



Fundraiser Request Form



Introduction:

- This policy applies to all organizations and entities that request fundraising at Bridgeport Islamic Community Center. This policy aims to control and provide guidelines for all fundraiser requests at BICC.
-

Policy:

1. All fundraiser requests should be sent using this application request form. Fundraisers will only be accepted or approved through this means.
 2. All applying organizations must be based and located in the United States.
 3. All applications must be sent at least 30 days before the requested fundraiser 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 legal proof of an EIN number.
 - c. A copy of the previous year's 990 forms (from the IRS) or an official financial statement (6 months).
 5. BICC has the right to deduct \$2000 or 15 % of the collected amount, **whichever is greater**, to cover its costs.
 6. BICC will collect all cash donations and settles the fundraiser finances after BICC receives a record of all credit cards and online donations from the fundraiser organization. A check for any balance will be emailed after the campaign settlement.
 7. BICC will only allow one fundraiser per calendar year for each organization.
 8. BICC can cancel or reschedule any fundraiser activity due to unforeseen last-minute commitments and unpredicted occasions. In that case, the requesting organization will be notified in advance by two weeks from the actual fundraiser date.
-

Disclaimers:

- The information in this policy might not apply in all circumstances and is subject to change without notice. By using this policy, the user agrees that BICC has no liability (to the 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 fundraiser activities are on an "at-will" basis, meaning 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.



Fundraiser Request Form



Organization Information

Applicant's full name:	
Title:	
Organization name and Registered Charity Number / Registered Company Number:	
Organization address:	
Organization Phone:	
The cellular phone of the contact person:	
E-mail address	

Fundraiser 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 Fundraiser 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
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 operates.
- Non-Profit status 501(c)(3) IRS determination letter
- The IRS EIN notification letter or legal proof of an EIN number.
- A copy of the last year's 990 form (from the IRS) or an official financial statement for at least 6 months.