**内部资料**

**注意保存**

**中国民主促进会宁波市委员会**

**支部工作手册**

（　　　 年度）

支部名称

支部主任

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**说 明**

（一）为了切实加强基层组织建设，使基层组织工作规范化、制度化，全面推进目标管理，特编印《支部工作手册》。

（二）本手册是基层组织全年主要工作的实录，是基层组织进行工作总结和上级组织开展检查、考核工作的主要依据。凡基层组织的工作安排、总结以及由基层组织举行的会议、活动等内容都应如实及时记载。

（三）本手册由基层组织负责人或组织委员负责填写、保管。年终交上级组织检查、考核完毕后，交回各支部自行保管、存档。

（四）各基层组织应以积极、认真的态度，实事求是地填写工作手册，并注意与实践相结合不断总结基层组织工作的经验，提高基层组织工作的水平，使基层组织工作上一个新台阶。

**中国民主促进会浙江省委员会**

　　 　二○○四年一月

**支 委 通 迅 录**

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| --- | --- | --- | --- | --- | --- |
| 姓 名 | 通 信 地 址 | 邮 编 | 单位电话 | 家庭电话 | 移动电话 |
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**支委会分工情况**

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| --- | --- |
| 姓　名 | 分　 管　 工 　作 |
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**支委会工作记录**

|  |  |  |
| --- | --- | --- |
| 月  日 | 活　动　内　容 | 参加人员 |
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**支 部 年 度 工 作 计 划**

（说明：可将工作计划打印稿、誊抄稿贴在此页）

**会员参加基层组织活动点名登记**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 序号 | 日期  姓名 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 16 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 17 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 18 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 19 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 20 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 21 |  |  |  |  |  |  |  |  |  |  |  |  |  |

说明：参加活动者在相应的空格内打“√”，因事因病请假者打“O”，无故缺席者打“×”。

**会员参加基层组织活动点名登记**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 序号 | 日期  姓名 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| 22 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 23 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 24 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 25 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 26 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 27 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 28 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 29 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 30 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 31 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 32 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 33 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 34 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 35 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 36 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 37 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 38 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 39 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 40 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 41 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 42 |  |  |  |  |  |  |  |  |  |  |  |  |  |

说明：参加活动者在相应的空格内打“√”，因事因病请假者打“O”，无故缺席者打“×”。

**会员参加基层组织活动点名登记**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 序号 | 日期  姓名 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| 22 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 23 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 24 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 25 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 26 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 27 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 28 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 29 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 30 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 31 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 32 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 33 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 34 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 35 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 36 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 37 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 38 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 39 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 40 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 41 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 42 |  |  |  |  |  |  |  |  |  |  |  |  |  |

说明：参加活动者在相应的空格内打“√”，因事因病请假者打“O”，无故缺席者打“×”。

**组 织 活 动 情 况 记 录**

|  |  |  |  |
| --- | --- | --- | --- |
| 月日 | 活 动 内 容 | 参加人数 | 机关  参加人员 |
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**组 织 活 动 情 况 记 录**

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| --- | --- | --- | --- |
| 月日 | 活 动 内 容 | 参加人数 | 机关  参加人员 |
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**会费收缴情况记录**

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| 序号 | 姓 名 | 会费 | 序号 | 姓 名 | 会费 | 序号 | 姓 名 | 会费 |
| 1 |  |  | 22 |  |  | 43 |  |  |
| 2 |  |  | 23 |  |  | 44 |  |  |
| 3 |  |  | 24 |  |  | 45 |  |  |
| 4 |  |  | 25 |  |  | 46 |  |  |
| 5 |  |  | 26 |  |  | 47 |  |  |
| 6 |  |  | 27 |  |  | 48 |  |  |
| 7 |  |  | 28 |  |  | 49 |  |  |
| 8 |  |  | 29 |  |  | 50 |  |  |
| 9 |  |  | 30 |  |  | 51 |  |  |
| 10 |  |  | 31 |  |  | 52 |  |  |
| 11 |  |  | 32 |  |  | 53 |  |  |
| 12 |  |  | 33 |  |  | 54 |  |  |
| 13 |  |  | 34 |  |  | 55 |  |  |
| 14 |  |  | 35 |  |  | 56 |  |  |
| 15 |  |  | 36 |  |  | 57 |  |  |
| 16 |  |  | 37 |  |  | 58 |  |  |
| 17 |  |  | 38 |  |  | 59 |  |  |
| 18 |  |  | 39 |  |  | 60 |  |  |
| 19 |  |  | 40 |  |  | 61 |  |  |
| 20 |  |  | 41 |  |  | 62 |  |  |
| 21 |  |  | 42 |  |  | 63 |  |  |

**支部经费收支情况记录**

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| **收**  **入** | 上年结存： |
| 本年会费： |
| 单位拔付： |
| 上级委员会拔付： |
| 其他来源： |
| **支**  **出** |  |
| **本年结余** |  |
| **备注** |  |

**会员参加会务活动情况记录**

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| --- | --- | --- | --- |
| 月  日 | 姓 名 | 活 动 内 容 | 主办部门 |
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说明：“会务活动”指参加上级委员会、专门工作委员会、总支等组织的活动。

**会员建言献计情况记录**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 时间 | 姓 名 | 建 言 献 计 题 目 | 送交部门 | 采用情况 |
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**会员参与调研和撰写提案情况记录**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 时间 | 姓 名 | 调研(或提案)题目 | 完成形式 | 采用情况 |
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说明：“完成形式”指支部独立完成调研课题，或参与上级委员会组织的调研。

“采用情况”指调研课题被上级委员会采用或作为提案提交某级政协。

**会员受到表彰及奖励记录**

|  |  |  |  |
| --- | --- | --- | --- |
| 时间 | 姓 名 | 获得奖励及表彰的名称 | 表彰及授奖单位 |
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**支部年度工作总结**