

温州肯恩大学办公室文件

温肯大办〔2015〕12号

温州肯恩大学办公室关于印发 《学生活动经费管理使用暂行办法》的通知

各部门：

《学生活动经费管理使用暂行办法》已经校领导同意，
现予印发。

温州肯恩大学办公室

2015年5月7日

学生活动经费管理使用暂行办法

第一章 总则

第一条 学生活动经费指学生申请并使用的，用于举办学生在校内或校外具有一定教育意义的活动和项目的经费。

第二条 学生活动经费适用对象为温州肯恩大学核准登记的学生社团、学生组织、学生会、国际学生组织温肯分会和各年级学生团队。

第二章 各类组织活动经费

第三条 社团活动资金等级及额度

根据社团所举办活动的规模和影响力，学生事务中心将在年度预算限额内社团活动分为A,B,C三个等级给予不同金额的资金支持。活动费用超出学校给予的资金支持上限的由社团自己解决承担。学生活动后凭发票在自主额度内据实报销。活动等级及资助上限依次为：

（一）A级社团活动指面向全校或校外具有一定影响力的大型社团活动，由两个或两个以上的温肯学生社团组织承办或由温肯学生社团和外校社团或社会组织联合举办。每年每个A级社团活动资助上限为8000元，每学期举办1-2次。

（二）B级社团活动指面向全校学生的大型校内社团活动，由两个或两个以上学生社团组织承办。每年每个B级社团活动资助上限为5000元，每学期举办2-3次。

(三) C级社团活动指开放给所有学生的具有一定教育意义的中小型社团活动。每年每个C级社团活动资助上限为2000元，每学期举办4-5次。

(四) 如超出每学期规定举办相应级别的社团活动次数，学生社团需自行筹措活动资金。一个社团一学期只能申请组织一个级别的一场活动。

第四条 社团活动资金申请流程

(一) 每学期结束前的最后一个月为下学期活动策划案提交月，学生事务中心将对下一学期的活动策划案划分等级并进行审批。

(二) 审批通过后的社团需在活动前一个月根据已批准的活动等级向学生事务中心递交详细的活动策划书和预算表。

第五条 学生会专项活动经费

由学生会主办的活动和项目必须反映全体同学的利益和兴趣并开放给所有同学。学生会需提前一个学期向学生事务中心上交下学期的活动项目计划和预算，由学生事务中心负责学生会的老师和学生事务中心负责人审核通过后批准项目及相应预算。在活动开始前一个月，学生会需向学生事务中心递交活动的具体计划和预算，活动资金的额度由已批准的预算决定。

第六条 团日活动专项费用

每个团队每学年有生均50元的团日活动专项经费，用于团队建设和活动。在项目开始前一个月，每个团队负责老

师（即团队的校园生活指导老师 CLA）需向学生事务中心递交项目的具体计划和预算，活动资金额度由生均 50 元乘以团队总人数决定最高预算额。

第七条 活动的支出内容

学生活动经费仅用于以下物品的采购或服务费用：

- （一） 舞台装搭、音响等设备租赁
- （二） 场地布置、装饰品采购、活动用品、游戏道具
- （三） 活动宣传：桁架、横幅、海报、活动手册、门票、印刷费
- （四） 嘉宾出场费用
- （五） 奖品（不包括电子产品和礼品卡）
- （六） 冷餐、糕点、饮料、会议服务费（一般控制在活动预算 10%以内）
- （七） 交通费：因采购活动物品产生的交通费（一般采取公共交通方式，或运输特定道具产生的交通费）、校外活动公共交通费、通过学生事务中心审核的活动包车费用和嘉宾交通费
- （八） 快递费：购买活动用品寄送的快递费用
- （九） 其他合理的活动支出项目

第八条 活动的报销

审批通过的活动预支和后期报销按照学校财务的相关规定进行。所有费用需在活动结束后两周内完成结算和报销，无特殊情况逾期不报销的学生组织将自动失去以后所有申请活动资金的资格。有特殊情况无法按时报销的，需及时向

学生事务中心说明。

第九条 附则

本管理办法于发布之日起开始实行，学生事务中心对本办法拥有最终解释权。

May 7th, 2015

Interim Policy of Wenzhou-Kean University Student Activity Fund

I. Student activity fund applies to on-campus or off-campus student activities or programs which served for educational purpose.

II .Official recognized student groups and clubs, student government, international student organizations chapter, and student teams may apply for the student activity fund.

III. Activity level and budget:

According to activity's size and influence, Student Affairs Office have three budget levels (A, B, C) for student group activity. The details as follows:

3.1. The maximum reimbursement amount for A level activity is 8000 Yuan. A level activity is on-campus or off-campus event that has great influence on campus or in community, organized by at least two student groups or other organizations outside the campus. There will be 1-2 A level activities each semester.

3.2. The maximum reimbursement amount for B level activity is 5000 Yuan. B level activity is campus-wide event and organized by at least two student groups. There will be 2-3 B level activities each semester.

3.3. The maximum reimbursement amount for C level activity is 2000 Yuan. C level activity is activity that opens to all students with some degrees of influence.

There will be 4-5 C level activities each semester.

IV. Student Activity Fund Application Process

4.1. Student group must submit next semester's event/program planning and budget to Student Affairs in the last month of this semester. Student Affairs Office determines the levels of activities and approves the budget for next semester.

4.2. Student groups must submit the detailed event/program planning and budget to Student Affairs Office one month before the activity.

V. Student Government Activity Fund

Activities and programs organized by Student Government must open to all students and reflect the interests of all students. Student Government must submit activity plan and budget to Student Affairs Office one semester in advance. Student Affairs Office approves the budget and programs for next semester. Student Government must submit the detailed event/program planning and budget to Student Affairs Office one month before the activity.

VI. Team Activity Fund

Each team has 50 yuan per person for team building activity.

The Campus Life Advisor of each team should submit the activity proposal and budget one month before the activity. The maximum budget of team activity funds is determined by the number of team members.

VII. Expenditures Classification

Activity fund can be used in purchasing the following categories of goods or services:

7.1. Stage, audio equipment rental

7.2. Site layout, decorations procurement, activities and games props

7.3. Promotion materials: truss, banners, posters, activity handbook, tickets and printing costs

7.4. Guest fees

7.5. Prizes (not including electronics and gift cards)

7.6. Buffet, cakes, drinks, meeting services fees (not exceed 10% of the total budget)

7.7. Transportation fees: transportation costs due to procurement activities, (public transportation and other approved special transportation means), off-campus activity transportation fees, guest fees and other transportation fees approved by Student Affairs Office

7.8. Courier fees: courier costs when purchasing the activity items

7.9. Other approved activities expenditure

VIII. Activity Reimbursement

Approved budget will follow the school finance policy to get reimbursed. All reimbursement should complete after two weeks of the activity without any special reasons.

IX. This policy enters into effect upon releasing. Student Affairs Office has the right of interpretation on this policy.