

Muslim Community Center of Greater Pittsburgh (MCCGP)

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Title: Fundraising Policy

Scope: Applicable to non-profit organizations

Authority: The Executive Committee (EC) of MCCGP

Date: September 1, 2010

Audience: Certified Non-profits that serve Muslim communities and congregations.

MCCGP is in the business of serving the Muslim community of greater Pittsburgh. However, at times, other non-profits request fundraiser slots either after Friday Khutba (sermon) or in the evenings. These organizations typically serve Muslim communities elsewhere, either in the vicinity or nationally.

A request for fundraiser must be submitted in writing preferably via email or some other electronic form. The email can be sent to the address above. Formal requests can also be mailed to MCCGP at the address above. The request shall specify:

1. The purpose of fundraiser.
2. Preferred date(s)
3. The time of fundraiser (for example, an evening dinner or Friday khutba)
4. A copy of the organization's "501 (c) 3" letter from IRS.

Please note that in the absence of any or all of the above, the request may not be processed in a timely fashion.

The MCCGP EC has formulated the following guidelines for all such requests. These guidelines shall be applicable to all requests from the date this document is created, which is September 1, 2010. Please note that there are no exceptions and changes to this policy can only be made by the EC of MCCGP.

- MCCGP shall suggest suitable alternative, in cases of non-availability of preferred dates.
- MCCGP shall provide separate boxes for any donation related to the event. In order to avoid confusion, MCCGP donation boxes will not be available for use and are reserved only for MCCGP donations.
- Collection of monies shall be the sole responsibility of the organization and MCCGP EC or its members may not be part of it, unless of course if someone volunteers on his or her own.

- MCCGP shall not be involved in any way during this process. This means that the MCCGP will neither hold the monies nor write a check in lieu of such collections.
- The collection boxes shall be emptied and returned back to MCCGP. MCCGP will provide envelopes or other means necessary to transport the monies safely.
- A representative of the organization shall be asked to sign the log for official records. A valid photo Id is required at the time of signing. The purpose of this log is to record that the event has taken place and that the monies have been handed over to the representative. It also states that MCCGP is exempted of any liability related to the monies collected and its further use.
- There will be a 10% fees charged by MCCGP for the use of its facility for the fundraising event. This will be assessed and due at the time of final log signature. This will apply to all organizations, which are based and located outside of Pittsburgh.
- Only one request for fundraiser per calendar year shall be entertained. In cases of urgency, exceptions to this policy can be made at the sole discretion of EC.
- No fundraiser request shall be considered, if it falls within the month of Ramadan. An exception to this policy is the sole authority of EC.
- The EC reserves the right to turn any request down within reason.