

Office hours of Volunteer Academy and issuance of Volunteer Certificate 义工学院办公时间及义工证发放

The volunteer academy office will be moved to the GM306 office in the gymnasium. At the same time, every Wednesday marked as the teaching day in the school calendar will be set as the office hours from 14:00 to 17:00 to deal with issues such as student volunteer passport and volunteer certificate., much of the volunteer certificate this semester in November in volunteers party, if there is need volunteer certificate students can receive on Wednesday afternoon in office time, recent will give as volunteer volunteers when volunteers with 24 h before the Back-to-school volunteer, and other activities volunteer time is still in statistics in succession. 义工学院办公室将搬至体育馆的 GM306 办公室。同时，西浦校历上标注为教学日的每个周三 14:00 至 17:00 将被设为办公时间，用于处理公益护照、义工证等事宜。本学期的大部分义工证会在之后 11 月左右的志愿者 party 上统一发放，如果有急需义工证的同学可以在周三下午的坐班时间来领取，近期会给截止开学志愿者之前义工时长满 24h 的志愿者发邮件通知，其他活动义工时长还在陆续统计中。

The volunteer passport is used to record the school official and school related volunteer activities of the volunteer hours, the official voucher for the exchange of volunteer certificate. First, the activity is of the nature of volunteer activity and confirmed by the Volunteer academy to be recorded into the volunteer time. The second volunteer must complete the assigned work in full attendance according to the recruitment regulations. The volunteer hours will not be recorded in case of stoppage, insufficient attendance or the event organizer's evaluation of the volunteer's work quality as substandard. After students participate in volunteer activities, the organizer will collect volunteer passports and submit them to the volunteer academy for time record. Volunteers who have registered in their public welfare passport with valid volunteer time of more than 24 hours or who have participated in voluntary teaching for more than 24 hours may go to the volunteer academy office to check and collect the volunteer certificate during office hours of volunteer academy.

公益护照是用来记录学校官方及学校相关志愿者活动的义工时长、兑换义工证的官方凭证。志愿者活动是否可以记录义工时长的标准：第一该活动为志愿者活动性质，活动主办方需将活动情况、志愿者数量、志愿者要求等内容发至义工学院邮箱进行义工时长记录申请，义工学院将进行审批，经过义工学院确认后可以被记录进义工时长；第二志愿者必须按照招募规定，全勤完成分配的工作，如果出现中途中止、出勤不足以及活动主办方评定为该志愿者工作质量不达标的情况，将不予记录义工时长。学生参加志愿者活动后，组织方将统一收集公益护照交由义工学院进行时长记录。志愿者如公益护照上所登记的有效义工时长已满 24 小时或参与支教且时长满 24 小时，可在义工学院办公时间自行前往义工学院办公室核对后领取义工证。

Additionally, consider working on the VolunteerAcademy FAQ on the WeChat official @西浦 VolunteerAcademy and a tweet will follow. If volunteers have questions, please come the volunteer academy office during office hours or send an email to the volunteeracademy@xjtlu.edu.cn.

此外，对于有关义工学院的常见问题，可以关注义工学院的微信公众号“西浦 VolunteerAcademy”，后续会有相关推文发布。各位志愿者如有疑问，可于办公时间至义工学院办公室咨询，或发邮件至 volunteeracademy@xjtlu.edu.cn

