

National Chung Cheng University

2026 Student Club Evaluation Self-Check Form

Data Category	Self-Check Items
I. Organizational Operations	
Organizational Charter	☐ Charter is available and included in the organizational operations file. ☐ Charter includes all required items (purpose of the club, convening and authority of the general member assembly, structure and duties of officers, rights and obligations of members, fee collection and refund procedures, election and recall procedures). ☐ The date of each charter revision is clearly noted beneath the charter title. ☐ A before-and-after comparison/explanation of charter revisions is included in the organizational operations file. ☐ The charter reflects the club's current operations.
Club Plans	☐ Annual activity plan is available and included in the organizational operations file. ☐ Annual plan performance/results report is available and included in the organizational operations file. ☐ Club development plan (short-, medium-, and long-term) is available and included in the organizational operations file.
Management & Operations	☐ General member assembly is held in accordance with the charter, with meeting records included in the organizational operations file. ☐ Officer meetings are held in accordance with the charter, with meeting records included in the organizational operations file. ☐ Officers are elected in accordance with the charter, with records included in the organizational operations file. ☐ Records of officers, members, and on/off-campus advisors are available and included in the organizational operations file. ☐ Records of the officer training process are available and included in the organizational operations file.

II. Resource Management	
Data Digitization & Social Media Management	☐ Proof of data digitization is available (e.g., cloud storage screenshots). ☐ A list of all social media platforms used by the club is provided, along with related content or promotional records.
Financial Management System	☐ A financial management system is established, with related documentation (e.g., explanation of financial management responsibilities or related meeting minutes) included in the resource management file.
Dedicated Financial Officer & Regular Public Disclosure	☐ The club has a designated officer responsible for managing finances and regularly publicly reporting income and expenses; the content and channels of such disclosures are included in the resource management file.
Annual Income/Expense Records, Budget & Actual Reports, Reimbursement Records	☐ Consolidated annual income and expense records are included in the resource management file. ☐ Budget and actual financial reports for each activity are prepared and included in the resource management file. ☐ Reimbursement vouchers (receipts) are complete, stamped with an audit seal, and included in the resource management file.
Asset Custody System & Related Forms	☐ An asset custody system is established, and an asset inventory (listing item name, value, photo, and storage location), along with borrowing and maintenance records, is included in the resource management file. (Example asset: club seal/stamp)

III. Activity Performance	
Planning & Execution	☐ Activity records are available (including activity proposals, preparation-related records, promotional materials, outcome photos, feedback summaries, and review/improvement notes) and organized by activity or date under the Activity Performance – Planning & Execution file. (e.g., activity proposal and outcome report)

Features & Outcomes	☐ The club participated in (or hosted) an off-campus or inter-collegiate event, with outcome records included in the Activity Performance – Features & Outcomes file. ☐ The club assisted (cooperated) with school- or community-organized (civic group) events, with related records included in the Activity Performance – Features & Outcomes file. (e.g., club fairs/welcome events,school anniversary events) ☐ The club organized educational priority area camps for elementary/secondary schools, promoted club development at elementary/secondary schools, or carried out community service and social outreach related to education policy, with outcome records included in the Activity Performance – Features & Outcomes file. ☐ The club organized activities in line with policy areas such as environmental education, intellectual property rights, human rights protection, gender equality education, or anti-drug campaigns, with related records included in the Activity Performance – Features & Outcomes file. ☐ The activities demonstrate innovation, creativity, or connection to issues the club cares about.
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* If any information is missing, provide a detailed explanation of the reason in the corresponding section and propose a plan for future improvement.

* This self-check form is for reference only, indicating the types of materials the club should submit. The evaluation committee will score each section based on the completeness of the materials provided.