

Donation Collection Form

This form will need to be completed, submitted, and approved before any party is allowed to solicit any donations at Islamic Center of Mill Valley (ICMV)

Date of Application	____ / ____ / ____	Approved Yes / No	Date:	____ / ____ / ____
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We require the following documents:

The latest and most up to date financial accounts & annual report including the last 3 months' bank statements.

- Religious and charity nonprofit tax exemption certificate / charity registration number.
- References from renowned persons in your country and in the US
- Activity reports, project reports, photographs, video, etc.
- Authorization letter by your organization for you to receive donation.
- Your personal identification (passport or photo driving license).
- Hotel accommodation and flight itinerary.

If you cannot provide any of the above documents, please do not take the trouble of completing the rest of the form, as it will not be considered under any circumstances.

Have you ever made an application for Collection at ICMV before? Yes / No	Date	____ / ____ / ____
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Name Of the Organization			
Religious and charity registration tax exemption certificate number		Country of Registration:	
Organization Contact Person			
Full Address			
	Telephone Land Line	Mobile	
Educational	Orphanage	Welfare and poverty relief	Hospital
Children's Home	Mosque (Construction / Maintenance)		
Other (specify)			

Aims & Objectives:

Name of Trustee in Organization	Position	Contact No

Annual Account Attached - Yes / No	Report Attached - Yes / No	Is there boarding Facility - Yes / No	
How Many Students:	Boys (enter number)	Girls (enter number)	
Number of children boarding	Boys (enter number)	Girls (enter number)	
Approximate yearly cost of running expenses: (Excluding construction and renovation costs): (As per your Audited Accounts)		Currency	Amount
Did your Organization Collect donation in this Masjid (ICMV) before? Yes / No		Last Collected Date	____ / ____ / ____

What will the donation be used for?										
Collectors Details	Name						Mobile			
	Position									
	Address / Telephone No									
	Date Arrived in US	____ / ____ / ____			Date Leaving US	____ / ____ / ____				
How is the collector Paid	Salary			Commission			Other (Please specify)			
References Please give two names and contact numbers of persons in the US or Country you came from that can be contacted by us.	Name									
	Address / Telephone No									
	Name									
	Address / Telephone No									
	Name									
	Address / Telephone No									
	Name									
	Address / Telephone No									
Copy of Passport: Yes / No	Proof of Address: Yes / No			Passport No						
Declaration:										
<ul style="list-style-type: none"> I declare that the above information is true and correct to the best of my knowledge and belief. I also declare that our organization does not promote or engage in any terrorist activities. If donation is approved, I promise to send activity and progress reports, accounts, and any relevant information regularly to the Islamic Center of Mill Valley Trust. I understand that representatives of ICMV can and will visit our organization without any notice. I understand that if ICMV discovers that our organization promotes or engages in terrorist activities, they will immediately inform authorities in US or my home country. Also, if they discover that I or the organization is collecting funds fraudulently, then ICMV will inform authorities in the US and in my home country and expose my fraudulent activities among other Muslim organizations in the US and in my country. 										
Signed					Name in Full					
.....									
Importance Notice:										
Please note that your application will not be considered if any of the above information is not fully completed or if any supporting documents are not provided. Your application may take up to 7 working days for it to be processed or such time which is reasonable to complete the vetting process. If and when this application is vetted by ICMV, we will contact and inform you of the following:										
Rejection of application (it is our policy not to give reason(s) for any rejected applications)										