Campus Application Form

申請日期：      年      月      日  
Date of Application :      year      month      day

申請班級/社團 Apply for class/association	活動名稱 Event name			活動時間 Activity time	活動地點 Event Location	活動人數 Number of participants
活動簡要 內 容 Brief content of the event						
活動負責人 Activity leader	姓名 Name		電話 phone		行動 電話 mobile phone	
帶隊老師 leading teacher	姓名 Name		電話 phone		行動 電話 mobile phone	
導師/社團指導老師 Tutor/social instructor				校 安 中 心 School security center		
體衛組 (審查保險資料) Body Health Team (review insurance information)				學 務 長 Academic director		
課務組 (審查調課資料) Course group (review of transfer materials)				主任秘書 Chief secretary		
活動業管主管 (系所/教 務處/學務處/研發處) Head of Activity Management (Department / Academic Affairs Office / Academic Affairs Office / R&D Office)				決 行 Decision		
總務處(租車審查) General Affairs Office (Car Rental Review)						

本表蒐集(含附件)之個人資料，僅限於本次活動使用，非經當事人同意，絕不轉作其他用途，亦不會公佈任何資訊，並遵循本校資料保存與安全控管辦理。  
The personal data collected in this form (including attachments) is limited to the use of this event. It will not be used for other purposes without the consent of the parties. No information will be announced and the data preservation and security control of the school will be followed. ◦

## 舉辦學生校外活動應遵守下列規定

### The following rules shall be observed for the activities of students participating in off-campus activities.

- 一、各活動營隊於出發前一週將活動申請表、活動計畫、參加人員名冊、參加同學之家長聯繫回覆單、保險證明文件影本（參加之人員及車輛均應投保平安險，每人保額至少新台幣一百萬元以上）等資料，併陳查備。
- 一、Each activity camp will submit an activity application form, an activity plan, a list of participants, a parent's contact reply form, and a copy of the insurance certificate file one week before departure. (Participants and vehicles should be covered by FPA, and each person's insurance amount is at least new. NT\$1 million or more) and other information.
- 二、活動參與者若為境外生（含大陸生、外籍生、及僑生），請特別標示於活動參加名冊內。
- 二、If the participants of the event are overseas students (including mainland students, foreign students, and overseas Chinese students), please mark them on the event list.
- 三、活動計畫應詳列行程表及規劃內容，並將參加人員視活動性質予以任務編組；且應針對活動性質規劃安全須知及應變事宜。
- 三、The activity plan should detail the itinerary and the planning content, and organize the participants according to the nature of the activity; and plan safety instructions and contingency issues for the nature of the activity.
- 四、活動實施前一週，活動負責人應持續注意活動地區之天候，活動前如因天候等因素致舉辦活動可能發生危險時，應依學校建議延期舉辦或取消活動。如於活動期間遇發布颱風等重大天災警報時應立即中止活動，如無法立即返家應與家人、學校校安中心聯絡，使家長與學校瞭解所處位置及狀況，以提供必要協助。
- 四、One week before the implementation of the event, the person in charge of the activity should continue to pay attention to the weather in the activity area. If the event may be dangerous due to factors such as weather, the event should be postponed or cancelled according to the school's recommendation. If a major natural disaster warning such as a typhoon is issued during the event, the activity should be suspended immediately. If you cannot return home immediately, you should contact your family and school security center to let parents and the school know where they are and provide the necessary assistance.
- 五、依計畫行程實施，所經過之路線應特別注意安全；且依計畫時間返回，如有事先離隊者應向活動負責人報准（活動負責人應考量中途離隊人員安全狀況）。
- 五、According to the implementation of the planning itinerary, the route to be followed should pay special attention to safety; and return according to the planning time. If there is a prior departure, the person in charge of the activity should report to the person in charge of the activity (the person in charge of the activity should consider the safety status of the departing team members in the middle).
- 六、學生於校外活動發生意外事故或有發生意外事故之可能時，應立即向校安中心〔037-652526〕回報，使學校能立即給予協助，防範事件擴大，讓同學獲得妥善之照料。
- 六、Students who report accidents outside the school or have the possibility of an accident should immediately report back to the School Security Center (037-652526) so that the school can immediately provide assistance to prevent the incident from expanding and allow the students to receive proper care.