



## **FUNDRAISING POLICIES, PRINCIPLES AND PROCEDURES FOR EXTERNAL ORGANIZATIONS**

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### **PURPOSE**

This administrative policy establishes a process for approving all fundraising activities that occur on Islamic Society of Greater Valley Forge (ISGVF) premises undertaken by organizations external to ISGVF. This policy and the underlying principles will help the ISGVF practice good stewardship, to act responsibly toward its members of the congregation and others who are asked to support the ISGVF and its fundraisers, as well as supporting the goals of groups which participate in fundraising.

### **SCOPE**

This policy supersedes all previous ISGVF policies on fundraising by any organization other than ISGVF. This policy applies to all fundraising activities by or on behalf of organizations or institutions external to ISGVF that desires to use the ISGVF congregation, or otherwise use its name or its facilities.

### **POLICY**

- a) The term “Fundraising” used in this policy means the organized activity of soliciting and collecting money for community outreach programs and initiatives and/or nonprofit organizations or activities by the external organization. It includes outright requests for cash or cash equivalents (stocks, gift certificates, etc.) including the sale of goods (e.g., coffee, cookies, T-shirts, books etc.) and auctions.
- b) The external organization must be a valid IRS 501(c)(3) organization. An organization not having a valid IRS 501 (c)(3) status will not be allowed to raise any type of funds
- c) No fundraising is permitted without the prior written approval of the ISGVF President and/or his designated Executive Council member.
- d) The fundraising is permitted on Fridays only in-conjunction with the Friday/Jumma prayers. No other day and time Fundraising activity is permitted.
- e) The fundraising activity is permitted six Fridays a year in an alternate month. No fundraising activity is permitted during the month of Ramadan.
- f) The External Organization shall fill out the attached Fundraising form one month in advance and submit the completed form for approval **via** [council@isgvf.com](mailto:council@isgvf.com)
- g) All Fundraising announcements/appeal will be made by the ISGVF President or his designated ISGVF representative. The President or his representative will introduce the external organization/its representative to the congregation. No announcements/appeals shall be made by the External Organization member.
- h) The Friday/Jumma khutbah (sermon) shall not be used for fundraising by an Imam including the external organization representative if leading the Friday sermon and/or prayers. The sermon shall focus on Iman, Quran and Sunnah attributes. The sermon shall be devoid of any political message.
- i) External Organization shall provide separate donation collection boxes and ISGVF will only make the Fundraising announcements/appeal informing the congregation of a separate collection boxes.



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All literature (brochures, flyers, pamphlets) to be used or distributed for fundraising purposes shall be pre-approved by ISGVF President or Executive Council before its distribution to the congregation. The material will be placed in the lobby on a table outside the prayer hall. No material shall be distributed in the main prayer hall. No posters, flyers, etc. are permitted to be taped or pinned on any wall through the facility.



## FUNDRAISING FORM – EXTERNAL ORGANIZATION

### ISLAMIC SOCIETY OF GREATER VALLEY FORGE

958 N. Valley Forge Road, Devon, PA-19333.

(610) 688-2209 [council@isgvf.com](mailto:council@isgvf.com)

Submit two weeks in advance of proposed fundraising event. Please read the ISGVF Fundraising Policy Principles, and Procedures)

*Acknowledgement: I have read the ISGVF Fundraising Policy and Agree to all its terms.*

Name:

Sign: \_\_\_\_\_ Date:

### **EXTERNAL ORGANIZATION**

Name of Organization: \_\_\_\_\_

Address of Organization:

501 (c)(3) number: \_\_\_\_\_

### **RESPONSIBLE PERSON**

Name: \_\_\_\_\_

Designation in the Organization:

Contact information: Phone:

e-mail:

Purpose of Fundraising:

Proposed Dates (Friday only): Date:

### **IF GIVING FRIDAY SERMON:**

Name and Contact Information of the person Giving Friday Sermon

Name:

Phone:

email: