



In the name of Allah, Most Gracious, Most Merciful

Policy for Fundraising at EPIC

East Plano Islamic Center (EPIC)



1360 Star Court
Plano, TX, 75074
Website: <http://www.epicmasjid.org>

The following policy pertains to fundraising at EPIC.





In the name of Allah, Most Gracious, Most Merciful

Scope

This policy supersedes all the policies previously issued. It applies to all organizations and entities that request fund raising opportunities at the East Plano Islamic Center (EPIC) facility.

Purpose

The purpose of this policy is to provide guidelines and procedures to be followed by the requesting organization as well as the EPIC Board of Directors (BoD) to better manage fundraisers and provide equal and fair opportunities for organizations to raise funds on EPIC premises.

Disclaimer

The information contained in this policy may not be applicable in all circumstances and is subject to change without notice. By agreeing to this policy, the requestor agrees that EPIC has no liability (to the extent permitted by applicable law) for any general, consequential, incidental, special or punitive damages that might result. This policy is not a contract in any form, although adherence to these standards is a condition of engagement. Organizations requesting fundraisers are on an “at-will” basis, which means that either the requesting organization or EPIC can cancel the request at any time and for any or no reason, with or without notice, and with or without cause.

Policies and Guidelines

All fundraisers conducted on EPIC premises must go through the appropriate policies and guidelines as follows.

Policies and Guidelines for the Requesting Organization

- 1) All fund raising requests and schedules must be approved by the EPIC BoD.
- 2) EPIC has a first come first serve policy for fundraising requests. Fundraising requests not executed by end of December of a calendar year expire, and hence new fund raising request should be submitted.
- 3) To obtain permission for fundraising, all organizations must submit an online/written fundraising request application form to the EPIC Board of Directors (BoD). No fundraising would be accepted or approved through any different means except the application request form. The forms can be accessed on EPIC’s website as follows:

Online:

<http://www.epicmasjid.net/index.php/forms/fundraising-request>

Hardcopy:

http://www.epicmasjid.net/images/policies/forms/EPIC_Fundraising_Request_Form_Ver_1.0.pdf

The hardcopy form can be filled out and submitted as an E-Mail attachment, hand-delivered or mailed to EPIC. The form is also referenced at the end of this policy document.

E-Mail can be sent to: contact_us@epicmasjid.org

Mailing Address: 1360 Star Ct, Plano, TX 75074





- 4) Application request form should be submitted one month in advance from the actual fund raising event date. Emergency fundraising requests for any reason will be reviewed on a case by case and approved by the EPIC BoD. The request should include:
 - a) Reason for the request
 - b) Proposed Date(s)
 - c) Type of fundraising (Khutbah, Dinner or Ramadan Night)
- 5) The following documents must be submitted along with the fundraising request form.
 - a) One letter of recommendation from a recognized organization must be attached with the fundraising application form
 - b) Incorporation papers of Non-profit status (501-C3)
- 6) EPIC will have a reciprocal policy with other Masajid (Mosques) requesting fundraisers at EPIC.
- 7) The requesting organization will be responsible for arranging a motivational speaker/khateeb and must submit a brief bio of the speaker/khateeb to the EPIC BoD at least 2 weeks prior to the fundraising opportunity at EPIC.
- 8) The Jumuah khateeb should refrain from framing the entire khutbah in the context of the organization's work, rather an appeal can be made during the second part of the khutbah. The time limit for auction style fundraising after Jumuah is 10 minutes only.
- 9) In the month of Ramadan, auction style fundraisers will be allowed on Fridays after Jumuah and on Saturdays after Isha (only for EPIC). In addition, appeals from organizations will be allowed after 4 rakah of Taraweeh prayer and will be limited to 7 minute appeal only.
- 10) Organizers, leaders and representatives of the requesting organization accept responsibility to ensure that:
 - a) That they are not engaged in any activity that violates US or non-profit laws
 - b) That there is proper accounting of money received and expended
 - c) That they are not in conflict with EPIC's vision, mission, and goals as outlined below:
 - i. EPIC is a Non-Profit tax-exempt organization registered with the Internal Revenue Service under revenue code 501-C3
 - ii. EPIC is a multi-ethnic, multi-racial, multi-lingual, non-sectarian, diverse, and open community committed to full and equal participation and involvement of men and women who are members of EPIC and subscribe to accept its rules, regulations, and procedures.
 - iii. EPIC is committed to civic and civil engagement with communities of other faiths and society at large
- 11) EPIC reserves the right to cancel or reschedule any fundraising opportunity at EPIC due to any last minute commitments and/or unpredictable circumstances. In such a scenario, the requesting organization will be notified in advance no later than a week to the actual fund raising date. Please also see the Disclaimer in this policy.



Policies and Guidelines for EPIC BoD

The following policies from the EPIC Constitution (Ref: Article 9 – Finances)

9.7 Fundraising Policies and Guidelines:

- 9.7.1 EPIC allows two types of fundraisers for other non-profit organizations:
 - a) Auction Style fundraisers
 - b) Appeal Style fundraiser
- 9.7.2 For fundraisers conducted after Jumuah, the fundraising organization shall makeup the average running total collection after the Jummah prayer for EPIC. EPIC also reserves the right to a hosting fee. The amount will be decided by the EPIC BOD on a case-by-case basis.
- 9.7.3 EPIC allows only one (1) fundraising opportunity per calendar year for requesting organizations. Exceptions to this policy can be made during emergencies and for calamities that require immediate relief, rehabilitation, and humanitarian assistance.
- 9.7.4 All fund raising requests and schedules on EPIC premises must be pre-approved by the EPIC BOD. To obtain permission for fundraising, all organizations and individuals must submit an online or written fundraising request to the EPIC BOD.
- 9.7.5 EPIC allows fundraisers for only approved 501-(c)(3) non-profit organizations.



Fundraising Request Form

EAST PLANO ISLAMIC CENTER (EPIC)

Please fill out this form, scan/email to contact_us@epicmasjid.org along with the required documents as per EPIC fundraising application policy.

Application Request Date: ____/____/____

Organization Name: _____ **Tax Id/ EIN** _____

Address: _____

City _____ **State** ____ **Zip** _____

Telephone# (____) _____ **Fax** _____

Email _____ **Website** _____

About Your Organization _____

Reason for the Fundraising?

Guest Speaker _____

About the Speaker _____

Organization point of contact _____ **Phone** _____

In case of violation of any of the fundraising policies and procedures, approval granted under this application will be terminated immediately, at the sole discretion of EPIC Board.

I have read and accepted EPIC Fund raising policies and procedures listed

Name of organization representative

Signature

