



Clear Lake Islamic Center
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Form # F-101
(Fundraising Application Request)

Thank you for choosing Clear Lake Islamic Center for your next fundraising event.

The Following Policies, Terms and Conditions Must be Thoroughly Read and Agreed upon Prior to Completing the form.

1. The organization must complete 100% of the request form for fundraising on CLIC.
2. Only non-profit organizations that have legal status in the US can fundraise at CLIC.
3. All fundraising events held in the prayer area are free upon approval.
4. Any fundraising dinner in the community hall is subject to the community hall's rental rules and regulations including fees. Please contact our admin at admin@themasjid.org for more information.
5. CLIC has the right to deny any application without giving any explanation or reason.

6. CLIC has a grace period of one week after the acceptance of the application and has the right to cancel the event without any inancial responsibility. CLIC will reschedule said event within the next 10 months.
7. If CLIC cancels the event after the grace period, CLIC will cover the cost of the light and hotel for one night **if receipts were submitted in 30 days from the cancelation** . The event will be rescheduled sometime within the following 10 months.
8. CLIC has the right to stop and cancel the event if it violates the agreement.
9. Cancelation after the application was approved and acceptance letter was issued must be done 3 days before the event in case of non-emergency reasons.
10. **In case of cancelation please inform CLIC immediately through email** .
11. Clear Lake Islamic Center will not be responsible for collecting any funds or any donor follow ups.
12. The organization will inform CLIC of the total amount raised during the event.
13. Any event that requires special visual or audio aids must be stated in the application, otherwise CLIC will not be able to insure its availability.
14. No music-based band or performance is allowed in the fundraising event, unless the music is in the background of a Page 2 video presentation and no other version is available (Notice: This only pertains to musical accompaniment in a video presentation that is played in the community hall. The prayer areas must be 100 percent free from music).

15. CLIC is a family-friendly environment. No gory or violent images should be displayed to the attendees without giving a warning first and enough time for those who don't want to see it to leave.
16. Pledge forms and leaflets can be distributed at the designated tables or outside the entrance but not to the masses in the prayer area or hallways.
17. CLIC may help provide 2 brothers and 2 sisters to assist during the fundraising upon request but cannot guarantee it.
18. CLIC will provide 2 tables, chairs and internet access (upon availability)

If You're Fundraising After Jumm'ah Prayer:

- The fundraising must not be more than 7-10 minutes max. - If the guest khateeb goes over time in his sermon, that time will be deducted from his 7-10 minute fundraising time. - The Khateeb must be able to lead the prayer and recite the Quran properly, otherwise he should only do the fundraising and not the Khutbah.

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If You're Fundraising During Ramadan:

- The fundraising will be after Isha prayer immediately (before the Sunnah prayer) for 7-10 minutes max.

Violations and Penalties

Any organization who commits 1 violation will result in a ban for 1 year, 2 violations will result in a ban for 3 years and 3 violations for 5 or more years. That will not include the year of the violation.

The violation and the penalty will be reviewed by the fundraising committee and the decision will be emailed to the organization.

All decisions are final and cannot be reversed.

The Violations are:

- If the fundraising cause does not correspond with the cause specified in the fundraising application.
- If any promises were made by the fundraising organization to the community were not fulfilled.
- Passing pledge forms to everyone in the prayer area.
- Leaving copies of the organization's leaflets anywhere throughout the masjid (We keep our masjid free of clutter).
- Playing music or showing gory images without any warning first.

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- Exceeding the time agreed upon.
- If the Khutbah is used to promote the organization.
- If the cancellation was made in less than 3 days prior to the event for non-emergency reason. (That will be determined by the Fundraising committee at CLIC)
- If the organization failed to announce to the community that it is a non-profit but not under 501(c)(3) so the donation is not eligible for tax deductible.

Name and Address of the Organization

Name: _____

Address: _____

Website: _____

What is the states of your organization:

Non-profit under 501 C

Non-profit organization but not eligible for

Organization's EIN # or State Registration #

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Name and Contact Information

Name: _____

Phone: _____

Email: _____

The Cause and Purpose of Fundraiser

Select the Type of Fundraiser

o Jumm'ah Fundraiser with Khateeb

- o After Jumm'ah Fundraiser WITHOUT Khateeb
- o Fundraising dinner in the Community Hall
- o Lecture and Fundraising

Suggested Date of Fundraiser

_____ No suggested date

In the case of Fundraising dinner

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Starting Time: _____ ending time: _____

Name of Khateeb or Guest Speakers

Contact Info of Khateeb:

Cell # _____

Requested Equipment for Presentation

- o Laptop
- o Projector
- o Cord Extension
- o Electricity Outlet
- o Donation Boxes
- o Pens

Other: _____

None

Questions or Comments?

