



# The Islamic Center Of Murfreesboro Fund Raising Form

## Introduction:

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- This policy voids all the policies previously issued. It applies to all organizations and entities that request(s) fund raising at Islamic Center of Murfreesboro (ICM) or at other facilities owned by ICM. The goal of this policy is to control and provide guideline to all fundraising requests at ICM
- This policy supersedes and cancels: Any document that provides information contrary to the information contained in this policy.

## Policy:

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1. All fundraising requests should be sent using fund raising application request form. No fundraising would be accepted or approved through any other means.
2. All applying organization must be based in the United States.
3. All applications must be sent at least 30 days prior to the requested day.
4. The following documents or copies of them must be submitted as will:
  - a. Incorporation paper of nonprofit status from the state in which it operate in.
  - b. The IRS EIN notification letter or a legal proof of an EIN number.
  - c. A copy of the last years 990 form (from the IRS) or an official financial statement for at least 6 months.
5. The collected donations will be deposited in ICM accounts then a check for the total amount will be mailed to the fundraising organization (the check will be written to the legal name of the organization as provided in the legal documents).
6. ICM as the right to deducted \$1000 or 10% of the collected amount whichever is greater to cover its costs.
7. ICM allows only one fund raising per calendar year for each organization.
8. ICM has the privilege to cancel or reschedule any fund raising due to last minute commitments and unpredicted occasions. In that case, requesting organization would be notified in advance no later than one week closer to the actual fund raising date.

## Disclaimers:

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- The information contained in this policy might not be applicable in all circumstances and is subject to change without notice. By using this policy, the user agrees that ICM has no liability (to 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 are on an "at-will" basis, which means that either the requesting organization or the Islamic center of Murfreesboro can cancel the request at any time and for any or no reason, with or without notice, and with or without cause.



## The Islamic Center Of Murfreesboro Fund Raising Form

Organization Information	
Applicant Full name	
Title	
Organization Name:	
Organization Address	
Organization phone	
Mobile or cellular phone	
Organization fax	
E-mail address	
Tax ID/EIN #	

Fundraising Information	
Tell us about the company	
How will you use the funds?	
Who will be the speaker, if any?	

By signing below you declare that you have read and accepted The Islamic center of Murfreesboro Fundraising policies outlined on page one of this form.

Signature	
Full Name of Signer	
Title	

Please mail this completed form along with the following:

- Incorporation paper of nonprofit status from the state in which it operate in.
- The IRS EIN notification letter or a legal proof of an EIN number.
- A copy of the last years 990 form (from the IRS) or an official financial statement for at least 6 months.