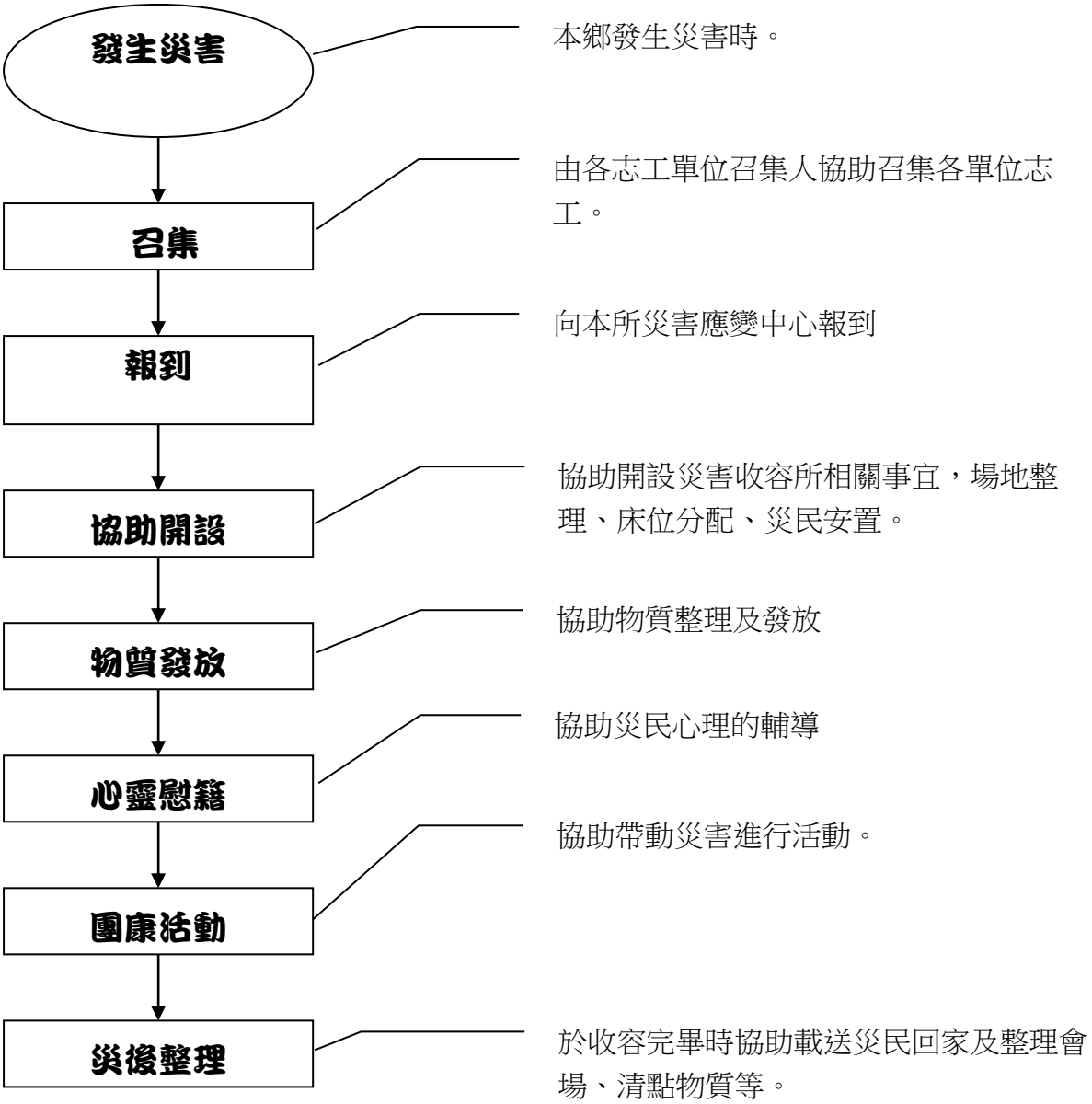池上鄉公所志工服務流程