

國立中正大學學生社團對外公文申請單

申請說明 Application instructions :

1. 公文申請的同時，請務必上網申請活動，且請事先與課外活動組輔導老師研議。

You should apply the event on the website while applying the official document
Please discuss with the tutor of the extracurricular activities group in advance.

2. 公文申請單及相關活動附件之電子檔寄給課外活動組 extra@ccu.edu.tw 信箱，以利課外活動組輔導老師查詢，並協助發公文。

Send the electronic application form and relevant activity attachments to the
Extra-Curricular Activities at extra@ccu.edu.tw mail to facilitate inquiries by
tutors of the Extra-Curricular Activities counselor's assist in sending official
documents.

3. 每一個活動，限受理申請一次公文。

Each event admits one official document only.

4. 若有特殊情況，請事先與課外組輔導老師研議。

Please contact to Extra-Curricular Activities counselor if there is special case.

公文內容 Official Document Content

主旨 Subject :

說明 Explanation :

- 一、
- 二、
- 三、

受文者 Recipient : (含受文單位全名及地址 Including recipient's unit and address)

- 1.
- 2.

申請人資料 Applicant Information

姓名 Name		系級 Major & Grade		學號 Student ID	
聯絡電話 Phone			電子信箱 Email		
申請社團 Club name					

社長姓名 Club President Name		系級 Major & Grade		學號 Student ID	
社長電話 President Phone No.			社長信箱 President Email		

請加蓋社章 Please add the club stamp here

函稿審核

請社團指導老師審核簽章後送至課外活動組辦理

(Please send the application form to Extra-Curricular Activities after you get club teacher's signature)

社團指導老師簽章 Club Teacher Signature

課外活動組 Extra-Curricular Activities

輔導老師 Club Counselor