


<b>STANDARD OPERATING PROCEDURE</b>	
Fundraising and petitions	Version No : 0.2
	Implemented: 01.01.13

## 1. PURPOSE

This document details the procedure for fundraising and petition signing within Harrow Central Mosque (HCM) by external organisations or individuals not formally connected to the mosque.

HCM receives many requests from third parties (organisations and individuals) wishing to carry out fundraising and/or signing of petitions on the mosque premises. This procedure ensures that:

- checks are in place to verify that the requests are legitimate/appropriate and causes worthy
- appropriate information is always provided by the third party within an application process and that the application is formally reviewed by the Executive Committee
- a balance is maintained between supporting the fundraising efforts of third parties and raising funds for HCM – and particularly so on Fridays

## 2. SCOPE

The Executive Committee.


All persons (including Trustees, community members and external organizations) wishing to:

- carry out bucket collections/fundraising for anything other than HCM on mosque premises. Fundraising taking place within an approved event formally booked to take place in an HCM meeting room, prayer hall or function hall is outside of the scope of this procedure.
- Canvass for the signing of a petition.

## 3. PROCESS

- An application form should be completed and submitted to the Treasurer
- The application form will be reviewed by the Executive Committee
- A written response will be provided on whether the application has been approved within 14 days.
- The default position will be that authorization will be given once a month for ONE third party to carry out fundraising at HCM. This is to balance supporting other good causes and raising funds for HCM. This may be revised at the discretion of the Executive Committee

The impact of this is that approval to fundraise may be obtained within 14 days but the likelihood is that there will be a delay in when the fundraising can take place.

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- If approved the Treasurer should provide the applicant with an approval email detailing:
  - When the fundraising/petition signing can take place
  - Who the HCM point of contact will be on the day
  - Any relevant practical arrangements

### Important points

1. Strictly no non-HCM fundraising bucket collections are permitted in the Mosque premises. Except with express approval, all bucket collections are permitted only on the ground floor by the exits, outside of the mosque.
2. If multiple individuals will be collecting funds/signatures the HCM point of contact will be advised of who is leading the team
3. Individuals must always follow the instructions of their HCM point of contact on the day particularly with regard to Health & Safety. Equally HCM representatives (trustees, staff, volunteers) must ensure they are courteous and polite to all.
4. When carrying out fundraising, it must be explicitly clear what funds are being collected for and that it is not HCM
5. Only adults should be carrying out collections
6. Coloured vests (orange) will be provided to those carrying out collections or petitions so that they are easily identifiable. These will be issued by the HCM point of contact.
7. Anybody carrying out collections/petition signing without wearing an orange vest AND not being able to present an approval email will be asked to leave the premises.