

## **Islamic Center FUND RAISING POLICY**

### **For**

### **Outside Organizations**

#### **Requirements:**

1. Only Charitable organizations that are registered in USA with a valid tax ID will be permitted to raise funds at the Islamic Center, Ames, Iowa; and
2. Those organizations should have proper legal status at the time of fund-raising.
3. During fund-raising, the representative will not ask the audience to raise their hands to make their pledges for donations.

#### **Preference:**

1. Primary organization needs.
2. Local State Muslim charities and Masajids.
3. Humanitarian needs, building activities, School needs, etc.
4. First two Fridays of the month of Ramadan are reserved for fund raising for our needs. No outside organizations will be allowed.

#### **Approval Process:**

- Fund raising organization/entity will contact the Chair and/ or Treasurer of the Islamic Center Executive Board. The Chair/Treasurer will contact the Chair, Religious Affairs Committee to determine the date(s) for fund-raising.
- The requesting entity will send the necessary documentation (tax status and legal standing) to the Islamic Center. These documents will be reviewed by the Executive Board. Upon approval, the Chair/Treasurer will contact the requesting organization to give the preferred date(s) for fund-raising in Ames.
- The outside organization is responsible to collect cash, checks or pledges from the community and give the total amount collected to the Islamic Center Treasurer who, in turn, will write a check for the amount collected. Islamic Center may provide some volunteers for the distribution of literature/pledge forms.
- The fund-raising organization is solely responsible for issuing receipts to the donors.

#### **Record Keeping:**

The Treasurer of the Islamic Center will keep a file in the office of all organizations/entities that were allowed to do the fund-raising at its premises in Ames.