



ICOE Fundraising Policy

Purpose

The purpose of this policy is to provide guidelines and procedures to be followed by the requesting organization as well as the ICOE Board of Directors to better manage fundraisers and provide equal and fair opportunities for organizations to raise funds on ICOE premises.

Disclaimer

The information contained in this policy may not be applicable in all circumstances and is subject to change without notice. By agreeing to this policy, the requestor agrees that ICOE has no liability (to the extent permitted by applicable law) for any general, consequential, incidental, special or punitive damages that might result. This policy is not a contract in any form, although adherence to these standards is a condition of engagement. Organizations requesting fundraisers are on "at-will " basis. Which means either the requesting organization or ICOE can cancel the request at any time and for any or no reason, with or without notice, and with or without cause.

Policies and Guidelines

All fundraisers conducted on ICOE premises must go through the appropriate policies and guidelines as follows.

Policies and Guidelines for Requesting Organizations:

1. Official request through email to board@eastsidemosque.com
2. All the fundraising requests and schedules on ICOE premises will be reviewed and approved by IMAM and ICOE Board (Religious, Program and Events Committee).
3. Listing/Prioritization:
 - a. Priority to local non-profit organizations.
 - b. Priority to organizations that are involved/active in ICOE focusing on education, serving to the community.

- c. Priority to organizations that have regular programs in ICOE masjid
4. ICOE allows fundraisers for only approved 501-(c)(3) non-profit organizations. The following documents must be submitted along with the fundraising request.
 - a. One letter of recommendation from a recognized organization must be attached with the fundraising request
 - b. Incorporation papers of Non-profit status (501-(c)(3).
 5. The requesting organization will be responsible for arranging a motivational speaker/khateeb and must submit a brief bio of the speaker/khateeb to the ICOE board at least 2 weeks prior to the fundraising opportunity at ICOE.
 - a. The Jumu'ah khateeb should refrain from framing the entire khutbah in the context of the organization's work, rather an appeal can be made during the second part of the khutbah.
 - b. We need a copy of the driver's license or government issued id of the speaker.
 6. ICOE allows only one fundraiser every 2 months at the masjid with an exception in the month of Ramadan.
 7. In the month of Ramadan, ICOE reserves the right to allow the fundraisers (Auction type fundraiser or Appeal Type Fundraiser), requests will be reviewed and approved on a case by case basis.
 8. ICOE allows only one (1) fundraising opportunity for calendar year for requesting organizations. Exceptions to this policy can be made during emergencies and for calamities that require immediate relief, rehabilitation, and humanitarian assistance.
 9. ICOE reserves the right to cancel or reschedule any fundraising opportunity at ICOE due to any last-minute commitments and/or unpredictable circumstances. In such a scenario, the requesting organization will be notified in advance.

This Policy is reviewed and approved by IMAM & ICOE Board.

Revised Date: April 2019.

For any questions or concerns, please email board@eastsidemosque.com.