



## Introduction:

- This policy applies to all organizations and entities that request fundraising at Bridgeport Islamic Community Center. The goal of this policy is to control and provide guidelines to all fundraising requests at BICC.
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## Policy:

1. All fundraising requests should be sent using this fundraising application request form. No fundraising will be accepted or approved through any other means.
  2. All applying organizations must be based and located in the United States.
  3. All applications must be sent at least 30 days prior to the requested fundraising day.
  4. The following documents or copies of these documents must be submitted with the form:
    - a. Incorporation papers of nonprofit status from the state in which it operates.
    - b. The IRS EIN notification letter or a legal proof of an EIN number.
    - c. Non Profit status 501(c)(3) IRS determination letter
    - d. A copy of the previous year's 990 form (from the IRS) or an official financial statement (6 months).
  5. BICC has the right to deduct \$500 or 15 % of the collected amount, whichever is greater, to cover its costs.
  6. BICC will only allow one fundraiser per calendar year for each organization.
  7. BICC has the privilege to cancel or reschedule any fundraising activity due to unforeseen last minute commitments and unpredicted occasions. In that case, the requesting organization will be notified in advance no later than two weeks from the actual fund raising date.
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## Disclaimers:

- The information contained in this policy might not be applicable in all circumstances and is subject to change without notice. By using this policy, the user agrees that BICC has no liability (to extent permitted by the applicable law) for any general consequential, incidental, special or punitive damages that might result.
- This policy is not a contract in any form, although adherence to these standards is a condition of engagement. Organizations requesting fundraising activities are on an "at-will" basis, which means that either the requesting organization or the Bridgeport Islamic Community Center can cancel the request at any time and for any or no reason, with or without notice, and with or without cause.



# Fundraising Request Form



## Organization Information

Applicant full name :	
Title :	
Organization name and Registered Charity Number / Registered Company Number :	
Organization address :	
Organization phone	
Cellular phone of contact person	
Organization fax	
E-mail address	

## Fundraising Information

Tax ID/EIN #	
Tell us about the company	
How will you use the funds?	
Who will be the speaker, if any?	

By signing below you declare that you have read and accepted The Bridgeport Islamic Community Center Fundraising policies as outlined on page one of this form.

Signature :	
Full name of signer :	
Title :	

**Please email the completed form along with the following documents to: [info@mybicc.org](mailto:info@mybicc.org)  
**OR** Send in a mail to: Bridgeport Islamic Community Center, 703 State Street, Bridgeport, CT 06604**

- Incorporation paper of nonprofit status from the state in which it operate in.
- Non Profit status 501(c)(3) IRS determination letter
- The IRS EIN notification letter or a legal proof of an EIN number.
- A copy of the last years 990 form (from the IRS) or an official financial statement for at least 6 months.

**Bridgeport Islamic Community Center**  
**Fundraiser Application Instructions**

**Instructions**

The goal of this policy is to provide guidelines for all fundraising requests sent to The Bridgeport Islamic Community Center (BICC).

**Policy:**

1. All fundraising requests should be sent using this fundraising application request form. No fundraising will be accepted or approved by any other means.
2. All applying organizations must be based and located in the United States.
3. All applications must be sent at least 30 days prior to the requested fundraising day.
4. The following documents or copies of these documents must be submitted with the form:
  - Incorporation papers of nonprofit status from the state in which it operates.
  - The IRS EIN notification letter or a legal proof of an EIN number.
  - A copy of the previous year's 990 form (from the IRS) or an official financial statement (6 months).
5. BICC has the right to deduct \$500 or 15% of the collected amount, whichever is greater, to cover its costs.
6. BICC will only allow one fundraiser for three calendar year for each organization at BICC discretion.
7. BICC has the privilege to cancel or reschedule any fundraising activity due to unforeseen last minute commitments and unpredictable occasions. In that case, the requesting organization will be notified in advance no later than two weeks from the actual fundraising date.

If you agree with the BICC Fundraising Policy, please download and mail the completed form as well as all supporting documents to BICC, 703 State Street, Bridgeport, CT 06604.

**Supporting documents to be included with the fundraising request form.**

- Incorporation paper of nonprofit status from the state in which it operates in.
- Non Profit status 501(c)(3) IRS determination letter
- The IRS EIN notification letter or a legal proof of an EIN number.
- A copy of the last years 990 form (from the IRS) or an official financial statement for at least 6 months.