

Guidelines for Conducting a Fundraiser on ICP Premises

All fundraisers, local or non local, conducted on ICP premises needs to go through the appropriate procedure as follows:

PROCEDURES

Obtain permission for fundraising you might submit a request via email or postal service to the executive committee (EC), of the Islamic Center of Pittsburgh (ICP). The application could be submitted at least two weeks before the request date. Email can be sent to ICP.officemanager@gmail.com and postal requests can be sent to:

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 501C3
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 ICP **reserves** the right to a hosting fee. The amount will be decided by the EC on a case by case basis. The money collected in ICP donation safes goes to ICP.
2. The speaker must mention during the khutba that donations in ICP safes will go toward ICP operations, its care and maintenance.
3. Please be advised that the ICP database of its members is confidential and cannot be used to solicit participation in any further donations or collections.
4. The ICP does not present you with a check for the amount that you have collected. **NO EXCEPTIONS. This includes cash donations, checks and credit cards or any other form of payment.** After the **final count**, the hosting fee will be taken and the remaining amount will be given to you or your organization in cash.
5. You will be asked to sign for money that was collected.
6. A valid photo ID should be presented before signature, and collection.
7. The EC has the right to deny any request within reason.
8. All organizations are only permitted to hold one fundraising at the ICP 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.**
9. No Fundraising is allowed at the ICP for any organization during the month of Ramadan.