

Guidelines for Conducting a Fundraiser on ICP Premises

Any and all fundraisers local or non local conducted on ICP premises needs to go through the appropriate procedure as follows:

PROCEDURES

To obtain permission for fundraising you must submit a request via email or postal service to the executive committee (EC), of the Islamic Center of Pittsburgh. The application should be submitted at least one month before the request date. Email can be sent to ICP.officemanager@gmail.com and postal requests can be sent to: The Islamic Center of Pittsburgh, 4100 Bigelow Blvd. , Pittsburgh PA 15213 .

The request should include:

1. Reason for the request.
2. Proposed Date(s)
3. Type of fundraising (dinner or kutbah)?
4. A copy of your 501 (3 c)
5. Please be advised of the following rules, regulations, and **guidelines** that you are subject to, if your request is approved.

Rules, Regulations, and Guidelines:

1. The Islamic Center **reserves** the right to a hosting fee of 25%. This means that what ever you or your organization collects the day of the fundraiser, 25% of the funds will go toward the Islamic Center of Pittsburgh and its care and maintenance. Effective 2/01/09.
2. Please be advised that the ICP database of its members is confidential and can not be used to solicit participation in any further donations or collections.
3. The Islamic Center does not present you with a check for the amount that you have collected. **NO EXCEPTIONS. This includes cash donations, checks and credit card or any other form of payment.** After the **final count**, 25% will be taken

- and the remaining 75% will be given to **you** or your organization in cash.
4. You will be asked to sign for money that was collected.
 5. A valid photo ID should be presented before signature, and collection.
 6. The EC (executive committee) has the right to deny any request within reason.
 7. **All organizations** are only permitted to hold one fundraising at the center per year. **All requests will be considered on a first come first serve basis. Exceptions can be made based on the need (like an emergency situation) and at the discretion of EC.**
 8. No Fundraising khutba is allowed at the ICP for any organization during the month of Ramadan.