

## GUIDELINES ON FUNDRAISING AT ICBC

*Assalamu alaikum wa rahmatullahi wa barakaatuh!*

This policy relates to fund raising at ICBC by outside organizations.

ICBC may provide venues and premises for fundraising to legitimate charitable entities that qualify as public charities under section 501 (c) (3) of the United States Internal Revenue Service (IRS) Code, at the sole discretion of the ICBC Executive Board.

Fundraising is allowed for community building projects, social services, educational projects, disaster relief efforts, civil rights initiatives, etc.

ICBC allows only one fundraising per calendar year to any organization.

Fundraising priority, especially during the blessed month of Ramadan, will be for ICBC projects.

Organizations that are interested in conducting fundraisers at ICBC should make a written request to the ICBC Executive Board via email at [eb@icbrushycreek.org](mailto:eb@icbrushycreek.org), at least six weeks prior to the event. The following documents shall be submitted, preferably via email, in support of the request.

- IRS tax exemption 501 (C) (3) certification;
- Certificate of Incorporation in home state; and
- Signed letter of intent for fundraising on the organization's letterhead.

Upon receipt of the necessary documentation, ICBC will respond within two weeks.

ICBC reserves the right to cancel or reschedule any authorized fundraising due to last minute commitments and/or unpredicted occasions. In such situations, the fundraising organization will be notified as early as possible.

If the requested date is Friday and the fundraising organization's representative will deliver the Jumu'ah Khutbah, the speaker shall comply with the "Guidelines for Khateeb and Guest Speakers at ICBC".

All literature (brochures, flyers, pamphlets, etc.) used or distributed for the fundraising purpose shall be placed on a table outside the prayer hall. No display or distribution is allowed inside the designated prayer areas.

*Jazakum Allahu Khairan*

The Executive Board  
Islamic Center of Brushy Creek