

Islamic Center of Irving

**ICI
Fund Raising
Policy
2008**



Islamic Center of Irving



1. Policy Scope:

This policy voids all the policies previously issued before January 1, 2008. It applies to all organizations and entities that request(s) fund raising at Islamic Center of Irving (ICI) or at other facilities owned by ICI.

2. Policy Purpose:

Fund raising requests and schedules are approved by Islamic Center of Irving to be conducted at ICI facility for requests related to business, recreation, disaster, and other reasons. This policy provides the guidelines and procedures to be followed by requesting organizations when planning for fund raising at Islamic Center of Irving.

3. Supersedures:

This policy supersedes and cancels: Any document that provides information contrary to the information contained in this policy.

4. Reason for Issuance:

This policy is being issued to provide an update on fund raising requests and schedule procedures at Islamic Center of Irving. It incorporates significant changes from previous ICI policies. Read the entire policy to ensure familiarity with the new information.



5. Responsibility:

This policy was published by the Islamic Center of Irving management and administration department.

6. Disclaimer:

The information contained in this policy might not be applicable in all circumstances and is subject to change without notice. By using this policy, the user agrees that ICI has no liability (to extent permitted by applicable law) for any general consequential, incidental, special or punitive damages that might result.

This policy is not a contract in any form, although adherence to these standards is a condition of engagement. Organizations requesting are on an “at-will” basis, which means that either the requesting organization or the Islamic center of Irving can cancel the request at any time and for any or no reason, with or without notice, and with or without cause.

7. General Policies:

- ICI has stated its vision, mission, and goals. Organizers and leaders of any organization accept responsibility to ensure that their activities do not violate ICI vision, mission, and goals.
- ICI is a Non-Profit tax-exempt organization registered with the Internal Revenue Service under revenue code 501-C3.
- ICI is a multi-ethnic, multi-racial, multi-lingual, no-sectarian, diverse and open community committed to full and equal participation and involvement of men and women who are



members of ICI and subscribe to accept its rules, regulations and procedures.

- ICI is committed to civic and civil engagement with communities of other faiths and society at large.

8. Fundraising request application policies:

- All fundraising requests should be applied using fund raising application request form. No fundraising would be accepted or approved through any different means except the application request form.
- Application request form should be submitted one month in advance of the actual fund raising event date.
- Following documents should be submitted along with the fundraising request form.
 - ✓ One letter of recommendation from recognized organization must be attached with the application form.
 - ✓ Incorporation papers of Non-profit status.
 - ✓ The IRS report of the last year (990 Form) or Audited Financial Statement.



9. Cost of Facility:

- The collected donations must be deposited into ICI Account.
- ICI will deduct \$4000.00 or 20% of the collected donations which ever is greater to cover its costs.
- The check will be written in the name of the mentioned organization within two weeks from the collection date.

10. Timelines:

- ICI allows only the 3rd Jumma Prayer to be used for fundraisings.
- ICI allows only one fund raising per calendar year for each organization.
- ICI holds the privilege to cancel or reschedule any fund raising 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 fund raising date.

11. Additional Information

Additional information may be referenced by viewing standard ICI policies and procedures or by contacting the administration office or visiting <http://www.irvingmasjid.org>