

---

## FUNDRAISING POLICIES FOR EXTERNAL ORGANIZATIONS

---

### 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, those who are asked to support 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 desire 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/her designated Executive Council member.
- D. Fundraising is permitted on Fridays only in conjunction with the Friday/Jumma prayers. Fundraising activity is not permitted any other day and time.

**ISLAMIC SOCIETY OF GREATER VALLEY FORGE**

958 N.Valley Forge Road, Devon, PA 19333 - (610) 688-2209 - council@isgvf.com

Please send your mail & inquiries to P.O. Box 2261, Southeastern, PA 19399-2261



- E. Fundraising 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 four weeks in advance and submit the completed form for approval via council@isgvf.com
- G. ISGVF and its Executive Council (EC) reserve the right to deny the submitted fundraising request by the External Organization.
- H. All Fundraising announcements/appeals will be made by the ISGVF President or his/her designated ISGVF representative. The President or his/her representative will introduce the external organization/its representative to the congregation. No announcements/appeals shall be made by the External Organization member.
- I. 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.
- J. The External Organization shall provide separate collection boxes and ISGVF will only make the Fundraising announcements/appeal informing the congregation about the separate collection boxes.
- K. 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 outside the building on the porch on a table. The material may be permitted to be placed in the lobby on a table outside the prayer hall in inclement weather. No material shall be distributed in the main prayer hall. No posters, flyers, etc. are permitted to be placed on any wall throughout the facility. All advertising material shall be removed by the External Organization at the end of the Jumma/Friday prayers.

—

IN THE NAME OF GOD, THE MOST GRACIOUS, THE MOST MERCIFUL

**ISLAMIC SOCIETY OF GREATER VALLEY FORGE**

958 N.Valley Forge Road, Devon, PA 19333 - (610) 688-2209 - council@isgvf.com

Please send your mail & inquiries to P.O. Box 2261, Southeastern, PA 19399-2261



---

## FUNDRAISING FORM - EXTERNAL ORGANIZATION

---

**PLEASE PRINT CLEARLY OR TYPE**

Submit four weeks in advance of the proposed fundraising event. Please read the ISGVF Fundraising Policy for External Organizations.

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

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

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

**EXTERNAL ORGANIZATION** IRS 501 (c)(3) number: \_\_\_\_\_

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

Address of Organization: \_\_\_\_\_

**RESPONSIBLE PERSON** \_\_\_\_\_

Designation in the Organization: \_\_\_\_\_

Contact information Phone: ( ) - e-Mail: \_\_\_\_\_ @ \_\_\_\_\_

Purpose of Fundraising: \_\_\_\_\_

Proposed Dates (Friday only): \_\_\_\_\_

**IF GIVING FRIDAY SERMON:**

Name and Contact Information of the person Giving Friday Sermon.

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

Phone: ( ) - e-Mail: \_\_\_\_\_ @ \_\_\_\_\_

Speakers/Khateeb's short bio: (include separate attachment if needed)

\_\_\_\_\_