



# Fund Raising Policy

*This policy applies to any organization interested in conducting a fundraiser at the Islamic Center of Redmond (ICOR).*

ICOR is a non-profit religious organization located in Redmond, Washington. Within its mission, is to provide a platform to support other organizations that share common objectives and purpose. In order to indemnify ICOR, its members and maintain a transparent and fair process, the following fund raising policy must be acknowledged and adhered to:

- 1) All organizations must email the fundraising request at least 45 days in advance of the anticipated fundraiser date to [Board@Redmondmosque.org](mailto:Board@Redmondmosque.org) with the following:
  - a. The name of the organization
  - b. A brief description of the organization's vision and/or mission
  - c. The basis for financial assistance and how these funds will be spent
  - d. The fundraiser date
  - e. Who will conduct the fundraiser and his background
  - f. The most recent 990 or audited Financial Statements
- 2) All organizations must be an active tax-exempt non-profit registered with the IRS and in good standing. Please provide proof of non-profit status (i.e. IRS Determination Letter of 501(c) (3) designation).
- 3) Local organizations are given priority as we believe in investing in our own community first.
- 4) All organizations must inform ICOR of the final amount raised.
- 5) All organizations are responsible for remitting donor tax-receipts by February 15<sup>th</sup> of the subsequent calendar year.
- 6) All organizations can only conduct a fundraiser a maximum of once every 12 months.
- 7) There will be only one fundraiser every couple months during Friday prayer (*Jumuah*) with the exception of the Holy month of Ramadan which has more opportunities.
  - a) Note: Fundraisers must be held AFTER the commencement of the Friday prayer.
- 8) ICOR reserves the right to refuse fundraisers due to schedule conflicts, unavailability of space, lack of clear need or any other reason.