

哈尔滨工业大学（威海）学生社团

**工作日志**

共青团哈尔滨工业大学（威海）委员会制

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**填写说明：**

一、哈尔滨工业大学（威海）学生社团工作日志用于社团日常工作的记录和填写，记录周期为一年度。

二、哈尔滨工业大学（威海）学生社团工作日志的内容主要包括：组织建设、活动开展、财务信息。请各学生社团根据工作实际开展情况如实填写。

# 一、组织建设

## （一）社团信息表

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 社团  信息 | 社团名称 |  | | | | | | |
| 成立时间 |  | 指导单位 | |  | | | |
| 负责人信息 | 姓名 | 院系 | 寝室 | | 联系方式 | | 职务 | 上一学期平均学分绩 |
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|  |  |  | |  | |  |  |
| 指导  教师 | 姓名 | 单位 | | | 联系方式 | | 指导教师签字 | |
|  |  | | |  | |  | |
|  |  | | |  | |  | |
| 机构  设置 | 机构名称 | | | | 职能 | | | |
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| 是否已建立团支部（如有填写下方团支部信息）： | | | | | 是否已建立党支部（如有填写下方党支部信息）： | | |
| 职务 | 姓名 | | 联系方式 | | 职务 | 姓名 | 联系方式 |
|  |  | |  | |  |  |  |
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|  |  | |  | |  |  |  |
| 社团活动情况 |  | | | | | | | |

## （二）换届信息表

社团编号： 社团名称： 换届时间：

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 姓名 |  | 性别 |  | 政治面貌 |  | 一寸照片 |
| 专业 |  | 学号 |  | 寝室号 |  |
| 手机号码 |  | | | QQ |  |
| 个  人  工  作  简  历 |  | | | | | |
| 获  奖  情  况 |  | | | | | |
| 社团工作心得体会 | 负责人签字： | | | | | |
| 指导老师评语：  指导老师签字： 日期： 年 月 日 | | | | | | |

## （三）指导教师信息表

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 姓 名 |  | 性 别 |  |  |
| 民 族 |  | 出生年月 |  |
| 院 系 |  | 政治面貌 |  |
| 职 务 |  | 联系方式 |  |
| 教师  基本  情况  简介 |  | | | |

## （四）指导老师交流总结表

|  |  |  |  |
| --- | --- | --- | --- |
| 社团名称 |  | 交流日期 |  |
| 会长 |  | 联系方式 |  |
| 与会人员 |  | | |
| 指导老师 |  | | |
| 交流内容 |  | | |
| 指导老师评语 |  | | |
| 会长总结 |  | | |

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| --- | --- | --- | --- |
| 社团名称 |  | 交流日期 |  |
| 会长 |  | 联系方式 |  |
| 与会人员 |  | | |
| 指导老师 |  | | |
| 交流内容 |  | | |
| 指导老师评语 |  | | |
| 会长总结 |  | | |

# 二、活动开展

## （一）项目化活动实施计划书

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 项目名称 | | | |  | | | | | | | | | | | 申报项目类别 | | | | 星级 | |
| 项目类型 | | | | A.公益类 | | | | | B.文艺类 | | C.体育类 | | | | D.讲座类 | | | E.实践类 | | F.其他 |
| 项目组  负责人 | | | | 姓名 | |  | | | | 班级 | |  | | | 宿舍 | | |  | | |
| QQ | | | | |  | | | | | | 移动电话 | | |  | | |
| E-mail | | | | |  | | | | | | | | | | | |
| 实施时间 | | | |  | | | | | | | | | | | 计划参加人数 | | |  | | |
| 指导教师 | | | |  | | | | | | | | | | | 经费责任人 | | |  | | |
| 合作单位 | | | | | | | | 负责人/联系方式 | | | | | | | 项目分工 | | | | | |
|  | | | | | | | |  | | | | | | |  | | | | | |
|  | | | | | | | |  | | | | | | |  | | | | | |
| 时间进度 | 日 期 | | | | 事 项 | | | | | | | | | 地 点 | | | | 项目组内责任人 | | |
|  | | | |  | | | | | | | | |  | | | |  | | |
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| 项目组成员 | 姓 名 | | | | 系别 / 年级 / 职务 | | | | | | | | | 联系方式 | | | | 项目组内分工 | | |
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| 校内外联系 | 请求对象 | | | | 目 的 | | | | | | | | | | | | | 项目组联系人 | | |
|  | | | |  | | | | | | | | | | | | |  | | |
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| 经费预算 | 项目明细 | | | | | | | | 金 额 | | | | | 项目明细 | | | | 金 额 | | |
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| 其中：自筹经费来源： 自筹经费金额： | | | | | | | | | | | | | | | | 项目合计金额 | | | 元 |
| 赞助单位 | | | | | | | | | 赞助形式\数量\金额 | | | | | | | | | | | |
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| 项目组织方式构想 |  | | | | | | | | | | | | | | | | | | | |
| 计划书填写人 | | | | | | |  | | | | | | 计划书拟稿时间 | | |  | | | | |
| 备注 |  | | | | | | | | | | | | | | | | | | | |
| 附件 | 编号 | | 附件名称 | | | | | | | | | | | | | | | | | |
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| 指导教师意见 | | 签名: 年 月 日 | | | | | | | | | | | | | | | | | | |
| 社团管理部意见 | | 签字： 年 月 日 | | | | | | | | | | | | | | | | | | |
| 团委  意见 | | 签字 年 月 日 | | | | | | | | | | | | | | | | | | |

## （二）项目化活动实施进程跟进表

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 活动进程 | 日期 | | 内容 | | |
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| 赞助 | 赞助单位 | | | 赞助资金 | 赞助物品及数量 |
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| 资金实际使用 | 细 目 | | | 金 额 | 备 注 |
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| 总额： | | | | |
| 其他 |  | | | | |
| 附件 | 编号 | 附件名称 | | | |
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## （三）项目化活动总结

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| --- | --- | --- | --- |
| 活动情况小结 |  | | |
| 活动的经验和不足 | 签字： 年 月 日 | | |
| 附件 | 编号 | | 附件名称 |
|  | |  |
|  | |  |
|  | |  |
| 指导教师  评语 | |  | |
| 社团管理部意见 | |  | |
| 团委  意见 | |  | |

# 三、财务信息

## （一）经费预算表

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 社团名称 |  | | | | |
| 活动名称 |  | | 举办时间 | |  |
| 物品名称 | 单价（元） | 数量 | | 合计（元） | |
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| 总计（元） | （注：大写） | | | | |
| 社团管理部意见 | 社团管理部负责人签字：  年 月 日 | | | | |
| 备注 |  | | | | |

## （二）财务记录表

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 社团名称： | | | | 年 月 日—— 年 月 日 | | | 指导单位： | | |
| 日期 | | 序号 | 单据（发票类型+张数） | 用途  （活动全称） | 摘要 | 金额 | | | 经手人签字 |
| 月 | 日 | 单价 | 数量 | 总额 |
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|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | 本期合计 | 总额 |  |  | ￥ | Xxx |
| 页码：1 | |  |  |  | 联系人： |  | 联系方式： | | |