



Xi'an Jiaotong-Liverpool University

西交利物浦大學

Handbook of Arts Council

XJTLU Arts Centre

March, 2024



Xi'an Jiaotong-Liverpool University

西交利物浦大學

Address: 111 Ren'ai Road, Dushu Lake Higher Education Town, Suzhou
Industrial Park, Suzhou, 215123



Table of Contents

Chapter 1 Arts Council and its Administrative Department -----	3
第一章 艺术执委会及艺术行政总部功能	
Chapter 2 Financial Support for Student Clubs and Student Activities -----	4
第二章 学生社团和学生活动的资金支持	
Chapter 3 Financial Management of Society-----	8
第三章 社团财务管理	
Chapter 4 Regulations on Club Activities -----	10
第四章 社团活动规定	
Chapter 5 Transition Rules -----	14
第五章 换届规定	
Chapter 6 Promotion of Student Clubs & Activities on Campus -----	17
第六章 学生社团活动宣传	
Chapter 7 Policy on Room Booking for Student Clubs and Activities -----	23
第七章 学生社团预定教室管理规范	
Chapter 8 Arts Council Performance Evaluation and Rules of Points -----	29
第八章 艺术执委会绩效考核条例及相关积分规定	
Chapter 9 Setting up a New Student Club at XJTLU -----	46
第九章 成立新社团	
Chapter 10 Studio Management Regulations -----	48
第十章 工作室管理规定	
Appendix -----	46
附录	

第一章 艺术委员会及行政中心功能

Chapter 1 Arts Council and its Administrative Department

Article 1 Purpose 目的

In order to better serve the art clubs and improve the administrative capacity of the art committee, the administration department of Art Committee was established with the support of XJTLU Arts Center. The purpose of this department is to serve the instructors of various art clubs, assist the instructors to manage related clubs, improve the efficiency of the administrative approval process, strengthen the management of the data of the art clubs, and close the relationship between the various art clubs. It cooperates with related clubs and provides necessary assistance for activities organized by them. What's more, the department undertakes regular committee meetings held every month, and plans thematic activities to enrich the campus life of the majority of students. 为了更好地服务于艺术类社团，提高艺术委员会的行政能力，在校艺术中心的支持下成立艺术委员会行政部。该部门的宗旨是服务于各个艺术类组织社团，协助指导老师管理相关组织社团，提高行政审批流程的效率，加强对艺术类组织社团资料数据的管理，密切各个艺术类组织社团之间的联系，配合并为相关社团举办活动提高必要的帮助，承办每月举行的委员会例会，策划主题性活动来丰富广大同学的校园生活。

Article 2 Principle 原则

This department abides by the university's relevant methods and regulations on the management of clubs, safeguards the interests of the university and all art clubs, and accepts the supervision of the



university and students. 本部门遵守学校对社团管理的相关办法和条例，维护学校 and 所有艺术类社团的利益，接受学校 and 学生的监督

Article 3 Function 职能

Through the implementation of the arts council performance evaluation regulations, the comprehensive performance of the art clubs in a academic year is evaluated, and the allocation of funds to the relevant clubs will be adjusted accordingly. 通过执行艺术委员会绩效评估条例对艺术类组织及社团，在一学年内的综合表现进行评定，并据此评估对相关社团进行资金分配。

第二章 学生社团和学生活动的资金支持

Chapter 2 Financial Support for Student Clubs and Student Activities

In order to regulate the activities fund application and use and train the students to have rigorous thinking for making and carrying out the plan, this policy is hereby made. 为规范活动基金申请及使用，培养学生具有计划制定、计划执行的严谨思维，特制定本活动基金申请规范。

Article 1 Application and Approval Process 申请及审批流程

After the plan is approved by the directors, the budget and event plan should be reported to the directors within 10 working days before the event. Please refer to the Appendix 13 for the Budget Request Form for Student Activities. 活动计划得到指导老师认可后，在活动前 10 个工作日提交活动预算及活动策划给指导老师。预算格式参照附录 13 《学生活动预算申请表》。

Article 2 Approval Process 审批流程



Section 1 Making Budget 预算编制

- (1) The budget can include the necessities required during the activities, such as: "propaganda material", "prints", and other necessary approved expenditures 预算包括活动举行所需的必备用品的支出，如宣传用品、手工材料等与本社团活动相关的合理物品的支出；
- (2) The budget should be made by the activity organizer. A printed version is needed. The budget needs to be approved and signed by the financial manager and chairman of the organization or club, and then sent to the responsible Arts Centre teacher. 预算由活动提出者编制，上交一份打印版，经社团的财务负责人审核签批，社团的主席同意签批后；提交艺术中心指导老师签批；
- (3) All of the necessities are to be bought after the budget is approved by the student club support center: stationery, sports supplies, posters, roll ups and so on can be purchased in the approved location 预算由学生社团支持中心签批后，方可进行物品采购：如办公用品、文体用品、海报、易拉宝等；其他特殊物品由学生社团自行采购；
- (4) It must strictly follow the budget when purchasing, and obtain formal invoices, lists, receipts. Transaction records should be offered when purchasing online. 采购时，须严格按照预算执行，并索取正规发票，清单、收货单，如网上采购，需提供交易记录；

Section 2 Notes 票据

Invoiced information 发票抬头相关信息：

Type of letterhead: unit;

抬头类型：单位；

Head up: Xi'an Jiaotong-Liverpool University;

抬头：西交利物浦大学；

Tax Number: 52320000509200566U;

税号：52320000509200566U；

Address: No. 111 Ren'ai Road, Suzhou Industrial Park;

单位地址：苏州工业园区仁爱路 111 号

Bank of Accounts: Suzhou Branch of Agricultural Bank of China;

开户银行：农业银行苏州斜塘支行；

Bank Accounts: 10550701040006923

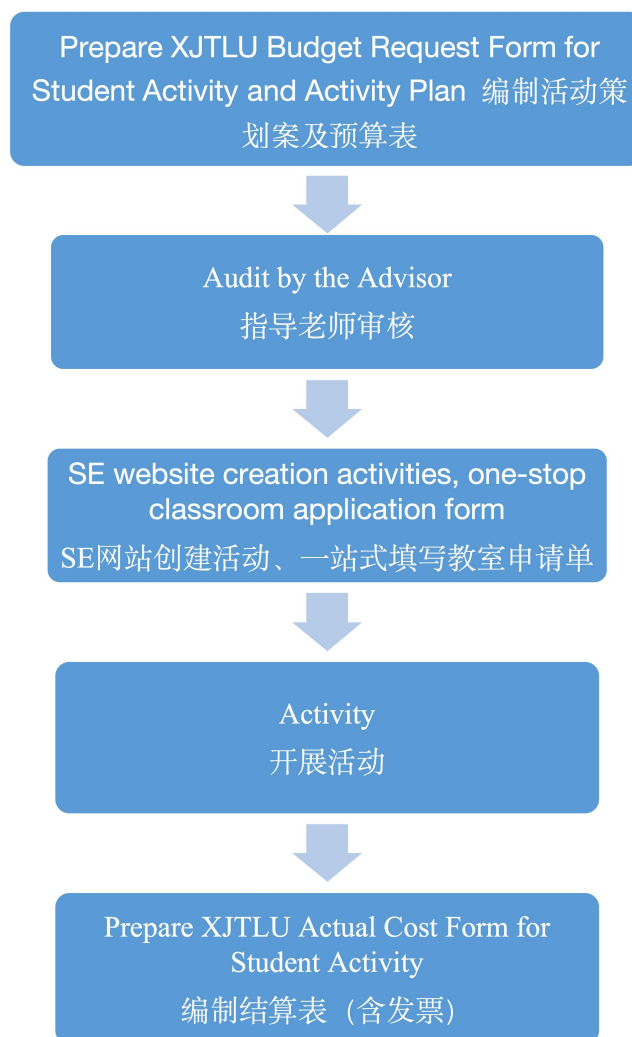
银行账户：10550701040006923

The Budget Request Form should be submitted to the program director at least ten business days before the activity is held 预算须在活动前 10 个工作日提报。

Article 3 Reimbursement and Approval Process 报销及审批流程

Section 1 The process to apply for reimbursement is as follows

报销审批流程:



Section 2 Pay more attention to fill in the detail about each payment;

Informal invoices (invoices without a seal or with a non-approved seal) will not be reimbursed; Quota invoices must have related list or handwritten receipt to explain your cost in detail; no expenses will be reimbursed without invoice 在结算中，须详细写明每一项支出；收据、非正规发票、未加盖发票专用章或是印章不合格的发票不予报销；所有发票都须有相关的收据或小票；没有发票的项目不予报销；

Section 3 The actual cost will be reimbursed after the approval of the

Student club support center 结算通过社团指导老师审批后，方可进入财务报销；



Article 4 Notes

- Section 1** The actual cost will not be reimbursed without an activity summary 若未提交活动总结，结算不予审批；
- Section 2** Any activity invoice should be applied for reimbursement in the same semester it is issued. 任何活动发票应在本学期内申报完成；
- Section 3** Within 10 working days after the event, the club shall submit the Actual Cost Form for Student Activities and activity's summary, newsletter and photos and video of the event to the advisor. After the advisor receives the above documents, the organization and implementation process of club's activities is completed. 活动结束后 10 个工作日内，社团需提交结算表、活动新闻总结及活动照片和视频至指导老师处。在指导老师收到上述文件后，社团活动组织与实施流程即告结束。

第三章 社团财务管理

Chapter 3 Financial Management of Society

Article 1 Financial Management 财务管理

- Section 1** The club finance must be managed by two or more students. Students need to clearly record the time, spender, unit price, quantity and so on. The financial work of clubs needs to achieve the separation of personnel and accounting. 社团财务必须由两名或两名以上同学共同管理，学生需要清楚地记录每一笔支出的时间、花销人员、单价及数量等，社团财务工作需要实现人员与账务的分离。



- Section 2** The club needs to process its accounts every month and disclose them internally. 社团需要每个月处理账务并将账务在内部进行公示。
- Section 3** If a financial summary of the activity is not submitted, the costs will not be reimbursed. 若未提交活动财务总结,则不予报销实际费用。
- Section 4** Any activity invoice should be applied for reimbursement in the semester it is issued. 任何活动发票应在本学期内申报完成。
- Section 5** Within 10 working days after the event ,the club should submit the event settlement statement, news briefing, event photos and videos to the supervising teacher. After the supervising teacher receives the above documents, the organization and implementation process of club's event is completed. 活动结束后的 10 个工作日内, 社团应向指导老师提交活动结算表、新闻简报、活动照片和视频。指导老师收到上述文件后, 社团活动的组织和实施流程即告完成。



Article 2 Club Fees Collection 社费收取

Section 1 The club will discuss the rules for collecting club fees on its own. The club fees will be charged 1-2 times per academic year, with a maximum of 100 yuan each time. If there are special reasons for exceeding the prescribed amount, special approval can be applied to the supervising teacher, and can only be implemented after the supervising teacher approves it. 社团自行讨论社费收取规则，每学年社费收取在 1-2 次之间，单次不超过 100 元，如有特殊原因超出规定金额，可向指导老师申请特殊审批，待指导老师批准后方可执行；

Section 2 The club needs to hold internal meetings to discuss the reasonableness of the method, amount, time, and frequency of submitting club fees. After obtaining approval from internal club members, it is necessary to clearly specify the collection method of club fees in the club rules. 社团需要举行内部会议，讨论社费提交的方式、金额、时间和次数是否合理。在获得社团内部成员的认可后，必须明确在社员章程中规定社费的收取方式。



第四章 社团活动规定

Chapter 4 Regulations on Club Activities

Article 1 All student activities should comply with the rules and regulations of the University. Student activities should not interfere with the regular learning and teaching of the University as well as with everyday campus life. 学生社团应在法律、法规规定的范围内活动，服从学校的领导和管理。各学生社团举办的各项活动不得影响学校正常的教学秩序和生活秩序。

Article 2 The activity application procedure is shown as following. Before the student activities, activities, clubs should apply for application and fill in Event Request Form (Appendix 6). After approved by adviser, resources such as facilities, funds and promotion incentives could be supported. 学生社团开展活动前，应向指导老师提出申请，填写《学生活动申请表》（附录 6）取得同意后，将从经费、场地等方面予以支持。

Details & Documents to be submitted 需提交文件及步骤

Section 1 For routine activities 日常活动:

Step 1 XJTLU Activity Plan of Student Club/Organization (Appendix 6) 活动策划案（附录 6）

Step 2 Event Request Form (Appendix 7) 活动申请表（附录 7）

Step 3 XJTLU Activity Budget Request Form of Student Activity (Appendix 8) 预算表（附录 8）

Step 4 XJTLU Student Activity Newsletter (Appendix 9) 活动总结（附录 9）



Step 5 *XJTLU Actual Cost Form for Student Activity (Appendix 10)* 结算表 (附录 10)

Article 3 If an activity is held out of the University, in principle an accompanying teacher is required during the activity, and need to complete the following process: 学生社团在校外开展学生活动时，原则上需有校内教师带队，并需完成以下流程：

Step 1 The *Activity Plan (Appendix 6)*, *Event Request Form (Appendix 7)*, and Budget Request Form for Student Activities (Appendix 8) *Registration Form for Off-campus Activities of Student Organizations (Appendix 11)*, *Notice to Participants in Off-campus Activities of Risk and Waiver of Responsibilities (Appendix 12)* shall be sent to adviser for approval. 在活动开始前将《活动策划案》(附录 6)、《活动申请表》(附录 7)、《预算表》(附录 8)、《校外活动社团登记表》(附录 11)、《校外活动风险责任书》(附录 12) 交由指导老师审批；

Step 2 After the approval of relevant form, the information of the activity should be registered in the student club support center and the club program office. 在相关文件审批通过后，需将该活动的相关信息在学生社团支持中心及社团联合会进行活动相关信息登记。

Step 3 Before the activity begins, participants of the activity should sign the *Notice to Participants in Off-campus Activities of Risk and Waiver of Responsibilities (Appendix 12)* and keep one copy of the *Waiver of Responsibilities* in duplicate to the student club support center and one copy to the individual. And the student club(s) is required to conduct training on issues related to the safety of off-campus activities. 在活动开

始前，该活动的参与人员需签署《校外活动风险责任书》（附录 12），并将该《安全责任书》一式两份，一份保留至学生社团支持中心，一份个人保留。且该学生社团需开展关于校外活动的安全等相关问题的培训。

Note: Student clubs are not allowed to conduct any off-campus activities without completing this procedure correctly or without the approval of the application for off-campus activities. If a student club does not properly complete this procedure or carries out any off-campus activities without the approval of the application for off-campus activities, the student association will be penalized as follows: For the first time, the club will be warned, for the second time, the right of the club to book a classroom will be cancelled for one semester, for the third time, the right of the club to book a classroom will be cancelled for one academic year and the financial support of the club will be cancelled as well, and for more than three times, the club will be cancelled. 学生社团不得在未正确完成活动申请流程，或在校外活动申请未获得审批通过的情况下开展任何校外活动。如学生社团在未正确完成此程序，或在校外活动申请未获得审批通过的情况下开展任何校外活动的，将对该学生社团处以如下处罚：第一次对该社团提出警告，第二次取消该社团学校设施使用权一个学期，第三次取消该社团学校设施使用权一学年并取消该社团财务支持，三次以上将取缔该社团。未经批准而擅自开展的社团活动，造成事故或者损失的，将追究主要领导人和直接相关人员等责任。

Article 4 If a student participates in a student activity outside the University, the



student shall inform his/her club adviser and send feedback to the organizer of the activity. The activity organizer shall send feedback on the participants to the Student club support center or to the service departments. If the adviser does not agree a student to participate in the activity or the student does not inform the adviser, the activity organizer shall refuse the student's participation; otherwise, the activity organizer shall bear the consequences. 预组织校外活动的社团需将所有参加该校外活动的学生的姓名等信息备案至指导老师处, 该社团应拒绝未经备案的学生参加该活动, 否则由未经备案的学生引发的一切后果需由社团自行承担。

第五章 换届规则

Chapter 5 Transition Rules

In order to ensure the orderly progress of clubs, promote the sustainable development of art clubs, and improve the transparency of clubs, the Art Committee has formulated the following regulations to regulate the transition of art clubs. 为了保障社团换届有序进行, 促进艺术类社团的可持续发展, 提高社团换届的透明度, 艺术委员会制定以下章程来规范艺术类社团的换届。

Article 1 Principle 原则

The transition of clubs must first abide by the principle of "fairness, justice, and openness", fully carry forward the spirit of democracy, and extensively listen to the opinions of the members of the club. The former president needs to comprehensively consider the various qualities of the candidates, strictly follow the relevant procedures and regulations, make prudent decisions, and complete the transition process. 社团换届首先需要遵守“公平、公正、公开”的原则, 充分发扬民主精神, 广泛听取社团成员的民意。前任社长需要综合考量候选者的各项素质, 严格按照相关流程 and 规定, 审慎做出决定, 完成如下换届流程。



Step 1 Candidate Nomination 候选人提名

Voluntary Registration: Any club member can voluntarily register as a candidate. 自愿:任何社员均可自愿登记为候选人。

Nomination Recommendation: Club members can also nominate or recommend other members as candidates, but the consent of the nominee must be obtained.

提名推荐:社员也可以提名或推荐其他社员作为候选人, 但必须取得被提名人的同意

Step 2 Election Process 选举过程递交申请:

Candidates must submit an application to the Election Commission within a specified time, including a personal biography, election manifesto and other relevant materials. 候选人必须在指定时间内向选举委员会递交申请, 包括个人简介、竞选宣言及其他相关材料。

Candidate Debates: During the election period, candidate debates or other forms of presentations can be organized to allow candidates to showcase their ideas and plans. 候选人辩论:在选举期间, 可以组织候选人辩论或其他形式的演讲, 让候选人展示他们的想法和计划。

Step 3 Voting Process 投票过程

Voting Procedure: Before voting, it must be ensured that all candidate information has been adequately



publicized, and the voting process is transparent and fair.投票程序:在投票之前, 必须确保所有候选人的信息都得到充分的宣传, 投票过程是透明和公平的。

Announcement of Results: After the voting, the Election Committee will promptly announce the election results, including the names of the elected candidates and the number of votes received.选举结果公布:投票结束后, 选举委员会将及时公布选举结果, 包括当选候选人名单和得票数。

The above processes aim to ensure fairness, justice, and transparency in the club's election, ensuring that the participation right and suffrage of every club member are fully respected and protected.上述程序旨在确保公平、公正, 确保每位社团成员的参与权和选举权得到充分尊重和保障。

Article 2 换届完成

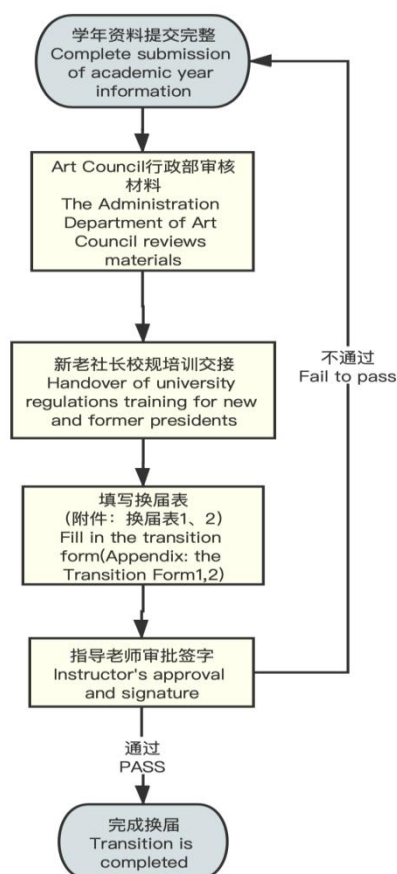
All presidents must strictly implement the rules for transition and complete the transition process. The definition of the completion of the transition of the club means that the submitted materials of the club are complete and correct, and the new president's training is completed and approved by the instructor before the transition can take effect.所有社长须按照换届规则严格执行, 完成换届流程。对社团换届完成的定义为社团材料提交完整无误, 新社长培训完成并得到指导老师批准后, 换届才可生效。

Article 3 Punishment 惩处

For clubs that do not abide by the rules of transition, do not implement the transition process, and hand over by the president without



authorization, the Arts Center reserves the right to temporarily suspend the operation of the club. After the club completes the transition procedure in accordance with the transition process specifications, it can resume normal operation. 对于不遵守换届规则，不执行换届流程，擅自自行社长交接的社团，艺术中心保留暂时中止该社团运行的权利。当该社团按照换届流程规范完成换届程序后，才可以恢复正常运行。



第六章 学生社团活动宣传

Chapter 6 Promotion of Student Clubs & Activities on Campus

Article 1 Student Clubs Publications Management 学生社团印刷品管理

Section 1 Content should be positive and contribute to a healthy campus life. 印刷品的内容必须健康，积极向上，能够引领我校学生乐观、向上、健康的思想潮流。

Section 2 All propaganda material should be approved by adviser, regardless of whether the promotion items are reimbursed by school or not. 所有宣传品在制作与张贴前均需通过指导老师的审批，无论该项宣传品是否需要申请学校报销。

Section 3 Each circulation ought to be submitted to SCS to be filed in the database. 每期印刷品或网站内容均应上交至学生社团支持中心存档备案。

Section 4 The *XJTLU Request Form of Publicity Materials (Appendix 14)* shall be submitted to the adviser. 宣传品申请表 (附录 14) 应在预算表审核通过后，交由指导老师签字。

Section 5 Club Program Office have the right to examine and supervise the publicity materials of the club/organization on campus. 社团联合会有权对全校范围内的社团宣传品进行审核及监督。

Section 6 Each club should take good care of the posters. If there's any damage, or if it falls off, the club should fix it as soon as possible. 学生社团应该自行维护海报，如有损坏掉落应该及时更新和维护。

Article 2 Regulations on Posters and Roll-up Screen on Campus at XJTLU 校内海报及易拉宝规定

Section 1 Posters can only be posted at available locations on campus

海报仅可在学校指定的地点进行张贴，可张贴地点：

- (1) Foundation Building Display Broad 基础楼展板；
- (2) Central Building Display Broad 中心楼展板；
- (3) South Campus Teaching Building Display Broad 南校区教学楼展板。

Section 2 Roll-up Screen can only be put at available locations on campus 易拉宝仅可在学校指定地点进行摆放，可摆放地点：

- (1) Foundation Building First Floor Public Area 基础楼一楼公共区域；
- (2) Activity Site 活动现场。

Section 3 All posters and roll-up screen should be carefully proofed and approved by the club adviser before they can be printed and posted/put. 所有海报及易拉宝需征得指导老师同意和许可后方可印刷和张贴、摆放。

Section 4 The posters and roll-up screen should be clear and healthy in contents, while beautiful to the eyes. Any poster that contains illegal, obscene or religious information will be removed without notice. 海报及易拉宝制作应该清晰美观，不得张贴含有违法，淫秽，宗教宣传，商业宣传等违法违规的内容的宣传品。

Section 5 All posters and roll-up screen should specify the date and place for the event. The organizer's name should also be clear. 海报及易拉宝需注明活动的时间和地点，以及社团的名字。

Section 6 All posters and roll-up screen should be written in English or in both Chinese and English. The English and Chinese text

should be equivalent and consistent. The English text should not be shorter than the Chinese text. 海报及易拉宝所有文字需为英语或中英双语，中文字占比不能超过英文字。

Section 7 All posters and roll-up screen could be put up within one week before the event and be removed within two days after the event. The event's organizer is responsible to remove the posters and roll-up screen after the event. If not, the later users will have right to remove the out-of-date posters without notice. 所有海报易拉宝可在活动前一周内张贴或摆放，并在活动结束后两天内清除。活动组织者负责在活动结束后清除海报及易拉宝。如果没有，之后的张贴者将有权移除过期的海报及易拉宝，且可不另行通知。

Section 8 The size of the poster should not bigger than A2 and the size of the roll-up screen should not bigger than 800*2000mm. 海报尺寸不得超过 A2 易拉宝尺寸不得超过 800*2000mm。

Section 9 Do not cover the legal posters of other club/organization 不得覆盖其他社团的合规海报。

Section 10 Do not place QR codes and any other information other than sponsor names and logo 不得放置商家二维码以及除赞助商名字、logo 以外的任何信息。

Section 11 If any student club/organization breaks the above rules, that club/organization will be punished as following:

如有社团/组织违反上述规定，该社团/组织将被处以如下处罚：

- (1) The first violation will be the first warning to the club/organization, and the club/organization will be required to carry out rectification, if the refusal to rectify, will deduct the club/organization's year-end evaluation of two performance points 首次违规，将



对该社团提出第一次警告，并要求该社团进行整改，若拒绝整改，将扣除该社团年终评比两个绩点；

- (2) The second violation will be issued a second warning to the club/organization, and the club/organization will be required to carry out rectification, if the refusal of rectification, will be deducted from the club/organization 's year-end evaluation of two performance points and the deduction of 500 RMB of annual budget allocation 第二次违规，将对该社团提出第二次警告，并要求该社团进行整改，若拒绝整改，将扣除该社团年终评比两个绩点以及扣除 500 元的年度预算拨款；
- (3) The third violation and above will cancel the club/organization's right to booking classrooms for one semester and the right to use propaganda materials for one semester 第三次及以上违规，将取消该社团定教室权利一个学期以及使用宣传品权利一学期；
- (4) If the sponsor QR Code and any other information other than the sponsor's name and logo are found, the club will be cancelled the right to booking classrooms for one semester. 若发现商家二维码以及除赞助商名字、logo 以外的任何信息，将取消该社团定教室权利一个学期。

Article 3 Regulations on Other Paper Propaganda Materials 其他纸质宣传品的规定

- Section 1** Other paper propaganda materials include, but are not limited to, flyers, folds, booklets, tickets, etc. 其他纸质宣传品包括但不限于宣传单、折页、小册子、入场券等。
- Section 2** The size of other paper propaganda materials should not bigger than A4 其他纸质宣传品尺寸不得超过 A4。
- Section 3** Propaganda materials, like booklets, are forbidden to be distributed in classrooms and lecture halls on campus. 禁止在校园内的教室和讲堂内分发社团宣传品，如单页、手册等。

Article 4 Violation of regulations 违反规定

If any student club/organization breaks the above rules, that club/organization will be punished as following:

任何学生社团/组织如违反上述规定，将受到如下处罚：

- Section 1** The first violation will be the first warning to the club/organization, and the club/organization will be required to carry out rectification, if the refusal to rectify, will deduct the club/organization's year-end evaluation of two performance points 首次违规，将对该社团提出第一次警告，并要求该社团进行整改，若拒绝整改，将扣除该社团年终评比两个绩点；
- Section 2** The second violation will be issued a second warning to the club/organization, and the club/organization will be required to carry out rectification, and cancel the usage right of Student Service Center material of the club for 14 days, if the refusal of rectification, will be deducted from the club/organization 's year-end evaluation of two performance points and the deduction of 500 RMB of annual budget allocation 第二次违规，将对该社团提出第二次警告，要求该

社团进行整改，并取消该社团租借学生社团服务中心物资的权利十四日，已预约的取消预约；若拒绝整改，将扣除该社团年终评比两个绩点以及扣除 500 元的年度预算拨款；

Section 3 The third violation and above will cancel the usage right of Student Service Center material of the club for 30 days, and cancel the club/organization's right to booking classrooms for one semester and the right to use propaganda materials for one semester 第三次及以上违规，并取消该社团租借学生社团服务中心物资的权利三十日，已预约的将取消预约，取消该社团定教室权利一个学期以及使用宣传品权利一学期；

Section 4 If the sponsor QR Code and any other information other than the sponsor's name and logo are found, the club will be cancelled the right to booking classrooms for one semester. 若发现商家二维码以及除赞助商名字 logo 以外的任何信息，将取消该社团学校设施使用权一个学期。

第七章 学生社团预定教室规范

Chapter 7 Policy on Room Booking for Student Clubs and Activities

Article 1 General Provision 总则

Section 1 The room booking service is reserved to student organizations and clubs registered at XJTLU. Once an activity is approved, the organization or club can submit the room booking application form with the audit by CPO and signature by the relevant advisor/supervisor to one-stop. 教室预定，仅指在我校注册的学生社团和社团，因活动需要，先经社团联合会审核，再经指导教师审核签字后，到学生一站式服务中心办理教室借用手续。



Section 2 Classrooms, lecture halls and other venues on campus are mainly used for teaching and learning activities. They can also be booked for collective activities such as meetings and student activities during non-teaching periods. They are not open to private bookings or any other meetings/lectures for commercial purposes. In principle, room booking won't be provided for group discussion. For this purpose, we encourage students to take advantage of the public areas on campus. Club/organization or individuals may not use school classrooms or venues rented in the name of club/organization activities for activities that are not club/organization activities. 学校的会议室和教室等主要用于日常教学，非教学时间可用于学生活动等集体预定，个人自习、涉及校外商业性质的活动或培训、聚餐等均不属于预定范围。原则上小组讨论不提供预定，鼓励学生利用学校公共区域进行讨论。社团或个人不得将以社团活动名义租借的学校教室或场地用于非社团活动的活动。

Section 3 All the rooms and public areas can only be used for student activities need to go to the CPO office seal first, and explain the specific purpose of any activities(including meetings) clearly, and then give the adviser to sign. After the activities are approved by the adviser and the rooms have been booked successfully at one-stop. 欲预定任何学校教室、房间和公共区域的，需通过指导老师的审核，在递交预定申请时，需详细而真实地阐述教室预定原因与活动内容。在申请获得指导老师的审核通过后，社团可前往学生一站式服务中心预定教室。

Article 2 Time Issues Related to Room Booking 预定时间

Section 1 In principle, student activities should be organized during non-teaching hours or on weekends in order to avoid conflict with the regular teaching activities. In case of conflict,

activities cannot be held. 学生活动和会议预定房间应安排在非正常教学时段或周末，以免与学校正常教学产生冲突，如遇冲突须服从学校统一安排。

Section 2 During holidays (except for National Legal Holidays), room booking service will be provided according to university's arrangements in classrooms. School facilities stop using during national public holidays. In addition, some appointed rooms will not be available for booking during examination weeks. 假期期间(国家法定节假日除外)，根据学校教室的安排提供相应的预定和使用，国家法定节假日期间学校设施暂停预定与使用，考试期间各考场暂停预定和使用。

Section 3 The maximum number of consecutive hours and rooms for an ordinary activity is 3 hours and 3 rooms. The maximum consecutive booking days should be 3 days. 普通活动或会议一次性同时预定一般不超过 3 间教室，连续预定不超过 3 天，每次预定时间不超过 3 小时。

Section 4 According to the Building Management Regulations and in order to guarantee that the teaching on the following day won't be influenced, student activities that book rooms or other public areas should terminate the activity before 22:00. 第七条根据学校教学楼管理规定，同时为了保证第二天正常教学等不受影响，晚间所有房间及公共区域的预定使用务必于 22:00 之前全部结束。

Article 3 Booking Areas 预定区域

Section 1 In principle, large classrooms and meeting rooms which are frequently used by university staff are not available for student usage. Rooms are to be booked by applicants according to the number of participating students. Double-decker lecture rooms will only be booked for the

activities that will have more than 200 participants. 学校日常教学和行政使用频率较高的功能会议室原则上暂不提供学生预定，学生根据活动的人数预定相应大小的教室，凡预定双层阶梯教室，活动规模须达到 200 人以上。

Section 2 If IT services are needed, such as multimedia assistance and computers, please contact the MITS office and the Property Management Office in advance for arrangements. 如预定中涉及使用 IT 设备，如多媒体设备，电脑，根据多媒体管理的相关规定，使用前需告知和联系管理信息技术和系统办公室或物业办公室，以便该按时办公室完成工作。

Section 3 If the activity needs special furniture, it is required to describe it in detail in the Student Application for Facility Use Form. (Appendix 7 Event Request Form) Please go to the Property Management Office with your student booklet or ID card to register and complete the borrowing procedures in advance. Return the furniture to position in time after use. Compensation is required if any items go missing or are damaged. 凡涉及家具使用等特殊需求的，需在《学生使用设施申请表》中详细注明，且提前携带学生证件到物业办公室办理登记和借用手续，如有损坏需照价赔偿，使用完毕必须及时归位。

Article 4 Procedures for Room Booking 预定程序

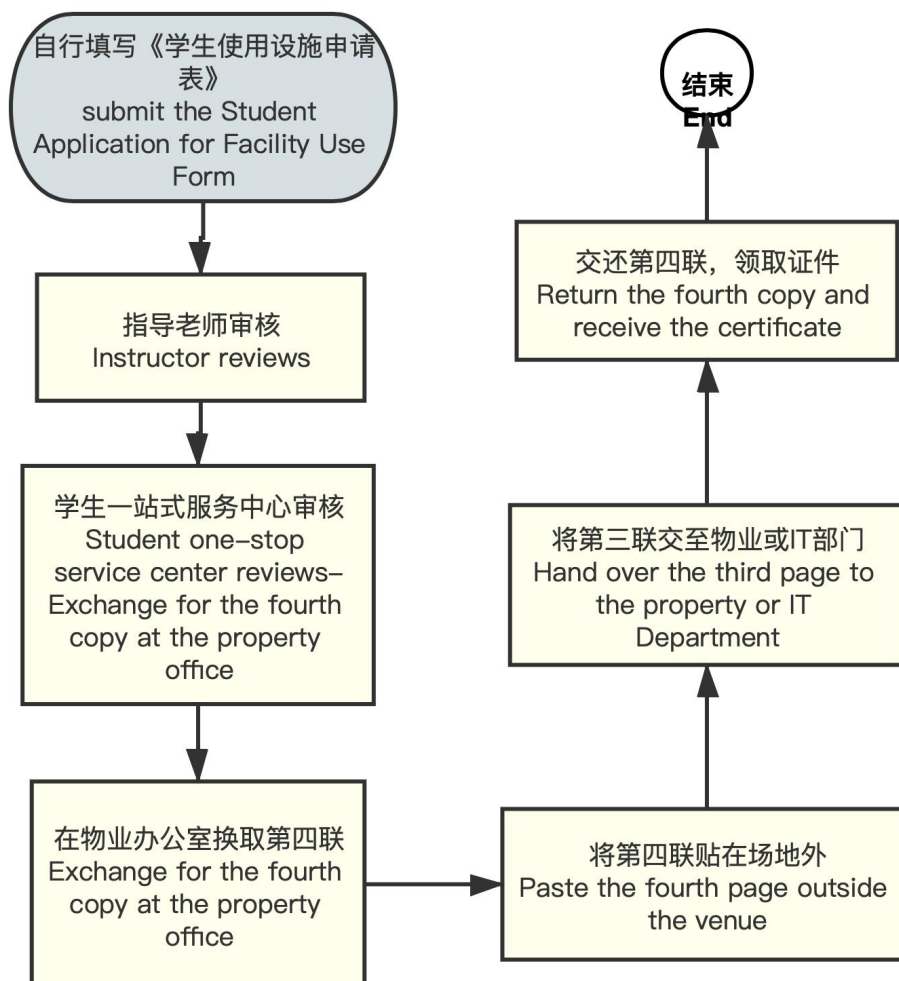
Section 1 Student club/organization should submit the Student Application for Facility Use Form to advisor for audit. 申请者详细填写《学校设施使用申请单》交由指导老师签字。

Section 3 After signing with the advisor, the Form shall be submit to one-stop centres at least one working day before the activity for examination and approval. Reservations can be made up to one month in advance. 在经指导老师签字同意后，需至少

提前一个工作日交至一站式服务中心审批。预定房间最多可提前一个月。

Section 4 After the room has been booked by one-stop, the applicant shall take a valid ID document (such as student ID card, student booklet, National Identity Card or passport) to Property Management Office to apply for the fourth copy and paste it at the appointed place at least 4 hours before using the room. Please be aware that the ID document will not be returned to the applicant until the room is checked by the Property Management Office according to the room booking regulations. The applicant who doesn't get back the personal documentation as soon as finishing using the room will be regarded as disobeying the rules. 预定教室完成后，申请者持第二联并携带有效证件（包括 ID 卡、身份证或学生证等）至物业办公室申请设施使用通知单四联，并至少在教室使用前四小时将通知单第四联黏贴在所预定区域的指定位置；使用完毕经由物业检查符合教室使用规定之后，可取回证件。如在使用完成后未及时取回个人证件，视同违反使用规则及流程，根据教室使用的相关规定进行处理。

Section 5 If there is media facility needed, the third copy should be submitted to the Property Management Office or to the IT-Service office according to the location of the room where the media facility is. 如需使用多媒体，根据使用多媒体设备区域不同，将多媒体使用通知单交至物业办公室或 IT-Service (MITS)。



Article 5 Supplementary Provisions 附则

Section 1 These regulations apply to all the student organizations and clubs in XJLTU. 本规范适用于我校所有学生社团、社团等团体。

Section 2 This policy will be applied together with the *Regulation for Users of the Room* from the Campus Management Office. 本规范将配合学校校园管理办公室的《房间使用管理规定》共同使用。

Section 3 Students who violate this regulation will be responsible for the consequences. One-stop Service Center has the right to cancel the room booking privilege of the organization or



club who violates the regulation from one month to one semester, depending on the seriousness of the case. 凡违反以上规定者,经核实,一站式服务中心有权视情节轻重、取消该社团的房间申请资格一个月到一学期不等。

第八章 艺术执委会绩效考核条例

Chapter 8 Arts Council Performance Evaluation, Material Collection of Student Clubs, The Meeting of the Arts Council and Rules of Points for Art Activities

Rating rules 评级细则

Article 1 Actuator 执行机构

Executive Body-Xi'an Jiaotong-Liverpool University Arts Council. 执行主体--西交利物浦大学艺术执委会

Article 2 Applicable Objects of the Regulations 本条例的适用对象

The regulations apply to all art clubs of Xi'an Jiaotong-Liverpool University. 本条例适用于西交利物浦大学所有的艺术类组织社团。

Article 3 Scope of Assessment 考核范围

The scope of the performance appraisal includes, but is not limited to, the appraisal of the attendance rate of the presidents who regularly participate in the regular meetings of the art committee, the appraisal of the timeliness of the materials submitted by various art clubs, and the performance of the art clubs in organizing various activities. 本绩效考核范围包括但不限于对社长定期参加艺术执委会例会的出勤率考核,对各个艺术社团上交材料及时性的考核,以及艺术类社团在组织各类活动中的表现。

Article 4 Principles 原则

The purpose of the following criteria and procedures is to assure that all team art organizations receive equitable treatment in the allocation of Team Art Program funds. The procedures are to be followed by team art organizations in requesting Allocation Funds, and by the Team Arts Program staff members in determining allocations. These procedures are intended to assure complete exchange of all relevant information between team art organizations and the Program in an orderly fashion. The purpose of the following standards and procedures is to ensure that all art clubs and organizations are treated fairly when allocating activity funds. All clubs and organizations should follow these procedures when applying for funding. These procedures are designed to ensure the orderly development of art clubs and organizations. 为了提高对艺术类社团资金分配管理的公平性，提升艺术类社团的积极性，在艺术中心指导老师的主持下，艺术委员会特此制定本绩效考核条例，并在经过相关部门的审核后正式生效，基本原则是：公平、公开、公正。任何对本条例以及在实行过程中有异议的个人或社团主体均可向艺术执委会申诉，艺术执委会及其行政部将秉持着公正的态度在学校相关管理办法和条例之下做出公正的裁决。以下标准和程序的目的是为了确保所有艺术类社团及组织在分配活动资金时得到公平对待。所有社团及组织申请拨款时应遵循这些程序，这些程序旨在确保艺术类社团及组织有序发展。

Article 5 Student Clubs Evaluation 学生社团评估

To facilitate the development of student clubs, establish brand clubs, improve the motivation of student clubs, improve the capabilities of students and promote culture on-campus, the University will evaluate. 为进一步促进我校学生社团发展，推进学生社团自身建设，打造我校品牌社团，充分调动学生社团积极性，提高学生自身能力，促进校园文化的凝聚融合，每年五月进行西交利物浦大学艺术类社团年度评比。



The evaluation results will be integrated: 25% for monthly material, 25% for academic year data, 25% for comprehensive evaluation, 25% for attendance rating.

评比成绩将综合：月度材料评分 25%、年度材料评分 25%、综合评价 25%、参会评分 25%。

Section 1 Evaluation rules 评比细则

The monthly material scores 25%.

The Arts Administration Center will make statistics according to the attendance rate of club meetings and the submission of club materials.

月度材料评分 25%，艺术行政中心根据社团会议出勤率以及社团材料提交情况进行统计。

Academic year data scores 25%.

Daily activities are divided into small, medium and large activities according to the location and number of activities. A small activity submitted will be scored 5 points, a medium activity 8 points, and a large activity 10 points. Participation in activities means that the club participates in non-sponsored activities, and 3 points are recorded at a time; Co-organized activities, that is, activities initiated by the club with the assistance of 5 points; 10 points for each event organized; 3 extra points for awarded activities. The above is the score of sufficient materials, Any missing item of text material or video materials will lead to 2.5 points deduction. Activities uploaded to the SE website are considered valid by submitting event details via the online form.

年度材料评分 25%，活动评分细则：日常活动按活动地点和人数分为小型，中型和大型活动，提交一次小型活动记 5 分，中型 8 分，大型 10 分；参与活动即社团参与非主办活动，一次记 3 分；协办活动即社团协助创办的活动，一次记 5 分；主办活动一次记 10 分；获奖活动额外记 3 分。以上为材料充分时得分，文字材料以及影像材料少一项扣 2.5 分。通过线上表格方式提交活动详情，上传到 SE 网站的活动视为有效。

The comprehensive evaluation scores 25%

It is divided into three parts: mentor rating, president mutual evaluation, and member satisfaction rating. Member satisfaction is calculated as a percentage by filling out a survey questionnaire by members within the club, and then combined with the scores of mentor and president mutual evaluation for calculation.

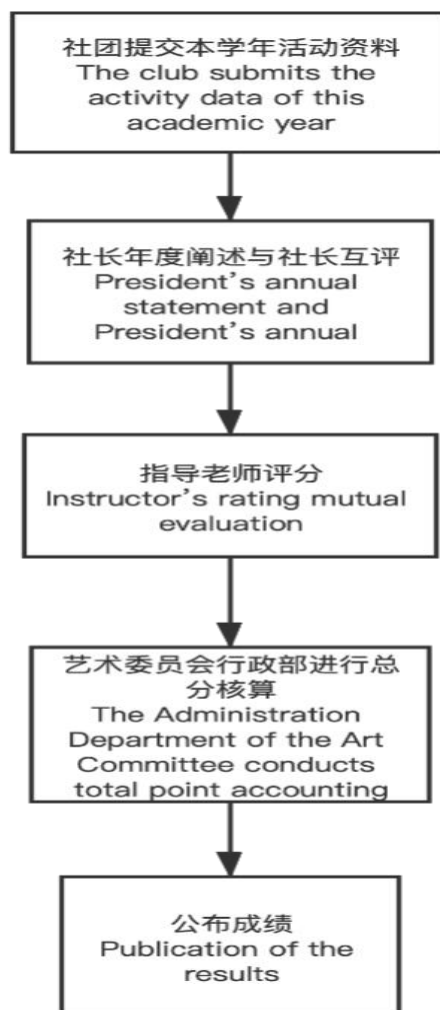
综合评价 25%，分为指导老师评分、社长互评，以及社员满意度评分三部分，社员满意度通过社团内社员填写调查问卷进行百分比计算，再结合指导老师以及社长互评的分数进行计算。

Attendance rating scores 30%

10 points for attending a meeting, 7 points for being late, 2 points for taking leave, and 0 points for being absent.

参会评分 25%，参加一次会议记 10 分，迟到记 7 分，请假记 2 分，缺席记为 0 分。

Section 2 Evaluation Process 评比流程:



Section 3 Club Rules 社团规则:

There will be 3 clubs considered to be Level A, allocated 4,500 RMB annually.

在全部社团中，排名前三名，被评为 A 类社团，获得下学年活动资金 4500 元。

There will be 5 clubs considered to be Level B, allocated 4,000 RMB annually.

在剩余社团中，排名前五名，被评为 B 类社团，获得下学年活动资金 4000 元。

The remaining clubs will be considered to be Level C, allocated 3,500 RMB annually.

剩余其他社团，被评为 C 类社团，获得下学年活动资金 3500 元。

Section 4 Organizational Rules 组织规则:

There will be 3 organizations considered to be Level A, allocated 6,500 RMB annually.

在全部组织中，排名前三名，被评为 A 类组织，获得下学年活动资金 6,500 元。

There will be 3 organizations considered to be Level B, allocated 5,500 RMB annually.

在剩余组织中，排名前三名，被评为 B 类组织，获得下学年活动资金 5,500 元。

The remaining organizations will be considered to be Level C, allocated 5,000 RMB annually.

剩余其他组织，被评为 C 类组织，获得下学年活动资金 5,000 元。

Article 6 Evaluation Publicity 评比公示

In order to ensure the notarization of the club's annual evaluation, the final results of the evaluation will be publicized by SA-Office mass mailing. Any individual or group who disagrees with the final evaluation results can report to the Arts Center during the publicity period. But any complaint must have sufficient evidence to prove its claim, otherwise the complaint is invalid. At the same time, the appeal time for the final appraisal is limited to the publicity period, and it will not be accepted if it is overdue. The final evaluation results are widely supervised by teachers and students from the whole university, and teachers and students who are concerned about the development of the XJTLU art clubs are welcome. 为了确保社团年度评比的公正性，评比的最终成绩将通过 SA-Office 群邮进行全校公示，任何对最终评比成绩有异议的个人或者团体，在公示期间内可以向西浦艺术中心提出申诉，但任何申诉都必须要有充分的证据证明其主张，否则申诉无效。同时对于最终评比的申诉时间限定为公示期间内，逾期则不给予受理。最终评比成绩广泛接受来自全校师生的监督，欢迎关心西浦艺术类社团发展的师生关注。

Article 7 Appraisal cycle 考评周期

The cycle of the annual appraisal of the art clubs of Xi'an Jiaotong-Liverpool University is one academic year. It is held in the

second semester of one academic year. 西交利物浦大学艺术类社团年度评比的周期为一个学年，举行时间在学年的下学期末进行。

Article 8 Reward 奖励

The Arts Center will determine the rating of each art club based on the final evaluation results, and will allocate corresponding activity funds to each club according to the above table. 艺术中心将根据最终的评比成绩确定各个艺术类社团的评级，并将根据上表对各个社团分配相应的活动资金。

Club materials 社团材料

Article 1 These Regulations are hereby formulated with the goal of collecting, sorting and reserving files and records of student clubs and activities. This is to provide accurate and reliable basis for decision making in the development of student clubs as well as analysing, summarizing, and improving student clubs' work. 为便于分析、总结学生社团工作,对学校学生社团与活动工作做出决策提供准确、可靠的依据，保障相关资料的收集、整理、保管的有序化，提高学生社团与活动的工作质量，促进社团活动的有效开展，特制定本条例。

Article 2 These Regulations apply to all officially registered student organizations at XJTLU. 本条例适用于西交利物浦大学正式注册的学生组织和社团。

Article 3 Every student club shall record and submit the name list of all members to Arts Centre within one month after the recruitment is completed at the beginning of each academic year (Appendix 4). 学生社团必须详细记录其成员名单及管理层成员名单 (附录 4)。在每学年初新成员招募结束后一个月内，将名单上交至艺术中心。



Article 4 Whenever there are changes within the management team, the changes must be reported to the advisor within one week. 学生社团管理层名单信息有任何变动，必须在一周内将更新信息上报指导老师。

Article 5 The leader of each student club shall submit an overall work and budget plan of the semester to SCS within the first two weeks of each semester. In the last month of each semester, the leader shall submit the work report of the semester as well as the financial report of the semester. (Appendix 13) 学生社团负责人应在每学期开学前两周上交本学期工作计划，包含活动及预算等细则；在每学期最后一个月上交学期工作总结和学期财务收支情况统计表。 (附录 13)

Article 6 When the leader of a student club/organization changes, the previous leader should make a work report and financial statement of semester (Appendix 13). 各学生社团在换届时，由上届负责人做出工作总结及财务收支情况表。 (附录 13)

Article 7 Before holding an activity, each student club shall submit the Event Request Form (Appendix 12) and Activity Plan (Appendix 11) to SCS beforehand. After the activity ends, the student club shall submit newsletter (Appendix 14). If it is a competition, it's required to submit the awarded name list. It is also encouraged to submit photos and videos if available. 学生社团举办活动前，应提交详细的活动申请表(附录 12)及活动策划案(附录 23)。活动结束后，提交活动总结(附录 14)。如果举办的活动为竞技类，则需上交获奖人员名单。同时将活动照片、视频一并提交给指导老师。

Article 8 Categories of Materials to be Collected and Submitted 资料档案的类别



Section 1 Constitutions and Regulations of Each Student Club 各学生社团的章程与规范条例

Section 2 Work plans: work plan made at the beginning of each semester 工作计划：学生社团每学期初提交的工作及预算计划

Section 3 Activity proposals and reports: request from, proposals, reports, posters, news, photos, video. 活动策划与总结类：申请表、策划书、活动总结、宣传海报、新闻稿、照片、视频

Section 4 Contact information: name list of management team, name list of all members 通讯资料表：管理层名单、全员名单

Section 5 Financial reports: financial report made at the end of each semester. 财务报表：每学期末的财务收支情况统计表

Article 9 Submit Materials on a Regular Basis 材料收集评分规定

In order to improve the efficiency of the art committee's material collection work, speed up the process of collecting and reviewing materials, refine the inspection items of the performance appraisal plan, and realize the fair control of the allocation of club activities in each academic year, the Art Committee hereby formulates this inspection project. 为了提升艺术委员会材料收集工作的效率，加快材料汇总审核的进程，细化绩效考核方案的考察项目，实现对每学年社团活动经费分配的公正调控，艺术委员会特此制定本项考察项目。

Section 1 Single Material Submission 单次材料上交

In a single submission of materials, the Student Arts

Administration Center will count and rank the time when the relevant clubs submit the materials. For clubs that submit materials on time, they will get 3 points in the assessment; for clubs which are late, no extra points can be obtained; the top three clubs will get 5 points in the assessment according to the rankings calculated; The clubs that are late and are ranked last

in the ranking will be deducted 2 points during the assessment. 在单次的材料上交中，学生艺术行政中心将会对相关社团上交材料的时间进行统计和排名，对于按时上交材料社团，将会在考核中获得 3 分；对于迟交的社团则无法获得任何加分；在统计排名中，名列前三名的社团将会在考核中获得 5 分；迟交且在排名中名列最后的社团将在考核中被扣除 2 分。

Section 2 Three Consecutive Submissions of Materials 连续三次材料上交

In the three consecutive material submission tasks, the clubs ranked first can obtain an additional 500 yuan in activity funds in the annual fund allocation adjustment. 在连续三次材料上交任务中，都名列第一的社团在年度资金分配调整中可以获得额外的 500 元活动资金。

The clubs that are late in the three consecutive submission tasks will be reduced by 500 yuan in the annual activity fund adjustment. 在连续三次材料上交任务中迟交的社团，在年度活动资金调整中将被削减 500 元的活动经费。

The clubs that rank last in the ranking and submit materials late in the three consecutive submission tasks will be disqualified from holding activities this semester. 在连续三次材料上交任务中，均在排名中名列最后并且迟交的社团，将被取消本学期举办活动资格。

Section 3 Additional Explanation 附加说明

In this Regulation, the inspection project for a material submission is defined as a material submission task issued by Art Committee. The task can include multiple materials. The definition of the task defaults to all submissions that are due at the same time point (except for the submission of materials

specifically defined by Art Committee). For multiple materials from the same batch of materials in the task, the assessment will regard the time when the club submits the last document as the completion time of the entire task. If in a single material submission task, the last document is judged to be late, regardless of whether other documents are late or not, the entire submission task is judged to be late. 本条例中对于一次材料上交的考察项目定义为由艺术委员会发布的一次材料上交任务，该任务可以包括多个材料，对任务的定义默认为截止上交时间在同一时间点的所有上交材料（由艺术委员会特别定义的材料上交任务除外）。对于多个来自同一批次的材料上交任务中的材料，考核将该社团最后一份上交文件的时间视作整个上交任务的完成时间。若在单次材料上交任务中，最后一份文件被判定迟交，则无论其他文件是否迟交，整个上交任务被判定迟交。

Section 4 Additional Terms 补充条款

During the submission of regular materials for assessment, all statistics and ranking data are subject to the data of the Student Arts Administration Center. Any individual or club that has objections to the relevant data can appeal to the Arts Centre, but the appeal must be sufficiently capable. There must be legal evidence to prove his claim, otherwise the appeal will be invalid. 在定期材料上交考核中，一切的统计和排名数据以学生艺术行政中心的数据为准，任何对相关数据有异议的个人和社团可以向艺术中心提出申诉，但申诉必须要有充分能够证明其主张的合法证据，否则申诉无效。

Separate settlement and assessment of additional activity funds obtained or reduced in the assessment of three



consecutive submission tasks of materials, not linked to the final assessment of fund allocation, and not used as a proof of any additional points in the assessment. This type of additional funds cannot be accumulated, and the maximum reward amount and the maximum reduction amount are both 500 yuan. 对在连续三次上交材料考核中获得或消减的额外活动资金进行单独结算和考核，不与最终的资金分配考核挂钩，也不作为考核中任何加分项目的证明。该类额外资金不可累计，最高奖励额度和最高消减额度都为 500 元。

Arts council Meeting 艺术执委会会议

In order to standardize the meeting process of the arts council, improve the deliberative ability of the meeting, increase the attendance rate of the participants, and facilitate the art committee and the arts center instructor to convey the guidance to the various art clubs, close the contact between the various clubs, and refine the inspection project of performance appraisal, the art committee hereby formulates this inspection project. 为了规范艺术委员会的会议流程，提高会议的议事能力，提高与会人员的出勤率，便于艺术委员会和艺术中心指导老师传达对各个艺术类社团的指导意见，密切各个社团之间的联系，细化绩效考核的考察项目，艺术委员会特此制定本项考察项目。

Article 1 Time, Place, and Participants 召开时间、地点、与会人员

The art committee meeting is held once a month. The convener of the meeting is the instructor of the university's arts center. The meeting place is in charge of the instructor and the art committee, and the participants will be notified after confirmation. 艺术委员会会议每月召开一次，会议召集人为校艺术中心指导老师，会议地点由指导老师和艺术委员会负责，确定后通知与会人员。

Article 2 The Range of Participants 参会人员范围

Participants include all the staff of the Administration Department of all art club leaders. 参会人员范围为全体艺术类社团及组织负责人。

Article 3 Rules for Leave 请假规则

In principle, the presidents and heads of all art clubs must attend the meeting in person. If there are special circumstances, they must ask for leave in advance and explain the reasons. After approval, they can find other management to participate in the meeting. The substitute attending the meeting on time is still being assessed as being present on time. If you do not ask for leave in advance, you will be absent without any reason, and it will be regarded as an absence. If there is a major change, you can explain it to the Arts Council afterwards, the arts council reserves the right to interpret the final determination standards. 原则上所有艺术类社团的社长和团长必须亲自到场参会，若有特殊情况不能到场，需提前请假并说明理由，批准后可找其他管理层代替参加，代替者按时出席会议仍然在考核中视作按时出席。若没有提前请假就无故缺席，视作为缺席。如果遭遇重大变故，可以事后向艺术委员会进行说明，对其最终的认定标准解释权归艺术委员会所有。

Section 1 Agent to attend 代理出席

For the situation where the president asks for leave to find someone to attend instead, the following requirements are made. First of all, the substitute must be a member of the management of the club, and it is not allowed to invite people from outside agencies to participate in the meeting instead. Secondly, for leave matters, please report the president to the art committee or the arts center instructor, and agree to find a replacement to attend, then the leave process is deemed complete. If the leave process and the substitute do not meet the above two regulations, the substitute attending the



meeting on time will still be regarded as the absence of the club.对于社长请假找人替代出席的情况，做出如下要求。首先，替代者必须为本社团管理层的人员，不可以随意邀请外社人员代替参会。其次，对于请假事项，请社长向艺术委员会或艺术中心指导老师报告，并同意其找替代者出席后，才视作请假流程完成。如请假流程和替代者不符合上述两项规章，则替代者按时出席会议仍视作该社团缺席。

Section 2 Additional Explanation 补充说明

In the attendance appraisal of the arts council, all statistical data shall be based on the data of the student arts administration center. Any individual or club that disagrees with the relevant data can file a complaint with the committee, but the complaint must have sufficient evidence to prove its claim. There must be legal evidence, otherwise the appeal will be invalid.在艺术委员会出勤考核中，一切的统计数据以学生艺术行政中心的数据为准，任何对相关数据有异议的个人和社团可以向委员会提出申诉，但申诉必须要有充分能够证明其主张的合法证据，否则申诉无效。

Article 4 Rewards and Punishments 奖惩事项

Clubs in which the president and the head of the group who attended the meeting on time will get 5 points in the fund allocation assessment, clubs in which those who arrived late were not able to get extra points. 5 points will be deducted from the fund allocation assessment for the clubs that find replacements without asking for leave and the clubs of those who are absent without reason.对于按时出席会议的社长和团长所属于的社团在资金分配考核中获得 5 分，迟到的者所属的社团则无法获得加分。对于没有请假就找替代者出席的和无故缺席者所属的社团在资金分配考核中扣除 5 分。

Art activity points rules 艺术活动积分规则

In order to standardize the activities organized by art clubs, strengthen the university's guidance on the theme of activities, enhance the influence of our university's club activities, improve the enthusiasm and quality of activities organized by the clubs, and refine the performance appraisal inspection projects, the Art Committee hereby formulates assessment regulations. 为了规范艺术类社团举办的活动，加强学校对活动主题性的指导，提升我校社团活动的影响力，提高社团举办活动的积极性和活动质量，细化绩效考核的考察项目，艺术委员会特此制定本项考核条例。

Article 1 Themed Activities 主题活动

Section 1 definition 定义

By default, themed activities refer to the official club art activities with a certain theme arranged by the instructor of the university arts center. 主题类活动默认指学校艺术中心指导老师布置的有确定主题的官方社团艺术活动。

Section 2 inspection items 考察项目

The inspection items include but are not limited to the quality of the activities, the number of participants, and the degree of completion. The score data and rankings of the survey items are subject to the Art Committee. Any individual or organization that has objections to the relevant data can appeal to the committee, but the appeal must have sufficient legal evidence to prove its claim, otherwise the appeal is invalid. 考察项目包括但不限于按照活动质量、参与人数、完成度。考察项目的得分数据和排名以艺术委员会为准。任何对相

关数据有异议的个人和社团可以向委员会提出申诉，但申诉必须要有充分能够证明其主张的合法证据，否则申诉无效。

Section 3 Reward 奖励

According to the final score, the top three clubs in the ranking get 5 points, and all clubs participating in thematic club activities can get 3 points. 根据最终的评分，在排名中位列前三的社团获得 5 分，所有参与主题类社团活动的社团都可以获得 3 分。

Article 2 Club Activities 社团活动:

In order to encourage clubs to organize good club activities by themselves, enhance the comprehensive influence of the university, and refine performance appraisal inspection projects, the Art Committee has set up performance appraisal projects for the media reports of club activities independently planned by the club. 为了鼓励社团自主办好社团活动，提升学校的综合影响力，细化绩效考核的考察项目，艺术委员会针对社团自主策划的社团活动的媒体报道设立绩效考核项目。

Section 1 The object of investigation 考察项目

The object of investigation of this project includes club activities organized by all art clubs of Xi'an Jiaotong-Liverpool University 本项目的考察对象包括西交利物浦大学所有的艺术类社团举办的社团活动

Section 2 Reward 奖励

In media reports, if you get reports from state-level media (People's Daily, Xinhua News Agency, etc.), you can get 10 points in the performance appraisal. Provincial media (Jiangsu Satellite TV, Yangtze Evening News, etc.) receive 8 points for reports, municipal media (Suzhou TV, etc.) receive 5 points for

reports, and university-level media (XJTLU WeChat public accounts, Weibo, etc.) receive 3 points. (If a single event receives multi-level media coverage, the highest bonus item among them shall be selected, and multiple bonus items shall not accumulate bonus points 在媒体报道中，获得国家级媒体（人民日报、新华社等）的报道，可以在绩效考核中获得 10 分。省级媒体（江苏卫视、扬子晚报等）报道获得 8 分，市级媒体（苏州电视台等）报道获得 5 分，校级媒体（学校微信公众号、微博等）获得 3 分。（单次活动若获得多级媒体报道，取其中最高的加分项目，多个加分项目不得累计加分）

Section 3 Additional items 附加条款

For activities reported by media at or above the university level, relevant clubs are required to provide relevant certification materials. Points can only be added after being reviewed and approved by the Arts Council and the instructor. 对于获得校级以上媒体报道的活动，要求社团提供相关的证明材料。经艺术委员会及指导老师审核通过后，方可加分。

Article 3 Contributive Activities 贡献类活动

Section 1 Definition 定义

The definition of the activities of contributive clubs includes, but is not limited to, the activities assigned by the arts center to the clubs, such as university-level or provincial-level activities. The final interpretation right of such activities belongs to the Art Committee. 贡献类社团活动的定义包括但不限于艺术中心布置给社团的活动任务，例如校级或省市级活动。对该类活动的最终解释权归艺术委员会所有。

Section 2 Reward 奖励

All art clubs participating in the contributive club activities will receive a three-point reward in the final annual performance appraisal. For clubs that perform well in activities, they will receive 5 points in the final annual performance appraisal. The arts center is responsible for the identification of clubs that perform well in activities. 对于所有参加贡献类社团活动的艺术类社团，都将在最终的年度绩效考评中获得三分的奖励。对于在活动中表现优异的社团，将在最终的年度绩效考评中获得五分。对于社团在活动中的表现认定由艺术中心负责。

第九章 成立新社团

Chapter 9 Setting up a New Student Club at XJTLU

Article 1 Recognition Criteria 认可条件

A student group that intends to become a registered club at XJTLU must meet all of the following criteria. 欲成立社团需满足以下条件:

- (1) The group must have a minimum of 10 student initiators. 至少有十名学生发起人
- (2) The 10 student initiators must be all XJTLU registered students. 十名学生发起人必须为西交利物浦大学注册在籍学生
- (3) XJTLU students must fill the leadership roles within the club. 社团领导者需由西交利物浦大学学生担任
- (4) Only XJTLU students may travel and compete on behalf of the university. 有且仅有西交利物浦大学学生有权在校外活动中代表学校



- (5) All organizational decisions must be made by presidium. 所有社团内部决定需由学生社团主席团决定
- (6) The group must find an adviser from staff members or faculties. 社团或组织必须由一位本校教职员担任指导老师
- (7) Membership in the group must be open to all XJTLU students, staff, and faculties. 社团需对全校师生及教职工开放
- (8) A student club/organization that intends to be a registered club/organization shall have only one opportunity to apply in one council in each semester. 欲成立的学生社团每学期只有一次在指定学生社团理事会申请答辩成立的机会
- (9) The nature, objectives and activities of the club to be established must comply with relevant national regulations and school regulations. 欲成立的社团性质、目标、活动必须符合国家相关规定及学校相关规定

Article 2 Petitioning Procedures for Potential Student Clubs

申请成立学生社团流程

Step 1 Student clubs that meet the rules for the establishment of student clubs should contact the instructor of the Arts Center to communicate with her before the formal start of the establishment process, and confirm that there is no such type of club and the nature, goals, activities, etc. of the club are in line with the relevant laws and regulations of the country and university rules and regulations. If there is no conflict, the establishment process can be started. 满足学生社团申请成立规则的学生团体在成立流程正式开始前，应先找艺术中心指导老师沟通，确认并无同类型社团且社团的性质、目标、活动等与国家的相关法律法规及学校规章制度无冲突后，方可开始成立流程。

Step 2 The person in charge who wants to establish a club fills in the relevant club establishment form (Appendix 5-10) and submits it to



the Administration Department of the Art Committee for review. 欲成立社团的负责人填写相关的社团成立表格 (附录 5-10) 并交至艺术委员会行政部审核。

Step 3 After the club establishment form is approved, the instructor will notify the student to participate in the council meeting to defend, and more than 2/3 of the art committee members agree to be deemed approved. If the defense is passed, the new club can be set up for trial operation. The trial run will last for one semester. At the end of the semester, the new club will be established after attending the council meeting for the second time. If you need to apply for a defense again, you must apply again in the next semester. 在社团成立表格审核通过后，指导老师将通知该学生参加答辩，艺术委员会 2/3 以上委员同意即认定为通过。如答辩通过，新社团即可试运行，试运行时长为一学期，并在该学期期末参加委员会会议二次答辩，通过即可正式成立；反之则不可成立。如需再次申请答辩，需在下一学期重新进行申请。

第十章 工作室管理规定

Chapter 10 Studio Management Regulations

In order to standardize the management of the studio, create a civilized and clean studio environment, maintain normal order, and establish a good corporate studio image, the regulations are specially formulated. The club should abide by the various studio management regulations and contribute to the improvement of the regulations and the full use of the studio.

为规范工作室的管理，创造文明整洁的工作室环境，维护正常秩序，树立良好的社团工作室形象，特制定本制度。社团应遵守各项工作室管理制度，并为制度的完善和工作室充分使用贡献力量。

Article 1 Electrical Specification 用电规范

The members of the studio must abide by the rules of electricity use, and make safe and civilized use of electricity. It is not allowed to connect and use the power strip without permission, and it is not allowed to use high-power electrical appliances ($>500W$) without permission, and all power needs to be turned off when leaving the room. If there is any violation, the right to use the club in the studio will be cancelled. If any safety issue occurs, the person in charge of the club and the management of the club are responsible for it; 工作室成员必须遵守用电守则，做到安全用电、文明用电。不允许私自接使用插线板，不允许私自使用大功率电器（ $>500W$ ），离开房间时需要关闭所有电源。如有违反，将取消该社团在工作室的使用权。如发生安全问题，由该社团负责人及社团管理层负责；

Do not connect circuits or install devices randomly, and do not disassemble randomly when the equipment or devices are connected to the circuit. When the circuit is dangerous, you should calmly handle it, cut off the power first, and then check the fault; 不能随便乱接电路、乱装器件，在设备或器件连通电路的情况下不得随便拆卸，遇到电路危险情况时，应冷静处理，先切断电源，再检查故障；

Article 2 Other Points to Note 其他注意事项

1. It is forbidden to smoke indoors; 禁止在室内吸烟；
2. It is forbidden to bring flammable and explosive materials indoors; 禁止将易燃易爆物品带入室内；
3. It is forbidden to keep pets indoors; 禁止在室内养宠物；

4. Develop good working habits, keep the room clean and tidy, and close doors and windows when leaving. 养成良好的工作习惯，室内保持卫生和整洁，离开时要关好门窗等。
5. Be careful with studio property and equipment. 爱护工作室财产和设备。
6. The studio is only for use within the clubs or related activities, and unrelated personnel are not allowed to enter. 工作室仅供社团内部或相关活动使用，不相关人员禁止入内。



Appendix 1

Club Officer Changes

Existing Officer

New Officer

Name_____	Name_____
Student ID _____	Student ID _____
Title_____	Title_____
Telephone_____	Telephone_____
Email_____	Email_____
Reason for Change_____	

Existing Officer

New Officer

Name_____	Name_____
Student ID _____	Student ID _____
Title_____	Title_____
Telephone_____	Telephone_____
Email_____	Email_____
Reason for Change_____	

Existing Officer

New Officer

Name_____	Name_____
Student ID _____	Student ID _____
Title_____	Title_____
Telephone_____	
Telephone_____	
Email_____	Email_____
Reason for Change_____	



Name _____ Name _____
Student ID _____ Student ID _____
Title _____ Title _____
Telephone _____ Telephone _____
Email _____ Email _____
Reason for Change _____

Previous Club President's Signature _____ Date _____

Current Club President's Signature _____ Date _____

Club Program Director's Signature _____ Date _____

Filed by YLC of XJTLU (Stamp) _____



Appendix 2 Officer Acceptance of Responsibility Form

**To be completed by each club's elected officers.*

Officer Acceptance of Responsibility Form

Name: _____ Club: _____ Elected Position: _____

Academic Year: _____ Email: _____ Phone: _____

Note: Generally, tenure of each club's management team is one year. If there's no next team, the former management team could be reelected.

I hereby accept the responsibility of serving as an elected Officer for the
_____. (Name of Club)

I understand that in order to serve capably, I must adhere to the rules and guidelines defined in the Club Program Handbook and to XJTLU's policies. I understand that it is my responsibility to lead in a manner that always reflects positively on the club and XJTLU. I have read and fully understood the Club Program Handbook as well as the specific roles and duties of my elected position.

I agree to complete all necessary forms as required by the Club Program Office and to submit them before the deadlines.

I agree to attend all required meetings scheduled by the Club Program Office.

I agree to handle all financial matters of the club in a fiscally prudent manner.

I will always assure the safety of each member during all club activities.

I agree to report all club disciplinary matters to the Club Program Office in a timely manner.

I agree to check the club mailbox at least once per week.

I agree to promote good sportsmanship in all club activities.

Printed Name _____

Signature _____ Date _____



Appendix 3 Student Club/Organization Work Plan

Student Club/Organization Work Plan																	
Club Name		Academic Year															
Activities	Detail	Week														Note	
		0	1	2	3	4	5	6	7	8	9	10	11	12	13		14
	Plan																
	Preparation																
	Promotion																
	Hold																
	Plan																
	Preparation																
	Promotion																
	Hold																
	Plan																
	Preparation																
	Promotion																
	Hold																
	Plan																
	Preparation																
	Promotion																
	Hold																
	Plan																
	Preparation																
	Promotion																
	Hold																
	Plan																
	Preparation																
	Promotion																
	Hold																

*Appendix 4 Student Club Roster*

Club Name: _____			Academic Year: ____	Person Submitting Roster: _____				Email Address: _____		
SN.	Student ID No.	English name (Pinyin)	Chinese Name	Gender	Program	International Student? Y/N	Email	Phone	Position	Date Joined Club
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										

Appendix 5 Advisor Agreement

ADVISOR AGREEMENT

Each club is required to have a full-time faculty or staff member of XJTLU as its advisor. He/she should be a person who has an interest in the club and is willing to attend some of the club meetings and activities. Although not required, it is helpful if the advisor has experience or interest in the field of the club.

The advisor serves as a resource to help provide direction and continuity to the club. He/she can contribute valuable knowledge and experience related to XJTLU operations and policies. His or her responsibilities include:

- Being available to meet with the president and other officers as needed.
- Acting as a sounding board for the club in dealing with ideas and concerns.
- Advising the club regarding University policies and procedures.
- Encouraging the development of initiative, responsibility, and leadership of club members.
- Assisting the club in defining and achieving its goals and objectives.
- Reviewing the club budget and making recommendations when appropriate.
- Encouraging good financial practices for the management of club funds.
- Keeping himself informed regarding club's businesses and activities.

I, [Name of Advisor], agree to serve as advisor to the [Name of Club] Club for the 20XX-20XX academic year. I understand and accept the responsibilities of a club advisor as described above, and I express the willingness to work closely with the club officers and the Academic Club Program Office to make the academic club experience a positive and rewarding one for all individuals involved.

Advisor (print)

Date



Xi'an Jiaotong-Liverpool University

西交利物浦大學

Advisor (sign)

Date

Club President (print)

Date

Club President (sign)

Date

Received by the Club Program Office:

Club Program Director

Date



20XX 年

X

X

X

X

活

动

XX 社团

20XX 年 X 月



目录

一、活动主题 _____

二、活动背景 _____

三、活动目的 _____

四、活动时间 _____

五、活动流程 _____

六、前期准备 _____

七、人员分工 _____

八、资金预算 _____

九、应急预案 _____

十、附录 _____



一、活动主题

二、活动背景

三、活动目的

四、活动流程

五、前期准备

六、人员分工

工作项目	人员名单	人数

七、资金预算

八、应急预案

- 1、安全协议
- 2、财务报表
- 3、场地地图
- 4、风险评估
- 5、节目单（自行选择）

[illegible]



20XX

X

X

X

X

Activity

XXX Club

X (month) 20XX



Table of contents

1、 Theme	_____
2、 Background	_____
3、 Purpose	_____
4、 Time	_____
5、 Process	_____
6、 Preparation	_____
7、 Personnel division of labour	_____
8、 Budget	_____
9、 Emergency plan	_____
10、 Attachment	_____



1. Theme

2. Background

3. Purpose

4. Process

5. Preparation

6. Personnel division of labour

The work item	List of members	Number of members

7. Budget

9. Attachment

- 1、 Secure protocol
- 2、 Financial statement
- 3、 Site map
- 4、 The risk assessment
- 5、 Menu (choose)

[illegible]



Appendix 7 Event Request Form

Event Request Form

Applicant Information:

Applicant Name:	ID Number:
Contact No.:	
Club Name:	Club Council:

Event Information:

Event Name:	Location:
Participants:	External Participants(Y/N)
Poster/Flyer Request(Y/N):	Poster/Flyer Number:
Field Trip(Y/N):	Safety Regulation Signature(Y/N):
Purpose of Event:	
Equipment Requested from Student Club Service Center:	
Application date:	Expected Completion Date:

Student Club Service Center Comments:

--



Xi'an Jiaotong-Liverpool University

西交利物浦大學

Applicant Signature:

Date:

Club President Signature:

Date:

Approved by Club Advisor:

Date

*Appendix 8 XJTLU Budget Request Form for Student Activities*

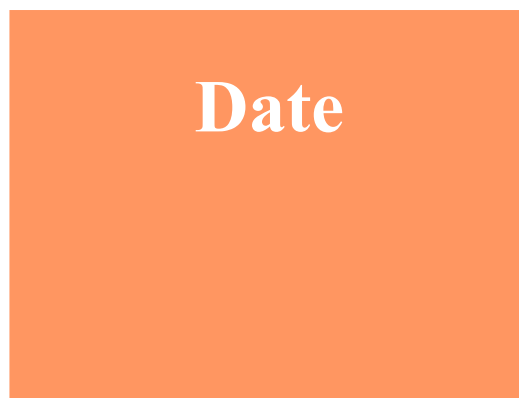
XJTLU Budget Request Form for Student Activities					
Name of Student Club					
Estimated No. of Participants			Date Submitted		
Name of Activity					
Time of Activity			Venue of Activity		
Cub Advisor			Office Line		
General Description of the Activity					
No.	Item	Quantity	Price	Subtotal	Note
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					



Total			
Budget Spent		Budget Left	
Signature of Club Leader		Approved by Club Advisor	
Approved by SA—Office			



Appendix 9 XJTLU Student Activity Newsletter Template



ACTIVITY SITE

Activity Name

THE NUMBER OF PEOPLE

By[Article Author]

When designed correctly, a newsletter provides specialized information to a targeted audience. To help you achieve this goal, this template offers suggestions that you can also find in the article in the Template task pane titled “Creating a Newsletter.” You may also be interested in reading “Printing a Newsletter,” which describes different printing options, such as using large paper to print your newsletter as a folded booklet. In addition to these template Help articles, the task pane also contains links to Help topics related to the Microsoft Office Word features used in this template, such as text boxes. As an added help, before you begin replacing this content with your

may want to print this template to, so you can keep these instructions.

To find a particular article within this newsletter, refer to Inside This Issue, on page 1.

In creating a newsletter, first determine the audience. This could be anyone who might benefit from it, such as people interested in purchasing a product or service.

You can compile a mailing list from business reply cards, customer information sheets, business cards collected at trade shows, or membership lists. You might consider purchasing a mailing list from a company that serves your target customer.

Your Photo

Next, establish how much time and money you can spend on your newsletter. These factors will help determine the length of your newsletter and how frequently you publish it.

So you have space for one more article in your newsletter and one of your experts out in the field is writing the article. How can you determine how long the article should be? As in newspapers, the length of a newsletter article can be thought of in terms of how many “column inches” are available for the article.

*Appendix 10 XJTLU Actual Cost Form for Student Activities*

XJTLU Actual Cost Form for Student Activities					
Name of Student Club					
Estimated No. of Participants			Date Submitted		
Name of Activity					
Time of Activity			Venue of Activity		
Cub Advisor			Office Line		
Outcome Description of the Activity					
No.	Item	Quantity	Price	Subtotal	Note
1					
2					
3					
4					
5					
6					
7					
8					



9					
10					
Total					
Budget Total			Actual Cost Total		
Signature of Club Leader			Approved by Club Advisor		
Approved by SA-Office					



Appendix 11 Registration Form for Off-campus Activities of Student Clubs

Registration Form for Off-campus Activities of Student Club/Organization

Club Name		No. of Participants	
Organizer		Emergency Contact	
Starting Time		Returning Time	
Destination			
Activity Description			
Potential Risks & Solutions			
Participants List			
Signature by Adviser		Date	

Appendix 12: Notice to Participants in Off-campus Activities of Risk and Waiver of Responsibilities

Notice to Participants in off-campus Activities of Risk and Waiver of Responsibilities

校外活动安全及风险责任书

In order to strengthen the students' safety awareness during the activities off campus, and to clarify the responsibilities therein, this Notice to Participants of Risk and Waiver of Responsibilities is thus drafted based on the Guidelines on Dealing with Students' Injuries during Accidents issued by the Ministry of Education. 为保证学生集体外出活动的安全，明确学生外出安全责任划分，依据教育部《学生伤害事故处理办法》特制定本责任书，如有违反责任学生自负。具体条款如下：

Article 1 All student activities off campus should be registered in Student club support center at XJTLU. Without the official registration, the event is deemed as an organization's or student's individual behavior and XJTLU does not undertake any responsibility for personal injury, property damage and other accidents. 学生的一切外出活动，必须在学校备案后方可进行，未经备案的活动，均视为学生社团或学生的个体行为；如在活动期间发生人身伤害、财产损失以及其他意外事故或者带来其他不良影响，学校不承担任何责任。

Article 2 The university, provided it has fulfilled its appropriate responsibilities accordingly, will not take responsibilities for any damages or injuries arising from natural disasters such as earthquakes, lightening, typhoons, floods etc. 学生的一切外出活动，必须在学校备案后方可进行，未经备案的活动，均视为学生社团或学生的个体行为；如在活动

期间发生人身伤害、财产损失以及其他意外事故或者带来其他不良影响，学校不承担任何责任。

Article 3 The university, without previous acknowledgment, will not take responsibilities for damages or injuries arising from the incidents during the activities off campus. 来自学校外部的突发性、偶发性侵害造成的后果，学校事先不知情时，责任学生自负。

Article 4 If a student is inappropriate or not well behaved during the activities off campus due to physical or mental conditions that he/she has kept secret to the university, the student will take the responsibility for all damages or injuries caused herewith. 学生有特异体质、特定疾病或者异常心理状态，学校不知道或者难于知道的，知情后加以引导并提供帮助，但仍造成伤害的情况，责任学生自负。

Article 5 Students will take the responsibility for any damages or injuries arising from suicide and/or self-mutilation. 学生自杀、自伤的，责任自负。

Article 6 Students will take the responsibility for any damages or injuries arising from the traffic accidents in which he/she breaks the law. 学生不遵守交通规则发生伤害事故的，责任自负。

Article 7 Students will take the responsibility for damages, losses, and/or injuries arising from other accidents provided that the university has taken appropriate actions and fulfilled its own responsibilities. 其他意外因素造成的，学校已尽职责的伤害事故，责任学生自负。

Article 8 Should the English version of the XJTLU student extracurricular activities safety management regulation conflict with the Chinese document, the Chinese version shall prevail. 《XJTLU 学生课外活动安全管理规定》英文版与中文版相冲突的，以中文版本为准。

I agree to assume all risk of personal injury or loss, bodily injury (including death), damage to or loss of any personal property during an activity. I also release, waive, indemnify, hold harmless, and discharge XJTLU from all claims, damages, and injuries arising from my behavior during activities. 我已认真阅读并同意上述条款，我承诺在活动中遵守团队规定，服从团队的正确决策，提高安全意识，注意自我保护，并对自己的一切行为及其后果负责

Organizer name (print) :

Organizer signature:

Tel number of Organizer:

Student Name (Print)	ID Number	Emergency Contact	Date	Student's Signature



Xi'an Jiaotong-Liverpool University

西交利物浦大學



Appendix 13 XJTLU Financial Balance Form of Club/Organization

XJTLU Student Club/Organization Financial Balance Form							
Club/Organization Name 社团/组织名称					Academic Year 学年		
Contract Person 联系人					Phone Number 电话		
Initial Balance 期初余额					Closing Balance 期末余额		
SN. 序号	Date 日期	Subject 科目名称	Description 描述	Source 资金来源	Balance 金额		
					Income 收入	Expenditure 支出	Surplus 盈余
Total 总计							
		Note 备注					
		Please specify the exceptional circumstances and for what reason the amount sits not reflected in the change form.					
Signature by Treasurer 财务部长签字				Signature by President 社团负责人签字			
Signature Club Adviser 社团指导老师签字							



Appendix 14 XJTLU Request Form of Publicity Materials

XJTLU Request Form for Publicity Materials

西交利物浦大学学生活动宣传材料制作申请表

Name of Organization 组织名称					
Name of Activity 活动名称					
Date Submitted 交表时间			Date to Receive 希望领取时间		
Contact Person 领取人			Mobile No. 手机号码		
SN. 序号	Item 宣传品名称	Size 尺寸大小	Quantity 数量	Texture 材质要求	Note 备注
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
Total				¥	



Approved by Publicity Officer 宣传 部长审批		Approved by Organization President 主席或 社长审批	
Approved by Club Director 指 导教师审批			

Note:

1. The publicity materials include but not limit to posters, flyers, foldings, banners, magazines, etc.
学生活动宣传材料包括海报、展架、易拉宝、折页、宣传单、杂志、横幅等形式的宣传用品或器材。
2. Please submit this form together with the E-version of the printings to the club program director. 请将填写好的本表格与设计好的电子版宣传品（海报、折页、宣传单、杂志等）一同提交给相应的社团负责老师审批。
3. All printings must be in **English or dual languages** when submitted.
所有宣传材料必须使用**英语或者中英双语**。
4. It's strongly suggested that the form submitted at least **5 days** before the day you hope to receive. 强烈建议至少提前**5天**提交本申请表, 以防耽误活动的正常进行。