

YunTech Student Club Advisor Monthly Meeting Attendance Sheet

Club Name			Club Advisor Name	
Meeting Date	Meeting Time	Brief Description of Activity	Number of Participants	Advisor's Signature
y/ m/ d/	From [starttime] To [Endtime]			
y/ m/ d/	From [starttime] To [Endtime]			
y/ m/ d/	From [starttime] To [Endtime]			
y/ m/ d/	From [starttime] To [Endtime]			
y/ m/ d/	From [starttime] To [Endtime]			
y/ m/ d/	From [starttime] To [Endtime]			
y/ m/ d/	From [starttime] To [Endtime]			
y/ m/ d/	From [starttime] To [Endtime]			

Instructions :

- 一、 On-campus club advisors receive NT\$4,000 per semester, while off-campus advisors are paid NT\$755 per hour based on actual teaching hours; clubs meet weekly for two hours, up to 16 weeks per semester, and it's recommended to pause meetings during exam weeks to avoid affecting students' studies; if an advisor conducts a public lecture during club time, the advisor fee should be used, and additional funding from the school should not be requested.
- 二、 Meetings or practices outside regular club sessions should be organized independently to avoid exceeding advisor hours, as any extra hours must be compensated by the club.
- 三、 Submit this form to the Curriculum and Instruction Division by the 5th of the following month; for December, due to annual budget settlement, submit by December 15.
- 四、 Advisor fees are settled and paid at the end of each semester in July and December; fees for January are settled separately and paid in February.