

## Friday Donation Collections Policy

### 1. Purpose

This policy establishes a fair, transparent, and structured process for managing donation collections conducted at the Gungahlin Mosque during Friday (Jumu'ah) prayers.

### 2. Scope

This policy applies to all local and external organisations (e.g. Mosques), registered charities, and individuals requesting permission to collect donations at the Gungahlin Mosque on Fridays.

### 3. Policy Statement

Gungahlin Mosque may permit approved external organisations, registered charities, and individuals to conduct Friday fundraising collections, subject to the CMC EC approval and in accordance with this policy. External collections will generally be limited to a **maximum of six (6) per calendar year**. Permission will not be granted during the month of Ramadan or any Fridays that coincide with Eid days.

### 4. Eligibility Requirements

Local and external organisations must:

- Be a registered charity or recognised community organisation.
- Provide evidence of registration, fundraising authorisation, and purpose of collection.
- Clearly state how the funds will be used.

### 5. Booking & Approval Process

Requests must be submitted at least four (4) weeks in advance. Requests will not be accepted through individual CMC EC members or via the Imam.

All formal communications with the CMC EC must be made in writing via the official EC email address ([ec@gungahlinmosque.org.au](mailto:ec@gungahlinmosque.org.au)). The CMC EC will review all requests and respond in due course.

Approval will be granted based on:

- Early receipt of the application, demonstrated importance or genuine need, and date availability.
- CMC's internal needs and priorities.
- The proposal's relevance and benefit to the community.
- Previous adherence to mosque rules (if applicable).

Approved organisations will be given a confirmed date in writing.

### 6. Rules for Friday Collections

Approved organisations must comply with the following:

- Use designated collection areas and do not obstruct entrances, walkways, or prayer spaces.
- Use own EFTPOS machines and clearly labelled donation buckets.
- Conduct collections only after the *khutbah* and Jumu'ah prayer.
- Ensure that no EFTPOS machines, collection buckets, or related materials are left on mosque premises after the collection is completed.
- Always maintain respectful conduct, no aggressive solicitation or pressure on congregants.
- Ensure all representatives are properly briefed and act in a professional manner.
- Follow all instructions issued by the CMC EC or authorised volunteers.
- Maintain the cleanliness of the allocated area and dispose of any waste properly.
- Do not make announcements or approach the Imam without prior approval from the CMC EC.



## 7. Restrictions

- No external organisation shall conduct more than one fundraising collection within a six-month period, unless approved under exceptional circumstances by the CMC EC.
- Political fundraising, commercial activities, or unauthorised collections are strictly prohibited.
- Organisations violating rules may be suspended or banned from future collections.

## 8. Review

- The CMC EC reserves the right to approve, decline, postpone, or cancel any fundraising request at its discretion and in the best interests of the mosque and community.
- The CMC EC reserves the right to review and amend this policy as required.

**Approved by:** CMC Executive Committee

**Date Approved:** 13 May 2026

## Version Control

Version	Date	Author / Approved By	Summary of Changes
v0.1- Final	13 May 2026	CMC EC	Final Copy