

BOARD RESOLUTION

WHEREAS, _____
(Name of Corporation/Organization/Association)

Resolve to raise funds for the _____
(State objectives/purposes)

RESOLVED, as it is hereby resolved, that each and every one of the Officers pledge to assume full responsibility for all contributions and funds received. That we will limit the administrative expenses incident in the holding of the fund drive to no more than thirty percent (30%) of the gross income and/or the balance of seventy percent (70%) to be appropriated for the said project. In case funds are raised solely through voluntary contributions, administrative expenses shall be limited to ten percent (10%) of the total collection.

RESOLVED, that no person involved in the fund raising shall get any share from the proceeds to be derived therefrom and that only lawful means shall be employed during the fund drive.

RESOLVED finally, to authorize _____ as the sole
(Name of Authorized Representative/s)
Representative of the organization to represent in the filling-up of necessary application with the DSWD _____
(Standards Bureau/Field Office and Address)

IN VIEW OF THE ABOVE, the following persons are the only authorized agents who will be involved in the conduct the solicitation/fund drive.

Name of Authorized Solicitors/Agents/ Partner Agencies	Business Address	Email Address	Contact Numbers	Nationality (if foreign, pls. indicate BID clearance/working visa number and date)

UNANIMOUSLY APPROVED:

GOVERNING BOARD OFFICERS/MEMBERS		Position	Nationality (if foreign, pls. indicate BID clearance/working visa number and date)	Residential Address	Email Address	Contact Numbers
Full Name	Signature					

Approved by:

Chairman/President of the Board

Certified Correct

Corporate Secretary

SUBSCRIBE AND SWORN to before me the undersigned Notary Public for and in _____, this _____ Day of _____ at _____ by _____ with Community Tax Certificate no. _____ issued at _____ on _____.

NOTARY PUBLIC