

長榮大學課外活動組海報張貼管理要點

Chang Jung Christian University Extracurricular Activities Section Posters Management Regulations

88.11.25 學生事務委會通過

105.05.02 學生事務處處務會議修正通過

111.01.07 學生事務處處務會議修正通過

Approved on November 25, 1999 by the Student Affairs Committee.

Revised and approved on May 2, 2006 by the Office of Student Affairs Office Affairs Meeting.

Revised and approved on January 7, 2022 by the Office of Student Affairs Office Affairs Meeting.

- 第一條 實施目的：為確立校園整體環境清潔及美觀，並維護校內校行政暨教學單位海報張貼之一致性，特定此管理辦法。
- Article I Purpose: The Regulations are formulated to ensure the overall cleanliness and aesthetics of the campus and to ensure consistency in the posters put up around campus by the University's administrative and teaching units.
- 第二條 張貼地點：
- Article II Locations for posters:
- 一、第一宿舍前兩側之公告欄(限一張)。
 1. Poster walls on both sides of the front of Dormitory 1(limited to one poster).
 - 二、第三宿舍中庭之公告欄(限一張)。
 2. Poster walls in the Courtyard of Dormitory 3 (limited to one poster).
 - 三、第四宿舍中庭之公告欄(限一張)。
 3. Poster walls in the Courtyard of Dormitory 4 (limited to one poster).
 - 四、第四宿舍南側之公告欄(限一張)。
 4. Poster walls on the south sides of Dormitory 4 (limited to one poster).
 - 五、體育館南側之公告欄(限一張)。
 5. Poster wall on the south side of the gymnasium (limited to one poster).
 - 六、第三教學大樓南側之公告欄(限一張)。
 6. Poster walls on the south sides of Teaching Building 3 (limited to one poster).
 - 七、第三教學大樓北側之海報牆(限一張)。
 7. Poster walls on the north sides of Teaching Building 3 (limited to one poster).
- 第三條 實施方式：
- Article III Implementation methods:
- 一、海報製作尺寸，最小以 A4 紙張，最大為 A1 紙張。
 1. Posters must be at least A4 in size and no larger than A1 in size.
 - 二、海報張貼張數以七張為限(七處公佈欄，每處只限一張)。
 2. A maximum of seven posters may be put up (one poster on each of the seven poster walls).

三、海報張貼前請先蓋上單位章，並至課外活動組蓋核准章。

3. Before putting up posters, ensure that the posters are stamped with department seal on and approval stamp from the Extracurricular Activities Section.

四、海報之張貼地點只限於開放的七處公佈欄。校內所有粉 牆、磚牆、玻璃、門、樹...等皆視為違規。

4. Posters may be put up only on the seven poster walls provided. Putting up posters on painted walls, brick walls, glass, doors, trees or other areas on campus shall be regarded as violation of regulations.

五、禁止懸掛布條。

5. Banners are prohibited.

六、海報張貼期限每次為十四天，且海報應在到期日的隔日中午 12 時前清除，若需延長張貼，請於到期前一日至課外組申請展延。

6. Posters may be put up for up to 14 days each time, and must be removed before 12 noon the day after the expiration date. Please apply to the Extracurricular Activities Section for an extension one day before the expiration date.

七、若活動在張貼日算起十四日內結束者，則以活動日期為到期日，亦在活動結束的隔日清除。

7. If an event ends within 14 days from the poster deadline, the end of the event date shall be the expiration date. Posters for an event must be removed the day after the event has ended.

八、海報張貼時請使用無痕膠帶，切勿使用其他類膠帶。張貼時請將海報四周全部貼黏，以防風吹時脫落。

8. Use traceless tape when putting up posters. Do not use any other types of tape. Be sure to securely attach the four corners when putting up posters to prevent them from blowing off.

九、逾期張貼者：課外活動組將通知申請單位撕下該海報，並記點 1 次，若累積 2 次則當學期不得再申請張貼。

9. Overdue poster removal: Will be informed to remove the posters and get penalty point. Once you get two penalty points you are not allowed to apply for any post in that semester.

第四條

Article IV

本辦法經學生事務處處務會議通過後公告實施，修正時亦同。

The Regulations are announced and implemented upon approval by the Office Affairs Meeting of Office of Student Affairs; the same procedures shall apply to any amendments.