**體育組(通識教師)工作分配及執行成果檢核表**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **計畫名稱** | **執行教師** | **計畫實際執行面** | | | **完成日期** | | **初審** | **各項表單檢核** | | **完成日期** | | **初審** | **備註** |
| **學生事務與輔導工作計畫** |  | □活動計畫內容公告 | | |  | |  | □活動計畫 | |  | |  |  |
| □學生活動報名表發放與收回 | | |  | |  | □經費預算明細表(估價單) | |  | |  |
| □確認保險名單與投保 | | |  | |  | □獎金預算明細表 | |  | |  |
| □賽前學生說明會議與老師任務分配 | | |  | |  | □社團辦理活動申請表 | |  | |  |
| □場地實際演練 | | |  | |  | □上簽請購 | |  | |  |
| □校內、外器材租借 | | |  | |  | □上簽請購完成 | |  | |  |
| □聘請裁判、講師 | | |  | |  | □經費結算明細表 | |  | |  |
| 工作項目/編號 | □活動當日突發情況排除 | | |  | |  | □獎金結算明細表 | |  | |  |
| □競賽成績公佈 | | |  | |  | □原始支出單據、領據 | |  | |  |
|  | □賽後問題回覆 | | |  | |  | □核銷檢查表 | |  | |  |
| □賽後檢討會議 | | |  | |  | □成果編撰自我檢核表 | |  | |  |
|  | | |  | |  | □學輔活動成效與建議 | |  | |  |
|  | | |  | |  | □活動照片 | |  | |  |
|  | | |  | |  | □報名表 | |  | |  |
|  | | |  | |  | □簽到表 | |  | |  |
|  | | |  | |  | □回饋單 | |  | |  |
|  | | |  | |  | □回饋量表 | |  | |  |
|  | | |  | |  | □核銷完成 | |  | |  |
|  | | |  | |  | □列印成果冊 | |  | |  |
|  | | |  | |  | □其他( ) | |  | |  |
|  | | |  | |  |  | |  | |  |
| 體育組長核章 | | |  | 通識中心主任核章 | |  | | | 學務主任核章 | |  | | |