



ISLAMIC CENTER OF  
PITTSBURGH

## FUNDRAISER APPLICATION FORM

The Islamic Center of Pittsburgh is **legally** responsible based on its 501(c)3 status under IRS rules for thorough documentation of any Fundraising conducted on its premises and/or under its name. Fundraising on ICP property is a legally bounded activity that may have serious legal consequences, and ICP must follow all legal requirements under U.S. laws. No exceptions will be made to these rules and regulations for outside organizations/persons wishing to hold Fundraisers at the ICP.

Thus, before any fundraising is conducted publicly, the following documentation **MUST** be handed to office staff:

- Copy of 501(c)3 Registration of the organization to ensure its legal standing.
- Copy of its Bylaws or Constitution in order to make sure that the money raised is not going to be used for any illegal activities under U.S. laws.
- This application signed and fully completed. All fields are **required**.
- All documentation **must** be submitted at least two weeks in advance of the Fundraiser to the office staff, before being reviewed by the Administration.

Proper documentation of the exact amount raised, Fundraiser's name and address, or his/her organization(s), and to whom the money raised is being handed / signed to must be provided within two weeks after the Fundraiser.

At maximum, no more than one outside Fundraiser will be held at the ICP every three months, except in the case of any unforeseen emergency crisis. **Absolutely no outside fundraising or promotion will be allowed in Ramadan whatsoever.** No fundraising is permitted within one month of ICP's bi-annual fundraisers. No single group may fundraise at the ICP more than once a year.

Set-up and clean-up for any fundraisers outside of Friday Prayers will be an extra \$100 fee, which must be submitted in advance with an additional refundable deposit of \$100. You are financially liable for any damages. The ICP will not provide volunteers, boxes, supplies, or speakers for any fundraisers.

**The ICP will be entitled to 10 % of all monies pledged / raised at the Fundraiser within a month from the date of the Fundraiser.** Checks may be made payable to the 'Islamic Center of Pittsburgh.'

By signing below, you agree to the above stated terms and conditions.

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Organization: \_\_\_\_\_

Email: \_\_\_\_\_ Proposed Date of Fundraiser: \_\_\_\_\_

Description of Fundraiser: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### **OFFICE USE ONLY :**

☐ I have received all supporting documents and deem them to be valid & legitimate. This fundraiser is approved.

☐ This fundraiser is denied. Reason: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For questions or concerns, please contact the ICP office at 412-682-5555, or [office@icp-pgh.org](mailto:office@icp-pgh.org).