

**SAMPLE OF AN AUTHORIZING RESOLUTION**

The following sample resolution is a model for the authorizing resolution required of all responsible units. The resolution will authorize the representative to sign and submit the Recycling Grants to Responsible Units grant application and annual report of recycling activities and actual expenditures. The representative must be an official or employee of the responsible unit.

Municipality Code \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**RESOLUTION**

WHEREAS, \_\_\_\_\_ hereby requests financial assistance under  
(name of responsible unit)

s. 287.23 and s. 287.24, Wis. Stats., Chapters NR 542, 544, Wis. Admin. Code, for the purpose of planning, constructing or operating a recycling program with one or more components specified in s. 287.11(2)(a) to (h), Wis. Stats.,

THEREFORE, BE IT RESOLVED, that \_\_\_\_\_ HEREBY AUTHORIZES  
(name of responsible unit)  
\_\_\_\_\_, an official or employee of the responsible unit, to act  
(authorized representative **position**)

on its behalf to: Submit an application to the Department of Natural Resources for financial assistance under s. 287.23 and s. 287.24, Wis. Stats., Chapters NR 542, 544, Wis. Admin. Code; Sign necessary documents; and Submit a final report.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

I hereby certify that the foregoing resolution was duly adopted by \_\_\_\_\_

at a legal meeting on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

## INSTRUCTIONS

The authorized representative must be either an employee or an official of the responsible unit (RU). This may be accomplished in one of two ways. On the resolution you may name a person, or you may name a position or office, such as "town clerk," as the responsible unit's authorized representative. It is preferable to name a position/title (Clerk, Chairman, etc.) rather than a person in order to reduce the number of times the resolution needs to be changed and re-submitted.

### **Person**

If you name a person, and that person later leaves his/her position or office, you must pass a new resolution to authorize another person to act as the authorized representative of the responsible unit.

- Please notify the DNR Recycling Grant Manager listed below to provide the new person's name, title, address, phone number and email address.

### **Office/Position**

If the resolution names a position/title and there is subsequent turnover in that office, you do not need to pass a new resolution as long as the new authorized representative has the same position/title.

- You will need to email the new authorized representative's name, title, address, phone number and e-mail address to the Recycling Grant Manager listed below so that our records can be updated.

**If you need to update the authorizing resolution please provide a copy to the DNR Recycling Grant Manager as soon as possible.**

**Email:** [DNRRecycling@Wisconsin.gov](mailto:DNRRecycling@Wisconsin.gov)

**Wisconsin DNR  
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