

# ISLAMIC FOUNDATION of GREATER ST. LOUIS, INC.

## Fundraising Policy and Procedure

**Purpose:** To provide comprehensive fundraising criteria and guidelines in the spirit of IFGSTL mission, to promote Foundation operations and to protect its viability.

**Policy:** IFGSTL may provide venues and premises for fundraising to legitimate charitable entities that qualify as public charities under Section 501(c)(3) of the United States Internal Revenue Code, at the sole discretion of Majlis Al-Shura ("MAS"). The fundraising would be for community building projects, social services, educational projects, natural disasters and catastrophes. Fund Raising preference will be for IFGSTL, St. Louis Area Muslim Community, State of Missouri and the United States Muslim Community Projects.

Only the Islamic Foundation will have the privilege to hold Fund Raisers in the month of Ramadan and one other suitable month as chosen by MAS.

### **Procedure:**

1. The fundraiser will obtain a Fundraising Event Form from IFGSTL administration office, or the website, and submit it two (2) months in advance of the event for processing the request.
2. The Executive Committee will review the application and present it to MAS for approval. Fundraising entity will be notified of MAS's decision on the request as soon as possible.
3. Fundraising entity will commit to contribute at least 10% of the funds raised to IFGSTL endowment fund. This contribution will apply to all internal and external fund raising events.
4. Checks should be written directly to the benefiting IRS approved entity and not to the Islamic Foundation.