



# THE ISLAMIC CENTER OF PITTSBURGH

IN THE NAME OF GOD, THE MERCIFUL, THE BENEFICENT

## ICP Thursday announcements/Activities Policy

ICP is alhamdulillah having lots of activities and many volunteers are working hard to serve the community in different ways but since Friday is the busiest day in the office then it is essential to avoid last minute requests because of the confusion they cause. Therefore, ICP requests from all committees currently working at ICP to adhere to the following policy regarding Thursday announcements:

### Regulations for announcing your event

1. All announcements need to be submitted to EC by Wednesday through [icp.officemanager@gmail.com](mailto:icp.officemanager@gmail.com)
2. To limit the number of announcements, the Thursday announcements are going to be only for ICP sponsored activities.
3. Requests delivered to ICP after the above deadline would not be included in the overall announcements without the approval of the EC

### For NON ICP sponsored activities

- This is just a reminder that ICP is open to all brothers and sisters who want to serve the community. However, ICP receives lots of requests from many community members so it becomes essential to avoid duplication of efforts and scheduling conflicts.
- All events, classes, and lectures if not approved by the ICP should not be labeled an ICP event.
- ICP is not responsible for events that were not approved by the ICP.

### Events, Classes, and Lectures

- Requests for holding an activity or event need to be submitted a head of time to ICP executive committee, the request needs to include:
  1. Type of activity
  2. Event Schedule (one time only or regular basis)
  3. Proposed Day(s), and Time(s)
  4. Public or Private
  5. Target Audience (if applicable)
- EC will then review the request and respond in a timely manner insha allah.