



Muslim Community Association of Ann Arbor and Vicinity

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

Ramadan Fundraising Policy

This is MCA's policy regarding fundraising in Ramadan. This policy will be used to determine the organisations that will be granted permission to conduct a fundraiser in Ramadan.

Process for obtaining Fundraising Opportunity:

1. Official request through an online application - application closes 3 weeks before Ramadan begins
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. EC Meeting will be organized to decide the organisations based on the following criteria:
 - 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.
 - Local organizations and other urgent needs (locally, nationally, and internationally) will be given preference
 - EC would consider prior fundraising opportunities for an organization in the decision process
 - A mixture of different categories of organizations will be covered - masjid, orphanages, refugee organizations, etc
4. Notification will be sent to the organisation by the EC Secretary or Office Manager

Notification to be sent to approved organisations:

- The organization will also be given 5 minutes after the first 4 rakaah of taraweeh.
 - This timing will be strictly enforced
 - This time shall only be used to tell people about the organization, and for fundraising.
 - We request that the fundraiser not put any person on the spot
- You will be provided with a table in the hallway of the masjid.
 - These tables shall be setup right after dinner between Maghrib and Isha.
 - These tables will allow interested members to approach the table for signing pledge forms.
 - Organizations are permitted to pass pledge forms at these tables, as well as pass them on to people as they enter the masjid premises.



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- You will be required to bring your fundraising team at least 15 minutes prior to Isha Salah.
 - In case of an emergency, we may give priority of fundraising to an urgent cause. In such a case, your appointment will be delayed.
- 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
 - To maintain the normal operation of the masjid, we retain \$1500.
- Details about each visiting organization will be communicated within our weekly email
 - Please provide your website address and a statement about your organization in less than 50 words.
- Screens can be used to run a slideshow describing an organization that will be present for fundraising
 - A slideshow of 3-5 slides containing information about the organization can be played between Maghrib and Isha
 - All slides should be respectful of the Islamic etiquette of the prayer area.
 - All slides must not contain any images of living beings or sounds.
 - The slides should be submitted at least one week prior to the date when they need to be played.