

法規名稱：志願服務證及服務紀錄冊管理辦法

發布日期：民國 90 年 04 月 20 日

第 1 條

本辦法依志願服務法第十二條第二項規定訂定之。

第 2 條

志工完成教育訓練者，志願服務運用單位應發給志願服務證及服務紀錄冊（以下簡稱服務證及紀錄冊）。

第 3 條

- 1 服務證內容應包括志願服務標誌、志工姓名、照片、發給服務證之單位、編號等，並由志願服務運用單位製發及管理。
- 2 服務證作為志工服務識別之用，不作其他用途使用。

第 4 條

紀錄冊為志工服務之總登錄，其格式由中央主管機關統一定之，並由中央目的事業主管機關印製。

第 5 條

- 1 志願服務運用單位應造具名冊，並檢具志工一寸半身照片二張，向地方目的事業主管機關申請發給紀錄冊，並轉發所屬志工。不屬地方目的事業主管機關之志願服務運用單位，向中央目的事業主管機關申請。
- 2 前項名冊應記載志工姓名、性別、出生年月日、國民身分證統一編號或護照號碼。

第 6 條

服務證及紀錄冊由志工使用及保管，不得轉借、冒用或不當使用；有轉借、冒用或不當使用情事者，志願服務運用單位應予糾正並註記，其服務紀錄不予採計。

第 7 條

志工轉換志願服務運用單位時，紀錄冊應繼續使用。

第 8 條

紀錄冊有損壞或遺失情事者，志工得請求志願服務運用單位依第五條規定申請發給紀錄冊。

第 9 條

紀錄冊之登錄，由志願服務運用單位指定人員辦理，並應注意下列規定：

- 一、記載服務項目應依實際狀況填寫，服務內容應詳予填列。
- 二、服務時數指實際提供服務之時數，不含往返時間。
- 三、加蓋登錄人名章。

第 10 條

志願服務運用單位對不適任之志工，得收回服務證，並註銷證號。

第 11 條

志願服務運用單位應建立志工之個人服務檔案，以建立完整服務資訊。

第 12 條

目的事業主管機關得隨時抽檢服務證及紀錄冊之使用情形。

第 13 條

本辦法自發布日施行。



Article Content

Title : Regulations on Management of Volunteer Service Certificates and Service Record Books CH

Announced Date : 2001-04-20

Category : Ministry of Health and Welfare (衛生福利部)

- Article 1 These Regulations are enacted pursuant to Paragraph 2, Article 12 of the Volunteer Service Act.
- Article 2 After a volunteer finishes the training, the volunteer service exerciser shall grant him a volunteer service certificate and a service record book (hereinafter referred to as “Service Certificate” and “Record Book”).
- Article 3 A Service Certificate shall include such contents as volunteer service mark, name and photo of the volunteer, the organization granting the certificate, and serial number etc., and shall be fabricated, granted and managed by the volunteer service exerciser.
Service Certificates are used for identification of volunteers, and may not be used for other purposes.
- Article 4 A Record Book records all the services provided by a volunteer, and the format shall be prescribed by the central competent authority; Record Books shall be printed by the central regulating department of objective undertaking.
- Article 5 A volunteer service exerciser shall submit a list of the volunteers and two pieces of half-length photos of each volunteer to the local regulating department of objective undertaking to apply for the record books, and transfer them to the volunteers. The volunteer service exercisers that are not subordinate to local regulating departments of objective undertaking shall claim the record books from the central regulating department of objective undertaking.
The above-mentioned list of volunteers shall include such contents as name, sex, date of birth, and ID card number or passport number.
- Article 6 A Service Certificate and a Record Book shall be used and stored by the volunteer himself/herself, and may not be borrowed to

others, used by someone else, or used inappropriately; otherwise, service exerciser shall correct and record the action, and not adopt the service records.

Article 7 Where a volunteer works for another volunteer service exerciser, the Record Book shall continue to be used.

Article 8 In case of damage or loss of a Record Book, the volunteer may request the volunteer service exerciser to apply for a new Record Book according to Article 5.

Article 9 Registration in a Record Book shall be performed by the personnel designated by the volunteer service exerciser, and attention shall be paid to the following provisions:
1. Service items shall be filled in according to the fact, and service contents shall be listed in detail.
2. Hours of service refer to the hours of providing actual service, and shall not include the round-trip time.
3. The name of the recorder shall be signed and seal stamped.

Article 10 A volunteer service exerciser may call back the Service Certificate of a volunteer who is unfit for the work, and write off the certificate number.

Article 11 A volunteer service exerciser shall establish individual service archives of the volunteers, so as to establish complete service information.

Article 12 Regulating departments of objective undertakings may randomly examine the usage status of Service Certificates and Record Books at any time.

Article 13 These Regulations will take effect as of the date of promulgation.