

BOY SCOUTS OF THE PHILIPPINES

National Office

Manila

05 March 2013

NATIONAL OFFICE MEMORANDUM

Number 09 s. 2013

TO : Regional Scout Directors, Council Scout Executives & Officers-In-Charge

SUBJECT : AUTHORIZATION FOR NAFCO WITHDRAWAL

1. As approved by the National Executive Board, the NaFCO shall only be used for the following:
 - a) Registration fees for Training Course/Event (Regional and National level only)
 - b) Conduct of Council Adult Leaders Training Courses/Events
 - c) Scout activities such as Jamborees, rallies, camporees and other events
 - d) Awards for Adult Leaders and Scouts
 - e) Purchase of Training/Program Manuals and Reference Materials
 - f) Purchase of office equipment like typewriter, fax machine and computers where other Local Council funds cannot meet such.

2. In order to expedite action on requests for NaFCO withdrawal, the following guidelines are hereby prescribed:
 - a) Properly accomplished Authorization for NaFCO withdrawal should be duly signed by the Council Scout Executive, the Council Treasurer and the Council Chairman in the prescribed form. In the same manner, minutes of the Local Council Executive Board/Executive Meeting where a Resolution was approved for the total amount to be withdrawn shall be enclosed therein to confirm that withdrawals are valid. In some cases, a resolution may do. Both documents requires original signature of concerned officers.
 - b) Withdrawals of NaFCO fund shall be granted only to Local Councils who meet the following requirements (NEB approved 28 May 1986).
 - 1) Local Council whose membership coverage is not less than 20% against potential (NHQ Memo No. 23 s. 1986).
 - 2) 85% of the Council Executive Board Members must be registered (NHQ Memo No. 23 s. 1986)
 - c) NaFCO withdrawal shall be filed 20 days before the start of any Council/Regional/National activity.

3. All Council Scout Executives and Officers-In-Charge are hereby directed to issue an official receipt to the National Office for fund withdrawn from the NaFCO. Likewise, National Office shall issue official receipts to Local Councils who shall charge payments from the NaFCO.

4. This rescinds all other National Office Memoranda previously issued relative to this subject.



J. RIZAL C. PANGILINAN
Secretary General