

銘傳大學 服務學習通過認證校外機構名冊

Ming Chuan University Service-Learning Position Requirements (Off-campus Institutions Approved for Service-Learning)

注意事項：Notes:

1. 凡校外實作服務皆需繳回服務學習實作申請書及服務時數紀錄表。

Students who participate in off-campus service must turn in a Service-learning Internship Application and Service Hour Record.

2. 除通過校內認證機構外，同學亦可自行接洽非營利機構(如創世基金會、伊甸基金會、教會)、公家機關(如中小學、警察局、消防局、市立圖書館)從事服務，需另繳回服務證明單。

Besides the institutions approved by the university, students are allowed to contact other nonprofit institutions (such as Genesis Social Welfare Foundation, Eden Social Welfare Foundation and churches), government units (such as junior high schools, elementary schools, police office, fire stations, and municipal public libraries) for service-learning internships. However, the certificate of service must be turned in to the university.

3. 所有表格皆可自銘傳大學前程規劃處網頁中下載，或至服務學習組辦公室領取。

All the above forms can be downloaded from the website of MCU Career Planning and Counseling or picked up at the Service Learning Section Office.

編號 No.	機構名稱 Institution	聯絡人/督導 Contact Person/ Supervisor	電話 Telephone No.	工作內容 Job Description	機構地址 Institution Address
1	中華光鹽志工協會 China Light & Salt Volunteer Association	阮芬芳小姐 Ms. Ruan, Fen-Fang	02-23711867	有聲書後製、活動支援 Assist in audio book production and activities	100 台北市中山北路 1 段 2 號 9 樓 902 室 9F.-902, No.2, Sec. 1, Zhongshan N. Rd., Zhongshan Dist., Taipei City 104, Taiwan (R.O.C.)
2	天主教善牧基金會 Good Shepherd Social Welfare Services	林小姐 Ms. Lin	02-23830650 #16	以專案形式進行服務宣導、發票箱設置洽談、發票回收、發動發票 募集活動、協助公益慈善義賣 Promote service through programs, negotiate the placement of invoice boxes, retrieve invoices, launch the activity of invoice collection, and assist in charity bazaars	100 台北市中山北路一段 2 號 11 樓 1100 室 11F.-1100, No.2, Sec. 1, Zhongshan N. Rd., Zhongshan Dist., Taipei City 104, Taiwan (R.O.C.)
3	臺北市 131fun 心玩親子館 Taipei City 131fun Parent-Child Recreation	馮麗珊小姐 Ms. Fong, Li-Shan	02-23326131 #106	萬能志工： Versatile Volunteers: a、協助民眾入館	100 台北市中正區三元街 131 號 No.131, Sanyuan St., Zhongzheng Dist., Taipei City 100, Taiwan (R.O.C.)

	Center			<p>Facilitate individuals to enter the Center</p> <p>b、 陪同幼兒遊戲並看顧安全 Play with the children and look after their safety</p> <p>c、 環境維護及教玩具消毒工作 Maintain a clean environment and sanitize the toys</p> <p>d、 館內行政工作(如：活動材料準備、資料整理...等) Handle administrative tasks (e.g. activity materials preparation, information organization, etc...)</p>	
4	<p>臺北市福安兒童服務中心 Taipei Fu An Child Service Center</p>	<p>柳亭姘小姐 Ms. Liou, Ting-Wun</p>	<p>02-23391305 #301</p>	<p>(1) 行政組：a、服務台接聽電話、接待民眾 b、協助行政工作 (如：剪報掃描、資料整理、對發票、活動道具製作等) Administrative Section: a. Information Counter Operator, reception tasks b. Provide assistance in administrative tasks (e.g. newspaper scanning, information organization, check invoices and activity props, and create teaching materials)</p> <p>(2)活動組：a、陪伴兒童遊玩 b、協助玩具借還及清潔 c、看顧兒童安全 d、書籍整理 Activity Section: a. Take care of children and play with them, b. Provide assistance in checking in/out the toys and cleaning them c. Make sure children are safe, d. Organize books</p>	<p>100 台北市中正區汀州路一段 123 號 No.123, Sec. 1, Tingzhou Rd., Zhongzheng Dist., Taipei City 100, Taiwan (R.O.C.)</p>
5	<p>臺北市士林親子館 Taipei ShihLin Parent-Child Center</p>	<p>陳安妮小姐 Ms. Chen, An-Ni</p>	<p>02-28830262 #111</p>	<p>(1) 協助開館 Assist with opening the Center</p> <p>(2) 幼童遊戲安全維護 Make sure children are safe during play</p> <p>(3) 陪伴幼童遊戲 Play with children</p> <p>(4) 館內簡易文書處理 Use simple office-related programs to complete Center tasks</p>	<p>111 台北市士林區基河路 130 號 1 樓 1F., No.130, Jihe Rd., Shilin Dist., Taipei City 111, Taiwan (R.O.C.)</p>

				(5) 閉館後玩具清潔與消毒 Clean and sanitize the toys after hours	
4	忠義基金會 Zhong Yi Social Welfare Foundation	康瑞崕小姐 Ms. Kang, Ruei-Cyun	02-29302600	1.協助行政事務如行政櫃台值班、網頁更新、會訊郵寄、資料統計、海報製作、活動支援等。 Assist in administrative affairs, such as taking front desk shifts, renewing website, mailing News, compiling statistics, producing posters and assisting in activities 2.可接受一日志工服務 One-day volunteer service is acceptable	台北市文山區景興路 85 巷 12 號 No.12, Ln. 85, Jingxing Rd., Wenshan Dist., Taipei City 116, Taiwan (R.O.C.)
5	台灣關愛之家協會 Harmony Home Association, Taiwan	總機 Central Operator	02-22393805	處理機構內各項事務、安置兒童之陪伴照護工作及居家整理清潔工作 Deal with the affairs of the association, arrange to accompany children, and do housework	文山志工服務中心 台北市文山區興隆路 3 段 247 號 No.247, Sec. 3, Xinglong Rd., Wenshan Dist., Taipei City 116, Taiwan (R.O.C.)
6	士林靈糧堂 Bread of Life Christian Church in Shilin	林美燕小姐 Ms. Lin Mei-Yan	02-28803408	協助弱勢學生(國小)擔任課業陪讀班的課輔老師(PS 數理優更佳) Assist disadvantaged students (elementary school) by being an academic counseling tutor (best to be good at math and science)	111 台北市士林區承德路四段 170-1 號 No.170-1, Sec. 4, Chengde Rd., Shilin Dist., Taipei City 111, Taiwan (R.O.C.)
7	法律扶助基金會-士林分會 Shihlin Branch, Legal Aid Foundation	陳靜宜小姐 Ms. Chen, Jing-Yi	02-28825266 #208	櫃台接待、檔案登錄與歸檔、電話預約與隨案紀錄(PS 法律相關學系為優先) Front desk reception, filing and compilation of records, telephone registration and case record (priority for law students)	111 台北市士林區文林路 338 號 7 樓之 2 7F.-2, No.338, Wenlin Rd., Shilin Dist., Taipei City 111, Taiwan (R.O.C.)
8	財團法人桃園縣私立寶貝潛能發展中心 Taoyuan County Non-profit Corporation Baby Development Center	陳美谷主任 Chair, Chen Mei-Gu 宋金京小姐 Ms. Song, Jin-Jing	03-3328338	兒童關懷、活動支援 Care for children and assist in activities	330 桃園市新生路 165 號 4 樓 4F., No.165, Xinsheng Rd., Taoyuan City, Taoyuan County 330, Taiwan (R.O.C.) http://www.baby-center.org.tw/
9	中華民國紅十字會台灣省桃園縣支會 Taoyuan County Branch,	趙夏萍小姐 Ms. Zhao Xia-Ping	03-3327609	處理急救開班資料建檔、急救證書製作及居家服務問安、備災中心準備 Compile first aid class files, produce first aid certificates, follow up after in-home service and prepare disaster	330 桃園市縣府路 1 號 7 樓 7F., No.1, Xianfu Rd., Taoyuan City, Taoyuan County 330, Taiwan (R.O.C.)

	The Red Cross Society of the Republic of China			response center	http://www.redcross.org.tw
10	財政部台灣省北區國稅局桃園分局 Taoyuan County Branch, National Tax Administration Northern Taiwan Province, Ministry of Finance	林小姐 Ms.Lin	03-3396511 #416	稅務資料整理、外僑資料處理、申報資料整理、租稅教育宣導 Compile tax files, deal with the information of overseas Chinese, compile data for tax declaration, promote the education of land tax and other levies	330 桃園市三元街 150 號 No.150, Sanyuan St., Taoyuan Dist., Taoyuan City 330, Taiwan (R.O.C.) http://www.ntx.gov.tw/FrontEnd/Index_1024.asp
11	世界和平會(兒少關懷中心) World Peace League (Children Care Center)	徐先生 Mr. Hsu	03-4617077 #205	行政文書服務、愛心義賣、發票募集、兒童關懷等活動 Assist in administrative affairs, charity bazaars, invoice collection, and child care	桃園市中壢區普義路 175 號 2 樓 2F., No.175, Puyi Rd., Zhongli Dist., Taoyuan City 320, Taiwan (R.O.C.) http://www.kidshelp.org.tw
12	GYSO 桃園青年志工中心 (怡仁愛心基金會) Taoyuan Youth Volunteer Center	王朝來先生 Mr. Wang, Chao-Lai	03-3395898	兒童關懷服務問安、活動支援 Assist in child care and activities	330 桃園市三民路三段 106 號 R 樓 RF., No.106, Sec. 3, Sanmin Rd., Taoyuan City, Taoyuan County 330, Taiwan (R.O.C.)
13	社團法人桃園市自閉症協進會 Taoyuan County Non-profit Corporation Autism Association	曹湘怡小姐 Ms. Cao, Syang-Yi	03-3386117	活動志工支援、活動宣導軟體設計 Assist in activities and software design for promoting activities	桃園市桃園區南華街 77 號 9 樓之 1 9F.-1, No.77, Nanhua St., Taoyuan Dist., Taoyuan City 330, Taiwan (R.O.C.)