**國立中央大學學務處住宿服務組宿舍幹部設置要點**

 **Principles in Establishing Student Dormitory Associations, National**

**Central University**

中華民國九十一年六月廿七日學務會議通過

中華民國九十五年十月卅一日學務會議修正通過

中華民國九十九年四月廿八日學務會議修正通過

中華民國一○一年六月一日學務會議修正通過

中華民國一○四年五月廿九日學務會議修正通過

中華民國一○六年三月十七日學務會議修正通過

中華民國一○七年三月廿三日學務會議修正通過

中華民國一○八年六月廿一日學務會議修正通過

中華民國一○九年六月十二日學務會議修正通過

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Revised and approved by Student Affairs Council on May 29 2015

Revised and approved by Student Affairs Council on March 17 2017

Revised and approved by Student Affairs Council on March 23 2018

Revised and approved by Student Affairs Council on June 21 2019

Revised and approved by Student Affairs Council on June 12 2020

1. 本要點依本校學生宿舍管理辦法第四條第四款訂定。

These guidelines are drawn up in accordance with Paragraph 4 of Article 4 of The Regulation of Student Dormitories in NCU.

1. 學生宿舍幹部之設置以培養學生自治精神、參與維護宿舍清潔與人員財產安全、反映住宿生意見、協助宿舍管理為宗旨，並藉學生宿舍服務委員會之組成，促進各宿舍間之交誼，活絡宿舍生活與文化活動。

Liabilities of the core members of student’s dormitories are: to cultivate students’ autonomous spirit, to maintain dormitory cleanliness and safety of personal belongings, to convey residents’ opinions, to assist University dormitory management, to promote the interaction between the dormitories, and perk up dormitory life and culture activities via the establishment of Dormitory Student Service Committee.

1. 學生宿舍幹部於每學年第二學期辦理次一學年遴選，並於學年結束前完成交接，相關作業由學務處住宿服務組(以下簡稱本組)規劃辦理。

Core members of students’ dormitories of the next year are elected in the second semester every year. The handover procedure shall be completed before the end of the year. For related matters, please refer to the regulations of Campus Life Assistance Division, Office of Student Affairs (hereinafter referred to as the Division).

1. 學生宿舍幹部之設置及學生宿舍服務委員會之組成：

Establishment of a Dormitory Student Association and Organization of Dormitory Student Service Committee:

1. 床位數達一百床之宿舍置舍長一人；副舍長一人，床位數達六百床者得增置副舍長一人。

Each dormitory is composed of one dormitory supervisor and one deputy dormitory supervisor. For dormitories with more than 600 beds, one additional deputy dormitory supervisor will be included.

1. 宿舍各樓層床位數達八十床者置樓長一人，床位數未達八十床之樓層得合併計算之。

One floor leader will be elected for the floor with more than 80 beds. Floors with less than 80 beds will be combined together as one unit.

1. 非單一性別之宿舍，任一性別之幹部不得少於該宿舍幹部總人數三分之一。

The core member of a mix gender dormitory in shall at least have one third of total core members in either gender.

1. 學生宿舍服務委員會由各宿舍舍長暨副舍長組成，各宿舍舍長暨副舍長均為服務委員，主任委員由委員互選產生。所有宿舍幹部均應協助會務之推動。

The Student Dormitory Service Committee is organized by the dormitory supervisor and deputy dormitory supervisor of each dormitory. All dormitory supervisors and deputy dormitory supervisors shall be the service members and the chairperson shall be elected among the members. All dormitory core members shall assist on the affairs of the committee.

五、學生宿舍幹部參選資格：

Qualifications of a Dormitory Student Association

1. 本校在學學生，研究生須住宿於研究生宿舍。

The undergraduates and postgraduates who lodge in the dormitory

1. 在學期間未有受記小過(含)以上之處分。

The core members shall not be punished with minor demerits (included) and above when studying at NCU.

1. 住宿期間未有違反本校學生宿舍管理辦法第二十九條及第三十二條之紀錄。

Do not have record of violating article 29 and article 32 of the Regulation of Student Dormitories in National Central University during the lodging in dormitory

六、學生宿舍幹部之遴選：

Election of Core Members of Students’ Dormitories

1. 舍長、副舍長應聯名參加遴選，其產生由本組組成評審小組評選之。

Dormitory supervisor and deputy dormitory supervisor shall join in the election jointly and elected by the review board composed of the members of the Division.

1. 樓長由當選之舍長、副舍長以公開甄選方式產生，並應注意系、所之比例。

Floor leaders are recruited and elected publically by the elected dormitory supervisors and deputy dormitory supervisors. The proportion of the leaders’ the department and graduate institutes shall be notified.

1. 幹部出缺時，其所餘任期在一學期以上者，由本組公告辦理補選，並自該宿舍宿民遴選產生。

When there is a vacancy for core members for more than a semester, a by-election among the boarders of the said dormitory will be held after an announcement is made by the Division.

七、學生宿舍幹部之獎懲：

Rewards and punishments

1. 服務優良者，每學期依本校學生獎懲辦法敘獎。

Those serving excellently will be awarded every semester according to The Regulations of NCU Student Rewards and Punishments.

1. 本組公告當選後，受記小過(含)以上處分者，自處分發布日起免除職務。

Those receiving punishments of minor demerits (included) and above after the Division has announced their being elected will be removed from the position from the date the punishment is announced on.

1. 無故缺席學生宿舍幹部研習及學期開關舍，或不適任現職且有明確事證者，由本組組成評審小組議處。

The punishment for those being absent from core members’ training and dormitory opening and closing during the semester without reasons or proved to be lack of competence for the current position with specific evidence will be discussed and conducted by the review board of the Division

**八、學生宿舍幹部之職責與考核：**

**The duties and assessment of core members**

1. **舍長、副舍長、樓長之職責，以「國立中央大學學生宿舍幹部職責表」(附表一)定之。**

**The duties of dormitory supervisor, deputy dormitory supervisor and floor leader shall be determined by the “Table of Duties of NCU Dormitory Core Members” (attached table 1).**

1. **大學部學生宿舍之幹部由本組依職務分配至適當床位，研究生宿舍之幹部則住於原床位。**

**The beds of the core members of the undergraduates’ dormitories are allocated by the Division based on their duties, while the core member of graduate dormitories shall stay at original beds.**

1. **學生宿舍幹部依據考核表每學期考核乙次，經年度宿舍幹部考核總評未達70分者表示不適任，則不予減免宿舍費用，如有爭議者可提評審小組審議。**

**The core members will be assessed once every semester according to the assessment table. Those core members with score less than 70 are incompetent and therefore the dormitory fee will not be deducted. For dispute arising wherefrom, it may be submitted to the review board for review.**

1. **通過考核者，舍長、副舍長減免全額宿舍費；樓長減免三分之一宿舍費，並於學期結束後退還。**

**For passing the assessment, the dormitory fee for dormitory supervisor and deputy supervisoe is fully deducted; one-third of dormitory fee will be deducted for the floor leaders. The fee will be returned by the end of semester.**

**九、** 本要點所稱評審小組，由住宿服務組組長、生活輔導組組長、宿舍導師、住宿服務組代表一人、學生會代表二人、學生宿舍服務委員會代表二人組成，並由住宿服務組組長任召集人。

The said review board is composed of Chief of Campus Life Assistance Division, Director of Military Instructor’s Office, dormitory counselors, one representative of the Division, two representatives of the Student Association, two representatives of Dormitory Student Service Committee while Chief of the Division serves as the convener of the board.

十、本要點經學務會議通過後公布施行，修正時亦同

The Regulation and its amendment shall be submitted to Student Affairs Council for review and approval before announcement for implementation.

**國立中央大學學務處住宿服務組學生宿舍幹部職責**

**NCU Campus Life Assistance Division, Office of Student Affairs**

**The Duties of Core Members**

|  |  |  |  |
| --- | --- | --- | --- |
| 宿舍職掌 | 學期初At the Beginning of Semester | 學期中During the Semester | 學期末End of Semester |
| ***正副舍長******Dormitory Supervisor and Deputy Dormitory Supervisor***1.【協助】學期初開舍**相關作業** [Assist] in the dormitory opening relevant procedures at the beginning of semester.2.【協助】確認該宿舍開舍前寢室內物品是否整修完畢[Assist] in the confirmation of object arrangement before the opening of dormitory3.開舍前進行宿舍布置，包含公佈欄及交誼廳，新生宿舍包含寢室門牌Do dormitory arrangement before the opening, including billboard and living rooms and the bedroom doorplates for the freshmen 4.開舍前進行宿舍各項公共設施之使用規範確定張貼Make sure that the regulations for the use of public facilities are posted before the opening5.開學後一個月內召開宿舍宿民大會，訂定該宿舍生活公約及各項自治規範。Convene the dormitory convention within one month from the opening of school to establish the public covenants of dormitory life and all autonomy regulations6.該舍舍民有任何反映協助反映給學校知悉Reflect any opinion of the boarders to the school 7.協助教導宿舍報修網頁使用Assist and guide for the use of webpage for repair in the dormitory8.【協助】宿舍幹部訓練[Assist] in training of core members9.【協助】宿舍導師活動[Assist] the dormitory counselor in activities**10.建立各宿舍社群管道 Establish the social media channel of each domitory** | ***正副舍長******Dormitory Supervisor and Deputy Dormitory Supervisor***1. **依據國立中央大學學生宿舍公用冰箱使用管理要點相關規定進行冰箱清理。**

**The refrigerator cleaning shall be conducted in accordance with Outlines for the Management of Public Refrigerator of NCU Domitory**1. **不定時**巡視宿舍公共空間，並維持其整潔。Patrol the public space of dormitory **irregularly**

Patrol the public space of dormitory **irregularly**1. 排定宿民每周定期至文書組取信Arrange the boarders to collect letter from Document and File Division every week.
2. 不定時取締走廊違規物品。

Ban the prohibited objects on corridor irregularly1. 辦理宿舍活動，經營宿舍

Held dormitory activities and operate the dormitory1. 【協助】宿舍內部整潔協助維護

[Assist] in maintaining clean and tidy inside the dormitory1. 【協助】注意公共設施設備損壞及報修

[Assist] in watching the damage and reporting for the repair of public facilities1. 【協助】協助宿舍管理員清查床位

[Assist] dormitory administrator with checking beds1. 【協助】不定期發送校內資訊給該舍同學

[Assist] in distribution of campus information to the boarders irregularly1. 【協助】宿舍導師活動

[Assist] the dormitory counselor in activities1. 該舍同學有任何反映協助反映給學校知悉

Reflect any opinion of the boarders to the school敬 | ***正副舍長******Dormitory Supervisor and Deputy Dormitory Supervisor***1. 【協助】學期末協助管理員進行宿舍清潔檢查、扣款等關舍事宜

[Assist] administrator with cleaning inspection, deduction such matters regarding the closing of dormitory at the end of semester.1. 【協助】有開放暑宿，協助進行開舍鑰匙發送事宜

[Assist] in the opening of dormitory during the summer vacation and distribution the keys when the dormitory is opened.1. 與管理員討論關舍時儲藏室開放時間及排班人員

Discuss with the administrator for the opening hours of storage room and shifts of duty when the dormitory is closed |
| ***樓長Floor Leader***1. 【協助】學期初開舍相關作業

[Assist] in the dormitory opening relevant procedures at the beginning of semester1. 【協助】確認該宿開舍前寢室內物品是否整修完畢

[Assist] in the confirmation of object arrangement before the opening of dormitory.1. 開舍前進行宿舍各項公共設施之使用規範，確定張貼

Make sure that the regulations for the use of public facilities are posted before the opening1. 規劃宿舍活動

Plan for the dormitory activities1. 參加宿舍法規研習

Attend the seminar for dormitory regulations1. 【協助】宿舍幹部訓練

[Assist] in the training of core members1. 【協助】宿舍導師活動

[Assist] the dormitory counselor in activities | ***樓長Floor Leader***1. 與舍長一同經營宿舍文化。

Engage the dormitory culture altogether with the dormitory supervisor1. 每日輪班檢查自主打掃情況，需管理打掃狀況。

Inspect the autonomous cleaning condition by turns and manage the cleaning conditions1. **依據國立中央大學學生宿舍公用冰箱使用管理要點相關規定進行冰箱清理。**

**The refrigerator cleaning shall be conducted in accordance with Outlines for the Management of Public Refrigerator of NCU Domitory**1. 每周一次巡視宿舍公共空間，並維持其整潔。

Patrol the public space of dormitory and keep it clean once every week1. 每周定期至文書組取信

Collect the letters from Document and File Division every week1. 不定時取締走廊違規物品

Ban the prohibited objects on corridor irregularly1. 參與宿舍消防演練及逃生訓練

Participate in the fire drill and escape training of dormitory1. 協助辦理宿舍活動，經營宿舍

Assist in the organization of dormitory activities and dormitory operation1. 該舍同學有任何反映協助反映給學校知悉

Reflect any opinion of the boarders to the school1. 【協助】宿舍導師活動

[Assist] the dormitory counselor in activities1. 與正副舍長、宿舍管理員、宿舍導師及各分區行政定期召開交流會議

Convene the exchange meeting with dormitory supervisor, deputy dormitory supervisor, dormitory counselors and administration of each division periodically. | ***樓長Floor Leader***1. 【協助】學期末協助管理員進行宿舍清潔檢查事宜

[Assist] administrator with cleaning inspection, deduction such matters regarding the closing of dormitory at the end of semester1. 【協助】有開放暑宿，協助進行開舍鑰匙發送事宜

[Assist] in the opening of dormitory during the summer vacation and distribution the keys when the dormitory is opened 1. 與管理員討論關舍時儲藏室開放時間及排班人

Discuss with the administrator for the opening hours of storage room and shifts of duty when the dormitory is closed |

**中央大學學生宿舍自治會幹部考核表**

|  |
| --- |
| **宿舍：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **姓名** |  | **系級** |  | **學號** |  |
| **擔任職務** |  | **服務樓層** |  | **寢室號碼** |  |
| **事蹟說明** |
| 活動辦理40% | **簡述工作內容** |  |
| **工作重點特色** |  |
| **心得與反思** |  |
| 幹部工作40% | **簡述工作內容** |  |
| **工作重點特色** |  |
| **心得與反思** |  |
| 其他事蹟20% | **簡述工作內容** |  |
| **工作重與特色** |  |
| **心得與反思** |  |
| **評分人員** |
| **人員** | **正副舍長** | **管理員** | **行政人員** | **組長** |
| **評語** |  |  |  |  |
| **評分** | (最高25分) | (最高45分) | (最高15分) | (最高15分) |
| **簽章** |  |  |  |  |
| **總分** |  |

1.每學期考核乙次，由正副舍長初評樓長，正副舍長互評，依序由住宿組相關同仁評核。

2.經年度宿舍幹部考核總評未達70分者表示不適任，如有爭議者可提專案小組審議。

3.本表由各宿舍幹部輸出紙本交由舍長彙整，於學期第15周交至住宿服務組。

**中央大學學生宿舍自治會幹部考核表\_工作紀錄表**

|  |
| --- |
| **宿舍：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **姓名** |  | **系級** |  | **學號** |  |
| **擔任職務** |  | **服務樓層** |  | **寢室號碼** |  |
| **工作紀錄** |
| / | 活動：🗆開關舍 🗆宿民大會 🗆宿舍導師講座 🗆自治活動 🗆交流工作坊 🗆其他：\_\_\_\_\_\_\_\_\_工作：🗆冰箱維護 🗆信件管理 🗆巡視公共空間 🗆宿民意見反映及服務 🗆其他:\_\_\_\_\_\_\_\_\_\_\_說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| / | 活動：🗆開關舍 🗆宿民大會 🗆宿舍導師講座 🗆自治活動 🗆交流工作坊 🗆其他：\_\_\_\_\_\_\_\_\_工作：🗆冰箱維護 🗆信件管理 🗆巡視公共空間 🗆宿民意見反映及服務 🗆其他:\_\_\_\_\_\_\_\_\_\_\_說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| / | 活動：🗆開關舍 🗆宿民大會 🗆宿舍導師講座 🗆自治活動 🗆交流工作坊 🗆其他：\_\_\_\_\_\_\_\_\_工作：🗆冰箱維護 🗆信件管理 🗆巡視公共空間 🗆宿民意見反映及服務 🗆其他:\_\_\_\_\_\_\_\_\_\_\_說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| / | 活動：🗆開關舍 🗆宿民大會 🗆宿舍導師講座 🗆自治活動 🗆交流工作坊 🗆其他：\_\_\_\_\_\_\_\_\_工作：🗆冰箱維護 🗆信件管理 🗆巡視公共空間 🗆宿民意見反映及服務 🗆其他:\_\_\_\_\_\_\_\_\_\_\_說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| / | 活動：🗆開關舍 🗆宿民大會 🗆宿舍導師講座 🗆自治活動 🗆交流工作坊 🗆其他：\_\_\_\_\_\_\_\_\_工作：🗆冰箱維護 🗆信件管理 🗆巡視公共空間 🗆宿民意見反映及服務 🗆其他:\_\_\_\_\_\_\_\_\_\_\_說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| / | 活動：🗆開關舍 🗆宿民大會 🗆宿舍導師講座 🗆自治活動 🗆交流工作坊 🗆其他：\_\_\_\_\_\_\_\_\_工作：🗆冰箱維護 🗆信件管理 🗆巡視公共空間 🗆宿民意見反映及服務 🗆其他:\_\_\_\_\_\_\_\_\_\_\_說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| / | 活動：🗆開關舍 🗆宿民大會 🗆宿舍導師講座 🗆自治活動 🗆交流工作坊 🗆其他：\_\_\_\_\_\_\_\_\_工作：🗆冰箱維護 🗆信件管理 🗆巡視公共空間 🗆宿民意見反映及服務 🗆其他:\_\_\_\_\_\_\_\_\_\_\_說明：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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1. 宿舍管理員可參考宿舍幹部所敘述之「工作」項目進行考評、行政人員可參考宿舍幹部所敘述之「活動」項目進行考評、正副舍長及組長針對所有項目進行考評。
2. 本表不敷使用時，請自行列印。

**Assessment Form of Dormitory Cadre in NCU**

|  |
| --- |
| **Dorm：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Name** |  | **Department** |  | **Student ID** |  |
| **Position** |  | **Serving Floor** |  | **Room No.** |  |
| **Description** |
| EventHandling40% | **Introduce the work content briefly** |  |
| **Features of work** |  |
| **Thoughts** |  |
| Work Content40% | **Introduce the work content briefly** |  |
| **Features of work** |  |
| **Thoughts** |  |
| Other20% | **Introduce the work content briefly** |  |
| **Features of work** |  |
| **Thoughts** |  |
| **Rater** |
| **Crew** | **President &****Vice president** | **Management Staff** | **Administrator** | **Section Director** |
| **Comment** |  |  |  |  |
| **Score** | ( Not to exceed 25)) | ( Not to exceed 45)) | ( Not to exceed 15)) | (Not to exceed 15) |
| **Signature** |  |  |  |  |
| **Total Score** |  |

1. This will be examined every semester, floor commissioner will first be commented by president and

vice president, and then president and vice president comments each other, and sequentially valuated by relevant colleagues in the accommodation team.

1. Those who have not reached 70 points in the annual dormitory cadre assessment are unsuitable.

If there are some dissensions, we will refer to the task force for processing

1. This form will be printed out by the dormitory cadres and submitted to the head of the dormitory cadre for compilation. Please submit this form to Student Housing Service Division in the fifteenth week of this semester.

**Assessment Form of Dormitory Cadre in NCU-Staff Record Form**

|  |
| --- |
| **Dorm：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Name** |  | **Department** |  | **Student ID** |  |
| **Position** |  | **Serving Floor** |  | **Room No** |  |
| **Staff Record** |
| / | Actives：🗆Open/Close The Dorm 🗆Residents Conference 🗆Dorm Teacher Lecture 🗆Autonomy Activities 🗆 Communication Workshop 🗆Others：\_\_\_\_\_\_\_\_\_Jobs：🗆 Refrigerator Maintaining 🗆Letter Management 🗆 Patrolling Public Spaces 🗆Residents’ Feedback and Services 🗆Other:\_\_\_\_\_\_\_\_\_\_\_Description:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| / | Actives：🗆Open/Close The Dorm 🗆Residents Conference 🗆Dorm Teacher Lecture 🗆Autonomy Activities 🗆 Communication Workshop 🗆Others：\_\_\_\_\_\_\_\_\_Jobs：🗆 Refrigerator Maintaining 🗆Letter Management 🗆 Patrolling Public Spaces 🗆Residents’ Feedback and Services 🗆Other:\_\_\_\_\_\_\_\_\_\_\_Description:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| / | Actives：🗆Open/Close The Dorm 🗆Residents Conference 🗆Dorm Teacher Lecture 🗆Autonomy Activities 🗆 Communication Workshop 🗆Others：\_\_\_\_\_\_\_\_\_Jobs：🗆 Refrigerator Maintaining 🗆Letter Management 🗆 Patrolling Public Spaces 🗆Residents’ Feedback and Services 🗆Other:\_\_\_\_\_\_\_\_\_\_\_Description:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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1. Dorm managers can assess the “Jobs”. Administrative Assistant can assess the “Activities”. President, vice-president of the dormitory and division leader can assess all of the items
2. When the form is not enough, please print it yourself.