

**MASJID UMAR BIN KHATTAB/ISLAMIC ASSOCIATION OF MICHIGAN**  
**18105, RACHO ROAD, BROWNSTOWN, MI: 48193.**  
**(734) 281-8050. [www.masjidumarbinkhattab.org](http://www.masjidumarbinkhattab.org)**

ANNOUNCEMENT POLICY/FRIDAY KHUTBAH/FUND RAISING POLICY:

Announcements in any form, written or verbal, displayed/made in the masjid is covered by this policy.

Flyers or other written material announcing an event not conducted by Masjid Umar bin Khattab/Islamic Association of Michigan can only be displayed in the bulletin board at the entrance area of the Masjid. Advertisements or similar material can be displayed in the bulletin board or cubby in the entrance area of the masjid only after obtaining approval from the masjid Board of Directors. Please send an e-mail to [emailbox@masjidumarbinkhattab.org](mailto:emailbox@masjidumarbinkhattab.org) to obtain an approval to post an advertisement or similar material. Advertisements or similar material posted in the bulletin board / cubby without proper approval will be discarded.

Verbal announcements in the masjid can only be made by the Board of Directors or their designees. If any community member should wish to have an announcement made, please contact any member of the masjid Board of Directors or send an e-mail to [emailbox@masjidumarbinkhattab.org](mailto:emailbox@masjidumarbinkhattab.org). The board may need to review the announcement before making the verbal announcement.

Friday Khutbah is reserved for Mufti Patel.

**FUND RAISING AT THE MASJID:**

Organizations that wish to hold fund raising events must be registered with the Internal Revenue Service (IRS), and should have a non-profit status with the IRS. The organization should also abide by any State regulations required for registration/fund raising/use of professional fund raisers. No exceptions will be made to these requirements.

Our masjid hall (multi purpose hall) is available for organizations to rent, to hold fund raising events. Please complete and submit a hall rental application found on our masjid website: <http://www.masjidumarbinkhattab.org>. The date and time for this event will be based on the needs of the organization and availability of the hall.

Organizations that wish to raise funds, in the masjid will also be allowed to do so, at the discretion of the Masjid Board of Directors, on the last Juma (Khutbah) of each calendar month. The organization should send an e-mail to [info@masjidumarbinkhattab.org](mailto:info@masjidumarbinkhattab.org)

stating their intent and purpose for fund raising at the masjid. This information will be reviewed by the masjid Board of Directors and the organization will be notified via e-mail of a decision. Please note that all correspondence will be conducted via e-mail only. Processing times will vary from two to several weeks and no correspondence will be entertained in the interim, as to the status of this request. Please do not contact individual Board of Directors or Trustees with fund raising requests, processing of the request will start only when an e-mail is received from the organization that wishes to conduct fund raising at the masjid. No exceptions.

If the organization will engage a speaker for fund raising, they will be directed to speak to our Imam, Mufti Nayef Patel to discuss the contents of the speech. All speeches at the masjid should be in English. Speeches in languages other than English may be approved at the masjid Board of Directors discretion. In such instances, an English translation of the speech must be provided via e-mail at least 24 hours prior to the speech, no exceptions.

Please direct any questions to our masjid e-mail: [emailbox@masjidumarbinkhattab.org](mailto:emailbox@masjidumarbinkhattab.org)

APPROVED BY BOARD OF DIRECTORS ON: 09/07/2014.