



ICRM Fundraising Policy and Procedure

The purpose of this Fundraising Policy and Procedure is to provide comprehensive fundraising criteria and guidelines in the spirit of the Islamic Center of Rolla Missouri (ICRM) mission and constitution, to promote ICRM operation and to protect its viability.

Policy:

- I. ICRM may provide venues and premises for fundraising to legitimate charitable entities that qualify as public charities under section 501 (c) (3) of the United States Internal Revenue Service (IRS) Code, at the sole discretion of the ICRM board. The current IRS database of organizations eligible to receive tax-deductible charitable contributions is available at <http://www.irs.gov/Charities-&Non-Profits/Exempt-Organizations-Select-Check>.
- II. The fundraising would be for community building projects, social services, educational projects, natural disasters and catastrophes. Fundraising preference, especially during the holy month of Ramadan, will be for the ICRM [Rolla Area Muslim Community] Projects.
- III. All fundraising requests should be submitted (using fundraising application request form) at least month and half (6 weeks) prior to the event. A response will be sent out to the organization within 2 weeks after providing all of the requested documents.
- IV. ICRM allows only one fundraising per calendar year for each organization.
- V. ICRM has the privilege to cancel or reschedule any fundraising due to last minute commitments and unpredicted occasions. In that case, requesting organization would be notified in advance no later than one week closer to the actual fundraising date.
- VI. Failure to comply with one or all of these regulations may result in consequences up to and including forfeiture of funds collected.

Procedure:

The following documents need to be submitted (preferred via email along with **Application to Fundraise in ICRM**) at the time of request:

1. IRS tax exemption certificate [501(c) (3) statement].
2. Certificate of incorporation in home state.
3. Signed letter of intent for fundraising on organization's letter head.

I. ICRM *Da'wah* Committee Coordinator shall be notified and agreed if the requested date is Friday, and the fundraiser (Imam or representative) is leading the Friday (*Jumu'ah*) sermon. The sermon/Khutbah shall focus on Iman, Quran and Sunnah attributes. The sermon shall be devoid of any political message.

II. The announcement to introduce the external organization/person will be made by ICRM President or representative.

III. All literature (brochures, flyers, pamphlets) to be used or distributed for fundraising purposes shall be pre-approved by ICRM President or his/her designee before its distribution to the congregation. The material will be placed in the entrance on a table outside the prayer hall. No posters, flyers, etc. are permitted to be taped or pinned on any walls through the ICRM facility.

IV. The collected donations will be deposited into ICRM accounts, then a check for the total amount will be mailed to the fundraising organization (**the check will be written to the legal name of the organization as provided in the legal documents**).

Note: (1) Please fill all the required information. (2) The form need to be filled by acrobat reader or any software support PDF files. (3) The A, B, C, D, and E information table need to fill by the applicant. (4) The fundraiser need to have an original printed copy of the form in the day of the event. (5) A electronic copy of the form and required documents need to be sent to icrm.masjid@gmail.com. (6) In case of Friday prayer will be given by the fundraiser the Kateb need to be at ICRM masjid before 1:00 pm

Application to Fundraise in ICRM:

Before submitting the below form, please make sure you have read and understood our fundraising policies.

(Yes, No)* Today's Date:

A, Organization Information*		
Organization Name:		
Tax ID:		
Address:		
City:	State:	Zip:
Telephone:	Fax:	
Organization Email:	Website:	
Brief description of organization:		

B, Contact Person Information	
Full Name:	Cell Phone:
Email:	
I am an organization officer: Yes, No	
Position in the organization:	
If the person on the contact isn't an official officer of the organization a letter for the president of the organization is required to present the organization	

C, Fundraising Information * (Please provide a short explanation of the project for which the raised funds are intended to support)!			
Purpose of fundraising:			
Box in ICRM Masjid , Fundraising table , Bulged forms			
We want the donation box to stay in the masjid for, A week , A month, 3 Months			
Does the fundraising include Friday prayer : Yes , No			

D, Friday Prayer Imam Information	
Full Name:	
<i>Khutbah</i> topic:	
Is the <i>Khateeb</i> good reciter of Quran in Arabic? Yes, No	
If No ICRM Da'wah committee will assign someone to lead the Friday prayer after <i>Khutbah</i> .	
Please notice that Friday prayer starts at 1:15 pm until 1:45 pm	

E, Please mark the equipment that you may need during the event	
Laptop	Projector
Table	Stands
Donation Boxes	Others:

Applicant Name:

Applicant Signature:

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F, Fill by ICRM Shura	
Meeting date:	
The request has been:	
Completely Approved ,	Approved with :
Completely rejected:	
Reasons for rejection:	

ICRM Shura chairman Name:

Signature:

G Fill by ICRM Treasurer (Need to be filled in the right after the event)							
Cash			Checks				
Bill	#	Amount	Name	Check #	Amount	To ICRM	
\$1			1			Yes,	No
\$5			2			Yes,	No
\$10			3			Yes,	No
\$20			4			Yes,	No
\$50			5			Yes,	No
\$100			6			Yes,	No
Total Cash			Total Checks Amount				
Total raised							
Check issued to							
Check #							
Check Amount							
Notes :							

ICRM Treasurer

Fundraiser presentative

Name:

Name:

Signature:

Signature:

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