

# 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:** June 13, 2022

**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), in the evenings, or during Tarweeh (when the request is for Ramadan). These organizations typically serve Muslim communities elsewhere, either in the vicinity (hereby referred to as local) or nationally (hereby referred to as national).

A request for a fundraiser must be submitted in writing preferably via email or some other electronic form. The email can be sent to [mccgpinfo@gmail.com](mailto:mccgpinfo@gmail.com). Formal requests can also be mailed to MCCGP at the address above. The request shall specify:

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

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

The MCCGP EC has formulated the following guidelines for all such requests. These guidelines shall be applicable effective immediately. Please note that there are no exceptions and changes to this policy can only be made by the EC of MCCGP.

- MCCGP will review the request upon its arrival. The timing of the response varies, and requests may take more time to process than deemed reasonable by the requesting organization.
- In cases of non-availability of preferred dates, MCCGP may suggest suitable alternatives.
- Collection boxes may be requested and MCCGP will make them available on the date of the fundraiser. Please note that MCCGP donation boxes will not be available for use and will remain reserved exclusively for MCCGP donations.
- Collection of monies shall be the sole responsibility of the organization and MCCGP EC or its members may not partake of it, unless, of course, if someone volunteers on his or her own.
- MCCGP will neither hold the monies nor issue a check to the fundraising organization in lieu of such collections.
- The collection boxes shall be emptied and returned back to MCCGP. If requested, 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 collection is in sole possession of the representatives of the fundraising organization. It also implies that MCCGP is exempted from any liability related to the monies collected and its further use.
- Only one request for a fundraiser from an organization every other 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 for Friday Khutba shall be considered if it falls within the month of Ramadan. An exception to this policy is the sole authority of EC.
- During the month of Ramadan, an organization may request to hold a fundraiser during the evening at the time of Iftar. If approved, the organization is responsible for Iftar arrangements including ordering food, setting up the space, serving food and cleanup afterwards. The social hall will be provided free of charge during this time and they will have the opportunity to make an appeal during the Taraweeh prayers the night of the event. Please note that the same procedure applies to requests for evening fundraisers outside of the month of Ramadan with the exception that the social hall rental needs to be paid in advance along with the refundable deposit. The details of rental will be furnished by the office of MCCGP.
- MCCGP will advertise the event on behalf of the fundraising organization provided they furnish all relevant details including the flyer for the event.
- At this time, only national organizations that serve the poor and needy, are eligible to request for a (evening/Iftar) fundraiser during Ramadan. This excludes organizations

such as schools, Masajid (Mosques), educational, outreach and philanthropic institutions, among others. Note that this policy is applicable to Friday Khutba fundraising requests outside of Ramadan as well.

- The EC reserves the right to turn any request down within reason.
- The EC also reserves the right to create exceptions to this policy as and when needed.