



Muslim Association of
Puget Sound

17550 Ne 67th Court
Redmond, WA 98052

<http://www.mapsredmond.org>

Muslim Association of Puget Sound (MAPS)

MAPS Fundraising Policy 2011

Version 1.0

June 16, 2011

1. Scope

This policy voids all the policies previously issued before June 2011. It applies to all organizations and entities that request(s) fund raising at Muslim Association of Puget Sound (MAPS) in Redmond facilities.

2. Purpose

Fund raising requests and schedules are approved by MAPS to be conducted at MAPS facilities for requests related to business, recreation, disaster, and other reasons. This policy provides the guidelines and procedures to be followed by requesting organizations when planning for fund raising at MAPS.

3. Reasons for Issuance

This policy is being issued to provide an update on fund raising requests and schedule procedures at MAPS. Read the entire policy to ensure familiarity with the information, before proceeding to request for a fund raising event at MAPS.

4. Responsibility

This policy was published by the MAPS board.

5. Disclaimer

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 requestor agrees that MAPS has no liability (to the extent permitted by 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 are on an "at-will" basis, which means that either the requesting organization or the MAPS can cancel the request at any time and for any or no reason, with or without notice, and with or without cause.

6. General Policies

- MAPS has stated its vision, mission, and goals. Organizers and leaders of any organization accept responsibility to ensure that their activities do not violate MAPS vision, mission, and goals
- MAPS is a Non-Profit tax-exempt organization registered with the Internal Revenue Service under revenue code 501-C3
- MAPS is a multi-ethnic, multi-racial, multi-lingual, non-sectarian, diverse, and open community committed to full and equal participation and involvement of men and women who are members of MAPS and subscribe to accept its rules, regulations, and procedures
- MAPS is committed to civic and civil engagement with communities of other faiths and society at large

7. Fund Raising Requests Applications

- All fundraising requests should be applied using fund raising application request form. No fundraising would be accepted or approved through any different means except the application request form
- Application request form should be submitted one month in advance of the actual fund raising event date.
- Following documents should be submitted along with the fundraising request form.
 - One letter of recommendation from recognized organization must be attached with the application form.
 - Incorporation papers of Non-profit status (501-C3)

8. Cost of Facility

There's currently no cost to the organization requesting funds to be raised at MAPS

9. Timelines

There's currently no cost to the organization requesting funds to be raised at MAPS

- MAPS allows one (1) fund raising event after a Jumma Prayer every quarter (3) months to be used for fundraisings, except in the month of Ramadan where one Friday or Saturday in the first 20 days of Ramadan can also be requested
- Exception to the above frequency would be any disaster including, but not limited to earth quakes, tsunami, floods, etc.
- MAPS allows only one fund raising per calendar year for each organization
- Fund raising requests not answered by December of a calendar year expire, thus, new fund raising request should be submitted, should one expire
- MAPS holds the privilege to cancel or reschedule any fund raising due to last minute commitments and unpredicted occasions. In that case, requesting organization would be notified in advance no later than one week closer to the actual fund raising date
- MAPS will try to prioritize requests based on, but not limited to the following:
 - Local vs national projects vs international projects
 - Educational institutions, mosques construction
 - Local vs international relief efforts
 - Multiple organizations requesting funds for the same situation/country

10. Additional Information

Additional information may be referenced by viewing standard MAPS policies and procedures or by contacting the operations office or visiting <http://www.mapsredmond.org>