**山西大学**

**学生社团年审自评报告**

社团名称：

社团负责人：

指导教师签字盖章：

**2021年 月 日**

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注：目录中列出的每一项都要在正文中列出，各个社团须做好本次填写工作。

**一、社团活动总结**

（1500字以内）

**二、社团章程**

1.章程格式要求：分为总则、分则以及附则三部分。

2.章程内容：

总则中包括社团基本信息介绍、设团发展理念、社团原则等内容（具体可以根据不同社团不同情况进行增加项目）；

分则中包括社团组织机构介绍（分述不同职位职权）、社团换届（换届时间、流程、方式、培训等内容）、社团成员管理（社员注册方式、社员权利义务、加分证明发放要求、社员清退规则等内容）、社团财务管理制度（职务职责等）、社团活动管理制度（活动管理模式、开展方法等）；

附则不同社团根据具体情况自行填写。

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| **三、\*\*社团成员花名册** | | | | | | | |
| 序号 | 姓名 | 职务 | 性别 | 学院 | 专业班级 | 籍贯 | 联系方式 |
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| **四、\*\*社团活动一览表[[1]](#footnote-0)** | | | | | |
| 序号 | 活动名称 | 活动时间 | 活动地点 | 参与人数 | 活动简介 |
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**五、社团活动照片及新闻截图**

1. **社团新媒体平台运营记录**

**1.xxxx年x月x日，在xx平台发表《xxxx》,总浏览量：xx人次**

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| **七、\*\*社团经费收支记录** | | | | | |
| 序号 | 日期 | 项目 | 摘要 | 收入 | 支出 |
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| 总计： | | | |  |  |
| 余额： | | | | | |

**八、其它特色工作证明材料**

**九、对学校学生社团建设管理的意见和建议**

1. 注：社团活动仅指社团自身组织的、符合社团章程的活动，不仅包括业务指导单位布置的业务工作、社团内部会议。 [↑](#footnote-ref-0)