



# Muslim Community Association of Ann Arbor and Vicinity

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## Jumua Fundraising Policy

This is MCA's policy regarding the Jumua Fundraising to be used in determining organisations that will be granted permission to conduct a fundraiser on a Friday prayer.

### Method for seeking Fundraising Opportunity:

1. Official request through an online application
2. Verification for non-profit tax-exempt status
  - Check with IRS on the validity of the non-profit ID: <http://apps.irs.gov/app/eos/>
  - Can be done by the office manager or EC Secretary, since the application includes all documents needed
3. Approval by the EC or Zakat Committee (Financial Chair, Imam, Social Chair)
4. Jumua designation by Imam
  - One fundraiser Jumua a month
5. Listing/Prioritization
  - To make the process of selecting organization more merit based, we have decided to gauge the organization's interest in the MCA community by their willingness to market to the MCA community through the monthly news magazine which is a great venue for increasing their brand recognition and improve their fundraising performance.
6. Notification will be sent to the organisation by the EC Secretary

### Notification to be sent to approved organisations:

You will be required to have your khateeb/khateebes for 2 jumua prayers.

- First jumua prayer is at 12:00noon. Second jumua prayer is at 1:30pm
- MCA will not take any percentage of the money collected on this day To maintain the normal operation of the masjid, we retain \$1500.
- You will be provided with a table in the hallway of the masjid.
- All cash donations will first be counted at the MCA office, and a check will be issued to your organization. A representative from your organization may be present during the counting
- In case of an emergency, we may give priority of fundraising to an urgent event that may happened. In such case your appointment will be pushed next.

### Expectations of the Khateeb:

The speaker is expected to be well versed in English language, recite the Quran well and be dressed appropriately to lead the Jumua congregation.

Approved on MCA EC meeting 3/13/16