

Implementation Measures of the Volunteer Service and Volunteer Workers Bank of Asian University

110.03.11 109 學年度第 2 次服務學習委員會會議通過訂定

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111.03.24 110 學年度第 2 次服務學習委員會會議通過修正第 7、8 條條文

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Article 1 In order to integrate, use and manage the volunteer service manpower of the University, assist in promoting public affairs on campus, improve the quality and administrative efficiency of campus services, create a friendly service environment, and carry forward the spirit of sunshine and altruism, it is hereby formulated in accordance with the Volunteer Service Law.

Article 2 Implementation Objectives:

1. Set up a volunteer labor bank to be healthy and happy.
2. Integrate volunteer use units and care for the effectiveness of volunteer services.
3. Actively promote volunteer training and innovate the spirit of volunteer service.
4. Establish volunteer service standards and the belief in outstanding young volunteers.
5. Make good use of the human resources of teachers and students to expand volunteer training channels.
6. Provide volunteer service certification and reward outstanding performance of volunteers.

Article 3 The Extracurricular Activities and Service-Learning Group is the volunteer service unit of the school, and organizes matters related to volunteers.

Article 4 The first-level or second-level administrative units and academic units of the University shall establish a volunteer team according to the current situation and needs, and the volunteer team shall send supervision and assist the user unit to implement the training, supervision and assessment, reward renewal and other related matters of volunteers, and regularly aggregate the volunteer service hours and hand them over to the user unit to log in to the volunteer service information integration system of the Ministry of Health and Welfare and the student information system on campus.

Article 5 In order to protect the rights and interests of volunteer service, the unit using volunteer service may, in accordance with the relevant provisions of the "Volunteer Service Law", report the handling of the volunteer service plan to the competent authority and the competent authority for the purpose of the volunteer service plan for reference within two months after the end of use.

Article 6 Rights and Obligations of Volunteers:

1. Abide by the rules and regulations formulated by the user unit and the volunteer team, and accept the guidance of supervisors .
2. Participate in the education and training provided by the user unit and the volunteer team.
3. Volunteers should serve according to the allocated time, designated place and work project, and if they need to leave their posts for any reason, they should report to the team leader or volunteer team in advance.
4. Volunteers must sign in/leave during their service hours.
5. Volunteers can participate in up to two volunteer teams, and if they want to participate in other volunteer team services, they must apply to the volunteer team two weeks in advance.
6. When serving, the rights and interests of the service recipients, and the beliefs and positions of the service recipients shall be respected.
7. Keep confidential information obtained or learned as a result of the service.
8. Refuse to collect remuneration from service recipients.

Article 7 Assessment and Rewards:

1. Assessment:

- (1) The assessment content of the volunteers of the school includes service performance, service attitude, diligence, etc., which will be evaluated by the volunteer team according to the

assessment content in November every year, and the assessment results will be sent to the user unit as the basis for whether to renew the employment and annual reward.

- (2) Volunteers who have any of the following circumstances shall be given counseling, persuasion, and warning according to the seriousness of the circumstances, and if there is still no improvement, they shall be notified to leave the team, and those with serious circumstances shall be dealt with in accordance with the relevant provisions of the Volunteer Service Law, and those who need to bear legal responsibility shall be handled in accordance with relevant laws and regulations.
 - A. Illegal or improper behavior, which affects the reputation and image of the school or the rights and interests of all teachers and students of the school and people outside the school.
 - B. Those who do not obey the volunteer supervisors of the school and behave in a rough manner.
 - C. Other cases of poor or unsuitable service.
 - D. For other major violations, please approve the suspension of their service qualifications.

2. Rewards:

- (1) During the period of study in the school, for every 200 hours accumulated in volunteer service hour certification, applicants for school dormitories in the next academic year will be given priority to guarantee the accommodation qualification, and the volunteer hours that have already been applied for shall not be repeatedly certified, and the remaining hours can be retained for use in the next academic year.
- (2) Volunteer service certification of more than 300 hours shall be submitted to the Ministry of Health and Welfare for issuance of volunteer honor cards.
- (3) Volunteers whose performance has been selected by the school as outstanding deeds may be recommended to participate in the selection of excellent volunteers by the Ministry of Health and Welfare and the Ministry of Education, and report to the Ministry of Health and Welfare, the Ministry of Education or other relevant units for public praise.

Article 8 Volunteer Meeting:

1. Volunteer meetings: Each volunteer team shall convene a meeting according to its needs, and if necessary, the volunteer team may supervise and convene an ad hoc meeting, the chairman shall be the supervisor of the volunteer team, and the minutes shall be designated by the chairman, and the volunteers of the volunteer team shall attend. If the supervisor is unable to preside over the meeting for any reason, a proxy is appointed to attend. °
2. Cadre meeting: the operating unit shall convene a meeting according to needs, and the supervisor of each volunteer team shall attend, and if necessary, the operating unit may convene a temporary meeting meeting, the chairman shall be appointed by the operating unit, and the record shall be designated by the chairman.

Article 9 Implementation methods of the Volunteer Labor Bank:

1. The extracurricular activities and service-learning group shall coordinate and handle and set up a matchmaking platform.
2. Set up the website of the Volunteer Workers Bank to provide volunteer services and training for volunteers in the university.
3. Set the key points for the certification of volunteer service hours, and provide volunteer service hours to register.

Article 10: Matters not covered in these Measures shall be handled in accordance with the "Volunteer Service Law" and relevant provisions.

Article 11 These Measures shall be adopted by the Committee for Service-Learning and shall be promulgated and implemented after approval by the Principal of Chen, and the same shall apply when amended.