



Fundraising Policy

Purpose

This policy establishes guidelines and procedures for conducting fundraising activities on ICOB premises to ensure such activities align with the center's values, do not disrupt regular religious services, and serve the community's best interests.

Scope

This policy applies to all individuals, organizations, and entities requesting fundraising activities at ICOB facilities.

Policy Guidelines

1. Request Procedures

1.1. All fundraising requests must be submitted in writing to the ICOB Board via board@bothellmosque.org email or ICOB Website Fundraiser Request Form.

1.2. Requests must be submitted at least one (1) month prior to the proposed fundraising date.

1.3. Requests should include:

- Name of the organization
- Purpose of fundraising
- Proposed date and time
- Expected duration
- Description of the cause
- Contact information of the responsible person(s)

2. Approval Process

2.1. The ICOB Board or designated committee will review all fundraising requests.

2.2. Priority consideration will be given to:

- Local Islamic schools and educational organizations
- Local Masjid and religious organizations
- Organizations that directly serve the ICOB community
- Organizations used by ICOB for Zakah distribution

Organizations serving Bothell/Woodinville area will be given priority over organizations serving the greater Seattle Metropolitan area.

2.3. ICOB reserves the right to request additional information about the organization and intended use of funds.

3. Special Timing Considerations

3.1. Jumuah (Friday Prayer) Fundraising:

- During Jumuah, fundraising activities shall be limited to a brief description of the cause.
- Actual collection of funds should be conducted after the Jumuah service is completed.
- Exceptions must be explicitly approved in writing by ICOB Board.



3.2. Ramadan Fundraising:

- During Ramadan, particularly during Taraweeh prayers, fundraising activities shall be limited to a brief description of the cause.
- Actual collection of funds should be conducted after Taraweeh prayers.
- Exceptions must be explicitly approved in writing by ICOB Board.

4. Conduct of Fundraising

4.1. Approved fundraisers must:

- Respect the sanctity of the masjid
- Not disrupt prayer or other religious activities
- Maintain financial transparency
- Adhere to the approved timeframe and location

4.2. Fundraising materials and displays must be reviewed and approved by ICOB Board (see Third-Party Advertising Policy)

5. ICOB Rights and Limitations

5.1. ICOB reserves the right to:

- Cancel or reschedule any approved fundraising activity
- Limit the number of fundraising activities during any given period
- Request financial reports showing how funds raised at ICOB were utilized

5.2. ICOB approval of fundraising does not constitute an endorsement of the organization.

- Policy Administration
- This policy is administered by the ICOB Board of Directors
- Questions regarding this policy should be directed to board@bothellmosque.org
- This policy may be revised at any time at the discretion of the ICOB Board

This policy is effective as of **July 13, 2025** and supersedes any previous fundraising policies.