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**DAR AL-HIJRAH ISLAMIC CENTER**  
3159 Row Street, Falls Church, VA 22044

(703) 536-1030  
[www.daralhijrah.net](http://www.daralhijrah.net)

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**Dar Al Hijrah Islamic Center**  
**Fundraising Request Form**  
**Please fill out this form and fax it to (703) 536-1035**

Date:     /     / 20

Organization's Name: ----- Tax Id/EIN: -----

Address: -----

City/State/Zip: -----

Telephone No.:     -     -                      Fax.:     -     -

Email Address: ----- Website Address: -----

Description of Organization:

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How is the organization going to use this fund?

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**\* No application will be considered unless all the following documents are attached with application:**

- ✓ This form must be submitted one month in advance.
- ✓ Two letters of recommendation from two recognized organizations, one of which must be Muslim American Society (MAS) (Phone number is 703-998-6525)
- ✓ Incorporation papers of your Non-profit status.
- ✓ The IRS report of the last year (990 Form) or Audited Financial Statement.

**\* Processing the collecting donation:**

- ✓ The collected donations must be deposited into Dar Al Hijrah Account.
- ✓ Dar Al Hijrah will deduct \$1,500.00 or %20 of the collected donations which ever is greater to cover its cost.
- ✓ The check will be written in the name of the mentioned Organization within two weeks from the collection date.
- ✓ Dar Al Hijrah allows only the third Juma Prayer to be used for fundraisings.

**\* Dar Al Hijrah Policies:**

- ✓ Dar Al Hijrah has stated its vision, mission, and goals. Organizers and leaders of any organization accept responsibility to ensure that their activities do not violate Dar Al Hijrah's vision, mission, and goals.
- ✓ Dar Al Hijrah 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 Dar Al Hijrah and subscribe to accept its rules, regulations and procedures.
- ✓ Dar Al Hijrah is committed to civic and civil engagement with communities of other faiths and the society at large.
- ✓ Dar Al Hijrah is a not-for-profit tax-exempt organization registered with the Internal Revenue Service under revenue code 501-C3.
- ✓ **No fundraising request is accepted in Ramadan. This month is for Dar Al Hijrah Islamic Center Projects only.**

In case of violation of any of the above guidelines, approval granted under this application will be terminated immediately, at the sole discretion of Executive Committee.

I have read and accepted Dar Al Hijrah Policies and Zakat/Charity Grant policies associated with this application

\_\_\_\_\_  
Name of Organization Representative

\_\_\_\_\_  
Current Position

\_\_\_\_\_  
Signature