



Bergen County Islamic Education Center

1. Fundraising Request Process

- All fundraising requests must be submitted using the official **Fundraising Request Form**.
- Requests submitted through any other means will not be accepted or approved.

2. Eligibility Requirements

- Only organizations based in the United States are eligible to apply.

3. Required Documentation

The following documents must be submitted with the Fundraising Request Form:

- Incorporation documents verifying nonprofit status from the state where the organization operates.
- A signed **Disclaimer and Good Faith Statement**.
- A copy of the organization's IRS **501(c)(3)** determination letter.
- A copy of last year's IRS Form **990 or 990EZ**, or an official financial statement dated within the last six months.
- Detailed information about the project for which the funds are being collected.
- Contact information for the organization's current **Board of Trustees**, including names, phone numbers, and email addresses.
- A copy of a photo ID for an authorized representative of the organization.

4. Donation Collection and Disbursement

- All collected donations will be deposited into **BCIEC's accounts**.
- After collection, a check will be issued to the nonprofit organization.
- To cover operational costs, BCIEC **will deduct 15%** of the collected donations.

5. Fundraising Frequency

- Each organization is allowed to conduct only **one fundraising event per calendar year** through BCIEC.

6. Cancellations and Rescheduling

- BCIEC reserves the right to cancel or reschedule a fundraising event due to unforeseen circumstances or last-minute commitments.
- In such cases, BCIEC will provide the organization with at least **one week's notice** prior to the scheduled fundraising date.



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Organization Information

Organization Name: _____

IRS 501(c)(3) # _____

Address: _____

City: _____ State: _____ Zip: _____

Office Phone # _____ Fax # _____

Contact Information

Name: _____ Title: _____

Cell # _____ E-mail address: _____

Purpose of Fundraiser

I, the undersigned, certify that the information above is correct, and I have been authorized by the Board of Trustees of the above-named organization to request this fundraising day. I certify that the organization I am representing is in full compliance with the regulations of the state and federal government of the USA. I further understand that BCIEC will deduct 15% of the collected donations.

Signature _____ Date _____

Print Name _____