



Membership Application and Approval Process - 2015

People may apply for membership in two ways:

1. Online Application Form
2. In person with the office manager

Both forms need to be complete and require:

- Name of the primary member
 - Postal Address in Washtenaw County
 - Email Address
- Marital Status
 - Name of Spouse
 - Email Address - optional
- Two References
 - Name
 - Phone Number
- Emergency Contact
 - Name
 - Phone Number
- Photo ID (This will be uploaded online along with the application form or can be brought to the MCA office)
 - Matching Name of Primary Household Member
 - Matching Postal Address in Washtenaw County
 - For individuals under 18, valid school IDs are accepted. Additional documentation will have to be provided to verify date of birth.
- Check Box
 - Member attests to being a Muslim
 - Member attests to follow the Quran and the Sunnah according to the understanding of Ahlus Sunnah wal Jamaah.
- Payment
 - Method - **Online by check or credit card or in person by check**
 - Cost
 - Free - Zakah Eligible / Zakah Receiving Member and dependants
 - \$100 for 3 years for individual/student family
 - **\$200 for 3 years for family of two**
 - Payment Plans - requires online sign up, with payment subscription through PayPal
 - **\$10 per month recurring payment-** each year for individual/student family
 - **\$20 per month recurring payment-** each year for family of two

Application Process & Approval:



Muslim Community Association of Ann Arbor and Vicinity

2301 Plymouth Road, Ann Arbor MI-48105
Web: www.mca-aa.org Phone: (734) 665-6772

1. Applications are to be submitted online
2. Only complete applications - two references, copy of a valid photo ID (once every 3 years) - will be accepted.
3. Members of the Applicant's household, except spouses, must submit a separate membership application.
 - a. For example: A husband and wife will submit a combined application. Each child of the household who is above 15 years of age will submit his own application.
4. Cost & Payment Plan:
 - a. Free - **Only available at the office** - Zakah Eligible / Zakah Receiving Member and dependants
 - If you currently receive Zakah, your application will be cross-verified with Zakah applications.
 - If you do not currently receive Zakah, but are Zakah eligible, we request you to submit a Zakah application form.
 - b. \$100 or **\$10 per month** for 3 years for individual/student family
 - c. \$200 or **\$20 per month** for 3 years for family of two
5. For online applications, an email confirming submission with date and time of submission will be sent to the applicant
 - a. This email can be used by the applicant as proof of submission of membership in time
6. Office Manager will call the two references to check for the validity of the applicant with regards to the following:
 - a. The applicant is indeed Muslim
 - b. The applicant does follow the Quran and the Sunnah according to the understanding of Ahlus Sunnah wal Jamaah
7. Membership will be valid for three years, ending on December 31st of the third calendar year since application submission
8. List of approved members will be given to EC Secretary for safe-keeping
9. All members - approved and rejected - will be sent an email by the office manager updating them of their status.

All policies are subject to change as necessary. All decisions made by a quorum of the MCA EC are final and binding.