



The 2010 Handbook of Majlis Ansārullāh USA

Sadr: Dr. Wajeeh Bajwa
<http://www.ansarusa.org>

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Aims and Objectives of Majlis Ansārullāh

1. To establish an organization for all Ahmadi men over the age of forty.
2. To inculcate the following amongst its members:
 - a. The love of Allah.
 - b. The spirit to promote and propagate the teachings of Islam.
 - c. The enthusiasm to call to Islam and serve mankind.
 - d. The spiritual and moral training of children and youth.
 - e. The spirit of protecting the institution of Khilafat.
 - f. The spirit of placing collective interests above individual interests.
3. It shall purely be a religious organization with no political interest whatsoever.

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Foreword

Dear Ansār Officers

السَّلَامُ عَلَيْكُمْ وَرَحْمَةُ اللَّهِ وَبَرَكَاتُهُ

Each Qā'id has provided a plan for his respective department in this handbook. Development of these plans required time and effort. We hope that plans presented in this handbook will serve as the basic guideline for various departments. It is also hoped that Zo'ama will make every effort to execute all plans presented in this handbook. However, no effort can be successful without Allah's help.

The Promised Messiah (peace be on him) has repeatedly reminded us that the only way we can seek Allah's help and favors is by knocking at His door continuously praying to Him for His Mercy. We should remember to ask for protection against all kinds of vices and for our hearts and soul to be cleansed of all evil. We should seek forgiveness from the hidden desires of the heart and soul and refrain from watching, reading, hearing, or being in the company of immoral and shameless people. The peace and comfort of a household, for example, is sometimes destroyed by the company of immoral friends and the relationship between a husband and wife can turn sour. This is the work of Satan against whose evil intentions we must guard ourselves at all times. Almighty Allah helps only those who pray humbly to Him and bestows His favors on those who love Him.

Almighty Allah has provided countless prayers in the Holy Qur'ān. For example, Allah Says: "Our Lord, grant us of our wives and children the delight of our eyes, and make us a model for the righteous." (25:75)

And then

"Our Lord, let not our hearts become perverse after Thou hast guided us; and bestow on us mercy from Thyself; surely, Thou alone art the Bestower." (3:9)

Only those will be saved who become the beloved of Allah and that status can only be achieved through prayer. Therefore, seek Almighty Allah's help through prayers and this should be the first item on the task list of every person who is serving Majlis in any capacity. May Allah keep each and every one of us in His Protection and shower His Mercy and Blessings on all of us, *Amīn*.



Dr. Wajeeh Bajwa
Sadr

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Ansār Pledge

Say this part three times:

أَشْهَدُ أَنْ لَا إِلَهَ إِلَّا اللَّهُ وَحْدَهُ
لَا شَرِيكَ لَهُ وَأَشْهَدُ أَنَّ
مُحَمَّدًا عَبْدُهُ وَرَسُولُهُ

*ash hado • al-laa ilaaha • il-lallaaho • wahdahoo •
laa shareekalahoo • wa ash hado • anna
Muhammadan • ‘abdohoo • wa rasooloh*

(Say this part once :)

*I bear witness that • there is none worthy of worship • except Allah. • He is One •
(and) has no partner, • and I bear witness • that Mohammad (peace be upon him) •
is His servant and His messenger. •*

(Say this part once :)

*I solemnly pledge that • I shall endeavor • throughout my life • for the propagation
• and consolidation • of Ahmadiyyat in Islam, • and shall stand guard • in defense
of • the institution of Khilafat. • I shall not hesitate • to offer any sacrifice • in this
regard. • Moreover, • I shall exhort my children • to always remain dedicated • and
devoted to Khilafat. • Insha’Allah.*

Notes:

- *Text in (parenthesis) is not in the original Arabic text and has been added in the translation.*
- *(•) in the text indicates where person leading the pledge should pause to allow members to repeat the same portion)*

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Key Goals and Objectives – 2010

Achieve 80% participation in online reporting by Zo'ama	Qā'id Umumi
Encourage Ansār to offer at least one Friday prayer in 3 weeks	Qā'id Moral Training
Increase attendance in meetings by at least 10% where member's attendance in meetings is below 30%.	Nā'ib SadrAwwal & Mu'awin Sadr II
Achieve 30% participation of Ansār in educational tests	Qā'id Education
Initiate and sustain at least one social service activity in each Majlis	Qā'id Social Services
Increase number of dues paying Ansār by 10%	Qā'id Māl
Increase number of Majālis holding Ta'limul Qar'ān classes to 50%	Qā'id Ta'limul Qar'ān
Contact all Nau Muba'i'in at least six (6) times during the year	Qā'id Training of New Members
Increase number of participants inTahrik Jadīd and Waqf Jadīd schemes by at least 5%	Respective Qā'ideen
Promote Tahir Scholarship program	Mu'awin Sadr I
Get email addresses of at least 50% of Ansār	Qā'id Membership
Visit each Majlis in the region	Nāzimeen

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Mission Statement

فَاسْتَبِقُوا الْخَيْرَاتِ

fastabiqul-khairāt

... Excel one another in
good works

(The Holy Qur'ān 2:149)

Ansār Calendar 2010

Monthly Za'im Report is due on 7th of every month

Date	Day	Majlis Ansārullāh Local / Regional Event
Jan 23-24	Sat-Sun	Ansār Leadership Conference (at Chino Mosque, Los Angeles CA)
Jan 31 – Feb 7	Sun-Sun	Ansār Chanda Collection week 1
Feb 28 – Mar 7	Sun-Sun	Tahrik Jadīd & Waqf Jadīd Week – Pledges
Mar 22-28	Mon-Sun	Moral Training Week
April/May/June	Sat - Sun	Local Ijtimā' (instead of monthly meeting)
June 30	Wed	Deadline to submit Education Exam I – 2010
July 11-18	Sun-Sun	Ansār Chanda Collection week 2
Aug 29	Sun	Deadline to submit Budget for 2011 and Shūrā Proposals for 2010
Sep 5-12	Sun-Sun	Tahrik Jadīd Week – Collections
Sep 18	Sat	Deadline to submit election result for Shūrā representative
Oct 8 to Oct 10	Fri-Sun	National Ijtimā', Baitur Rahman Mosque, Silver Spring MD
Nov 14-21	Sun-Sun	Waqf Jadīd Week – Collections
December 31	Fri	Deadline to submit Ta'līm Exam II-2010

Other Important dates: Jalsa 7/16-18, Ramadhan/Eid 8/11-9/10 Fri, Eidul Adha 11/17 Wed

National 'Āmila Events & Meetings

Monthly Nāzim report is due by 12th and Qā'id report by 20th of every month

Date	Day	Event
Jan 22-24	Fri-Sun	National 'Āmila Meeting and ALC (at Chino Mosque, Los Angeles CA)
Mar 1	Mon	National 'Āmila Teleconference 9:00 PM – 10:30 PM Eastern
April 5	Mon	Nāzimeen Teleconference 9:00 PM – 10:30 PM Eastern – Plans
May 8	Sat	National 'Āmila Meeting (9AM-5PM Local) - Progress Review (at Bay Point)
June 1 & July 1	-	Send Reminder to zoama: 2011 Budget, Shūrā election & Proposals
July 12	Mon	National 'Āmila Teleconference 9:00 PM – 10:30 PM Eastern
Aug 9	Mon	Nāzimeen Teleconference 9:00 PM – 10:30 PM Eastern – Progress
Sep 18	Sat	National 'Āmila Meeting (9AM-5PM) – Shūrā & Ijtimā' Preparation (Atlanta)
Oct 8-10	Fri-Sun	Ijtimā' and Shūrā at Baitur Rahman Mosque, Silver Spring, MD
Dec 6	Mon	Teleconference 9:00 PM – 10:30 PM Eastern
Dec 15	Wed	Submit 2010 majlis evaluation points to Qā'id Umumi
Jan 21-23, 2011	Fri Sat, Sun	Meeting (9AM-5PM) - Planning meeting for 2011 Ansār Leadership Conference

Contact Information

National 'Āmila of Majlis Ansārullāh USA

Mailing address and up-to-date information is available at:

<http://www.Ansarusa.org>

No	NAME	OFFICE	TEL (H)	CELL
1	Wajeeh Bajwa	Sadr	(352) 505-6205	(919) 632-9567
2	Khaled Ata	Nā'ib Sadr Saf Awwal	(301) 560-2300	(301) 275-9535
4	Naseem Ahmed Waseem	Nā'ib Sadr Saf Dom		(732) 213-6743
3	Munawar A. Saqib	Assistant to Sadr		(856) 495-6421
5	Mujahid Mahmood	Assistant to Sadr	(972) 369-1160	(469) 441-3546
6	Imran Hayee	Qā'id Umumi		(732) 801-4657
7	M. Dawood Munir	Qā'id Education	(281) 373-3892	(832) 526-8614
8	Rafiuddin Malik	Qā'id Moral Training	(740) 657-8529	(614) 915-4375
9	Waseem Ahmad	Qā'id Training of New Members	(317) 863-0706	(317) 450-0278
10	Habeeb M. Shafeek, Jr.	Qā'id Social Services	(352) 382-5466	(352) 551-7491
11	Monas Ahmad Chaudry	Qā'id Tablīgh (Preaching)	(714) 993-6414	(714) 488-7407
12	Shamim Malik	Qā'id Health	(919) 439-4585	(919) 841-8934
13	Tahir Soofi Ahmed	Qā'id Finance	(847) 548-4175	(847) 687-5674
14	Abdullah Ennin	Qā'id Waqf Jadīd	(414) 264-4127	(414) 241-5917
15	Bashir Malik	Qā'id Tahrik Jadīd		(703) 627-1787
16	Munawar Ahmed Malik	Qā'id Membership	(972) 429-5411	(214) 641-5427
17	Syed Sajid Ahmad	Qā'id Publication	(701) 232-1528	(701) 200-1674
18	Syed Fazal Ahmed	Qā'id Education of the Qur'ān	(215) 856-0594	(215) 805-3610
19	Muhammed K. Owusu	Auditor	(804) 201-4349	(804) 512-8621
20	Perwaiz Aslam Chaudhry	Za'im A'la	(301) 680-9534	(240) 593-3409

Nā'ib Qā'ideen:

NAME	OFFICE	TEL (H)	CELL
Basit Khan	Nā'ib Qā'id Umumi	(410) 853-7248	(410) 530-8235
Belal Khalid	Nā'ib Qā'id Education		(732) 841-4924
Aftab Lubis	Nā'ib Qā'id Māl	(469) 656-4221	(214) 501-6772
Chaudhary Mushtaq Ahmad	Nā'ib Qā'id Publication	(301) 725-8558	
Imran Jattala	Nā'ib Qā'id Publication		(909) 210-4393
Tanvir Ahmad	Nā'ib Qā'id Health		(601) 209-3546
Mazhar-ul-Haque	Nā'ib Auditor	(951) 360-6212	(951) 522-9886

Regional Nāzimeen

Majlis Ansārullāh is established in 66 chapters (Majālis) in USA, each headed by a Za’im. For the purpose of administration these Majālis are grouped into 12 regions, each headed by a Nāzim.

No	Region	Nāzim Name	TEL (H)	CELL
1	Central East	Farooq Azam Malik	(908) 822-9444	(917) 232-6222
	235 members	Central Jersey, North Jersey, Philadelphia, Willingboro		
2	Central West	Naseer M. Siddique	(408) 264-4156	(408) 896-4249
	114 members	Bay Point, Denver, Merced, Oakland, Sacramento, Silicon Valley		
3	Great Lakes	Naseem Ahmed	(248) 879-0380	(248) 670-3086
	132 members	Cleveland, Columbus (Athens), Dayton, Detroit (Toledo), Indiana, Pittsburgh.		
4	Gulf States	Bashiruddin Shams	(601) 264-0545	(601) 307-4612
	176 members	Austin, Cypress-Houston, Dallas, Houston-N, Houston-S, New Orleans, Tulsa		
5	Headquarter	Perwaiz Aslam Chaudehry	(301) 680-9534	(240) 593-3409
	229 members	Baltimore, Laurel, Potomac, Silver Spring, York		
6	Mid West	Nazir Ahmad	(815) 577-9887	(708) 254-1139
	225 members	Chicago E, Chicago W, Kansas, Milwaukee(Oshkosh), St. Louis, St. Paul, Zion		
7	New York	Arshad Janjua	(516) 233-1183	(516) 849-5894
	230 members	Bronx, Brooklyn, Long Island, New York		
8	North East	Muhammad Zafar Iqbal	(315) 487-8916	(315) 491-5825
	102 members	Albany, Boston, Buffalo, Fitchburg, Hartford, Rochester, Syracuse		
9	North West	Abid Haq	(425) 885-0011	(425) 248-0829
	43 members	Portland, Seattle		
10	South East	Nafis Ur Rehman	(770) 420-0608	(404) 375-0563
	106 members	AL-TN, Charlotte, Research Triangle, GA-S. Carolina, Miami, Orlando		
11	South West	Anis M. Shaikh		(602) 790-1000
	220 members	LA East, LA Inland, LA West, Las Vegas, Phoenix, San Diego, Tucson		
12	Virgina	Basharat Ahmad Wadan	(703) 765-1862	(571) 294-4580
	220 members	Central Virginia, North Virginia, South Virginia, Richmond, Washington DC		

Zo'ama

Chapters are grouped by size for the purpose of goal setting and performance evaluation

S = Small chapter (upto 25 members)

L = Large chapter (more than 25 members)

#	MAJLIS	Code	*	Name	TEL H)	CELL
1	Alabama/TN	ALA	S	Mubashar A. Zahid	812-853-3092	812-202-9164
2	Albany	ALB	S	Pervez Akhtar Nasim Butt	518-783-8745	518-364-4401
	Athens	ATH		Responsibility of Columbus Za'im		
3	Austin	AUS	S	Malik Mohammad Altaf	512-244-7117	
4	Baltimore	BAL	S	Halim Chaudhry	410-517-2561	410-446-5640
5	Bay Point	BAP	S	Riaz Ahmad Zahid	925-759-4306	
6	Boston	BOS	S	Rashid Ahmad	207-571-4383	207-450-0277
7	Bronx	BRX	S	Saleem A. M. Cheema	845-497-7623	516-242-6659
8	Brooklyn	BRK	L	Rafi Ahmed	718-377-5957	917-238-1079
9	Buffalo	BUF	S	Abdul Rahman Niazi	716-200-1714	
10	Central Jersey	CEJ	L	Jalaluddin Latif		732-763-8093
11	Central Virginia	CVA	L	Tariq Amjed	703-793-0266	703-608-1618
12	Charlotte	CHA	S	Abdul Haqq	704-531-2317	
13	Chicago East	CHE	L	Muibi Adejumo Olaoye	708-331-4776	708-704-7811
14	Chicago West	CHW	L	Nadeem Ahmad	630-739-2461	
15	Cleveland	CLV	S	Munawar Ahmed Malik	330-896-2317	
16	Columbus	COL	S	Waqar Pirzada	614-777-9121	614-805-5947
17	Cypress-Houston	CYP	S	Iftikhar Ahmad Sheikh	713-983-6553	832-867-5356
18	Dallas	DAL	L	Suhail Kausar	972-636-5360	609-217-3202
19	Dayton	DAY	S	Tariq Chaudhry	937-454-0407	937-546-7773
20	Denver	DEN	S	<i>Election to be held</i>		
21	Detroit	DET	L	Rizwan Qadir	248-952-5541	248-703-2166
22	Fitchburg	FIT	S	Muzaffar Chaudhry	978-448-8969	617-594-9473
23	GA-Carolina	GEO	L	Syed Abdul Shakoor	678-254-1576	678-325-8458
24	Hartford	HAR	S	Kusi Ahmad	203-755-2232	203-982-3735
25	Houston North	hon	L	Kalim Ahmad Rana	832-559-7338	832-752-0567
26	Houston South	hos	S	Amir Malik	713-660-9833	
27	Indiana	IND	S	Waseem Ahmad	317-863-0706	317-450-0278
28	Kansas	KAC	S	<i>Election to be held</i>		
29	LA East	LAE	L	Rashid Mian Syed	714-962-7783	562-412-6837
30	LA-Inland Empire	LAI	L	Imran Jattala	909-981-3453	909-210-4393
31	LA West	LAW	L	Zafar Basith	310-787-9903	310-634-8773
32	Las Vegas	LAV	S	Ahmed Masood	702-631-4844	702-561-1059
33	Laurel	LRL	L	Sardar Hifazat Ahmad	301-313-0846	
34	Long Island	LIS	L	Abdul Razak Qureshi	516-884-8149	
35	Merced	MER	S	<i>Election to be held</i>		
36	Miami	MIA	L	Saifullah Cheema	954-753-1551	954-643-2217

#	MAJLIS	Code	*	Name	TEL H)	CELL
37	Milwaukee	MIL	L	Syed Imran Mudassar	414-423-7010	414-687-8817
38	New Orleans	NEW	S	Chairul Bahri	225-767-0110	225-772-1188
39	New York	QNS	L	M. Ahmad Chaudhry		718-614-7691
40	North Jersey	NOJ	L	Khalid Ahmad	845-638-3755	845-300-4143
41	North Virginia	NVA	L	Chaudhry Fazal Ahmad	703-433-9452	
42	San Francisco	OAK	S	Feroz Khan	510-223-5872	
43	Orlando	ORL	S	Fazalur Rehman Qureshi	407-208-0435	201-780-1889
	Oshkosh	OSK		Responsibility of Milwaukee Za'im		
44	Philadelphia	PHI	L	Imtiaz Rajayki	610-628-4392	
45	Phoenix	PHX	S	Abdul Waheed Khan	602-235-0610	480-993-9831
46	Pittsburgh	PIT	S	Ahmad Shareef	412-793-0549	412-292-5367
47	Portland	POR	S	Mirza Muhammad Luqman	503-245-9041	
48	Potomac	POT	L	Munawar A. Saeed	301-299-3293	
49	Res. Triangle	RES	S	Shamim Malik	919-439-4585	919-841-8934
50	Richmond Virginia	Ric	S	Khalil Ahmad	434-978-7491	434-227-0450
51	Rochester	ROC	S	Zafar Ahmad Malik	585-507-4320	
52	Sacramento	SAC	S	Mahboob Mubarik	209-469-8837	209-403-5336
53	San Diego	SAD	S	Tahir Ijaz	858-720-8313	
54	Seattle	SEA	L	Malik Mubarik Ahmed	253-850-1268	206-399-5018
55	Silicon Valley	SAJ	L	Musawwir Momen	831-297-3498	
56	Silver Spring	SSP	L	Malik Mansoor Ahamd	240-328-8623	
57	So Virginia	SVA	L	Munawar A. Malik	540-720-8650	
58	St. Louis	STL	L	Azim Aziz	314-603-1825	
59	St. Paul	STP	S	Nasim Ahmad	651-776-0210	
60	Syracuse	SRC	S	Badar M. Ahmad	315-682-0982	
	Toledo	TOL		Responsibility of Detroit Za'im		
61	Tucson	TUC	L	Abdul Malik Ahmadi	520-792-1568	520-440-1568
62	Tulsa	TUL	S	Naseer Tahir	918-286-1127	
63	Washington DC	WDC	L	Abdus Samee	703-658-7015	202-216-6987
64	Willingboro	WIL	L	Muhammad Aminuddin	609-735-2569	609-234-1891
65	York	YRK	L	Zarar Bajwa	570-366-0934	
66	Zion	ZON	S	Arif Qureshi	847-543-1076	630-347-8874



Plans and Responsibilities

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Responsibilities of a Nasir

The following is taken from the Constitution of Majlis Ansārullāh USA as approved by Khalīfatul-Masīh :

8. Every male Ahmadi above the age of 40 years shall be a member of this Majlis. The members of Majlis Ansārullāh shall be divided into two age groups:
- a. Saf Awwal shall consist of members over 55 years.
 - b. Saf Dom shall consist of members between 40 and 55 years.
- An Ahmadi who does not owe allegiance to Hadrat Khalīfatul-Masīh shall not be eligible for membership.
78. General meeting of a Majlis shall be held at least once a month in which members of Majlis shall participate.
122. Sadr Majlis has the power to exempt members from full or part payment of subscriptions in case of their inability to pay, provided it is recommended by the appropriate office bearer concerned.

Duties of members

190. To carry out orders of Hadrat Khalīfatul-Masīh and the officers appointed by him.
191. To carry out the orders of Sadr Majlis, Nā'ib Sadr Saf Awwal, Nā'ib Sadr Saf Dom and other office bearers of the Majlis.
192. To pay the prescribed subscriptions of Majlis Ansārullāh. In case of financial inability, a member may obtain exemption from Sadr Majlis.
193. To regularly carry out all the programs of Majlis Ansārullāh.
194. To abide by the prescribed reformative measures in the event of negligence or default.
195. It shall be necessary that all the office-bearers and members of Majlis Ansārullāh are fully aware of the rules and regulations contained in the Constitution and abide by them.

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal	Due Date
Recite the the Holy Qur'ān	Daily
Offer at least one prayer in congregation	Daily
Exercise or play sports for 30 min	Three times a week
Pay Ansār Dues or request exemption	Monthly or pay off for whole year
Participate in Ta'lim exams	June 30, Dec 31
Memorize Surah Al-Infitar	June 30
Memorize Surah Al-Tariq	December 31
Keep contact information up-to-date	As needed
Participate in Ansār meetings and Ijtimā's	As needed

Responsibilities of a Qā'id

Key Contacts:

Sadr:		Nā'ib Sadr Saf Awwal:	
Name:	Wajeeh Bajwa	Name:	Khaled Ata
Cell:	(919) 632-9567	Home:	(301) 560-2300
E-mail:	sadr@Ansarusa.org	E-mail:	ahmadka54@hotmail.com

Responsibilities of a Qā'id

Responsibilities of each Qā'id are listed separately in the Ansār Constitution; numbers 134 to 161

195. It shall be necessary that all the office bearers and members of Majlis Ansārullāh are fully aware of the rules and regulations contained in the Constitution and abide by them.

16. If required one or more Nā'ib Qā'ids (Deputy Qā'ids) may be appointed in each Qiyadat, who may be allowed to attend the meetings of the executive committee with the permission of the Sadr, but shall not be entitled to vote.

The Qā'id should:

1. Lead his department as required and described in the constitution of Majlis Ansārullāh, USA.
2. Report on the activities of his department to Sadr Majlis every month.
3. Respond to all requests within 2 days.
4. Attend National 'Āmila meetings, Ijtimā'at, and meeting of Majlis Shūrā.
5. Be a role model for other Ansār as well as for the younger generation.
6. Act as mentor for Zo'ama (for implementation of all plans according to the schedule).
7. Make note of the departmental budget and track departmental expenses accordingly.

A Nā'ib Qā'id should:

1. Attend Ijtimā'at
2. Attend National 'Āmila meeting if for any reason Qā'id is unable to attend a meeting.
3. Assist Qā'id in discharging his responsibility.

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal	Due Date	Resource(s)
Evaluate department's performance in each Majlis	Monthly	Majlis reports
Send report to Sadr	20 th of every month	
Attend 'Āmila meetings	As scheduled	
Provide performance feedback via email to 6-10 Majālis	Every month	
Participate in Nāzim's regional teleconference	One region per quarter	

Responsibilities of a Regional Nāzim

Key Contacts:

Sadr:		Qā'id Umumi:	
Name:	Wajeeh Bajwa	Name:	Imran Hayee
Cell:	(919) 632-9567	Cell:	(732) 801-4657
E-mail:	sadr@ansarusa.org	E-mail:	qaid.umumi@ansarusa.org

Responsibilities of a Regional Nāzim

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

165. Regional Nāzim shall be responsible for affairs of all Majālis in his region.

166. He shall preside over the meetings of Majlis 'Āmila of his region.

170. He shall send a report of his activities to Sadr Majlis every month.

197. It shall be necessary for all Nāzimeen and Zo'ama to attend the national Ijtimā' unless prior permission has been requested and granted by Sadr Majlis.

A Regional Nāzim should:

1. Become familiar with all Majālis in the region.
2. Stay in touch with all Zo'ama and assist them where help is needed.
3. Ensure that each Majlis submits its monthly report by the 12th of each month.
4. Ensure that Center's directives are carried out in each Majlis in the region.
5. Hold a quarterly teleconference with Zo'ama of the region.
6. Visit each Majlis at least once a year
7. Appoint regional 'Āmila if possible and obtain approval from Sadr.
8. Send appropriate person from a neighboring Majlis to help a Majlis in need.

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal (Scope: Region)	Due Date	Resource(s)
Evaluate performance of each Majlis, and send report to Sadr	12 th of following month	Majlis reports on Ansār website
Organize Local Ijtimā' in every Majlis	Before Regional Ijtimā'	Ijtimā' Flyer
Organize Regional Ijtimā'	Before October 1	Ijtimā' Flyer
Visit each Majlis in region at least once, attend General Meeting and activate Ansār	Sep 30, 2010	List of Majālis in region on page 16.
Hold teleconference, or call each Za'im in region	Every Quarter	

Responsibilities of a Za'im

Key Contacts:

Sadr:		Qā'id Umumi:		Regional Nāzim:	
Name:	Wajeeh Bajwa	Name:	Imran Hayee	Name:	
Cell:	(919) 632-9567	Cell:	(732) 801-4657	Cell:	
E-mail:	sadr@ansarusa.org	E-mail:	qaid.umumi@ansarusa.org	E-mail:	

Responsibilities of Za'im

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

181. Za'im shall be responsible for all the affairs of his Majlis. It shall be his duty to see that instructions from the headquarters are being carried out.
182. Za'im shall preside over meetings of his Majlis 'Āmila.
183. In case of emergency Za'im is allowed to authorize necessary expenditure on his own which will have to be presented before the local Majlis 'Āmila in the next meeting for approval.
186. Za'im has the power to appoint a person to officiate for him or for any other subordinate office-bearer in his jurisdiction but he will have to inform the Sadr about it immediately. In case of sector the intimation should be sent to Za'im A'la.
188. Za'im shall send the report of his activities to the Sadr Majlis every month.
202. Every Majlis shall appoint one group leader for every 10 members; this group leader shall endeavor to activate these members and help keep them motivated.

Za'im should:

1. Hold a local 'Āmila meeting and Ansār general meeting every month.
2. Implement National Plans as listed in the Ansār Handbook (or as communicated by Qā'ideen).
3. Submit monthly report of activities to Sadr Majlis.
4. Attend to all instructions from Headquarters.
5. Get to know all the members of the Majlis personally.
6. Establish a friendly environment in the Majlis. Arrange social events such as picnics and sports events, along with regular monthly meetings.
7. Assist with burial arrangements when a Jama'at member passes away. Report demise of a Nasir to Sadr Majlis as soon as possible (send full particulars and photo if possible).
8. Send report of new Bai'ats to Sadr Majlis, Qā'id Tablīgh and Qā'id Membership.
9. Train Nā'ib Za'im and 'Āmila members by delegating different responsibilities to them.

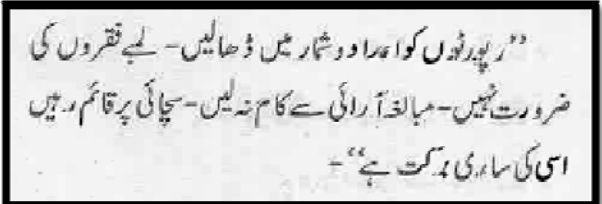
SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal (Scope: Local Majlis)	Due Date	Resource(s)	Points
Send Za'im report (including status of SMART goals)	7th of month	Report Form	20
Implement plan to activate all Ansār. Visit at least one inactive member	Every Month		20
Hold local Ijtimā'.	Before regional Ijtimā'	Ijtimā' Flyer	20
Participate in regional Ijtimā'	Before Sept 30	Ijtimā' Flyer	10
Elect Shūrā delegates	September 15, 2010		10

Za'im Guidelines

Monthly Report: Ansār office holders should submit report of activities in their sphere of responsibility. All reports are combined and submitted to Hadrat Khalīfatul-Masīh (may Allah be his support) by Sadr Majlis every month. It is important to send these reports in a timely manner so the information to Huzur is current. Please remember to follow instruction of Hadrat Khalīfatul-Masīh IV (may Allah have mercy on him) when the preparing monthly reports:

- Convert reports into numbers and figures.
- There is no need for long sentences.
- Don't exaggerate.
- Be truthful.
- All blessings are in this (being truthful).



“Instructions for Majālis Ansārullāh Pakistan, 2007 (Hida'yaat)”
 * * * * *

Local ‘Āmila: As instructed by the Sadr Majlis, every Za'im should nominate ‘Āmila and submit names for approval by Feb 15, *and* whenever a change is required. In a small Majlis more than one department can be assigned to the same person.

Majlis:		Date:	
Office / Muntazim	Name	Phone	E-mail Address
Za'im			
Nā'ib Za'im Awwal			
Nā'ib Za'im Dom			
Muntazim (Mz.)Umumi			
Mz. Education			
Mz. Moral Training			
Mz. Training New Members			
Mz. Social Services			
Mz. Tablīgh (Propagation)			
Mz. Health			
Mz. Finance			
Mz. Waqf Jadīd			
Mz. Tahrik Jadīd			
Mz. Membership			
Mz. Publication			
Mz. Qur'ān Education			
Auditor			

Meeting Guidelines:

General Meeting:

1. Monthly meetings should be scheduled for fixed day and time every month. (e.g. 3rd Sunday from 11:00 AM to 12:30 PM)
2. Ansār meetings should be conducted efficiently, respecting members' time constraints and with every effort to adhere to a pre-assigned schedule. General meeting program should be prepared and distributed to members at least 24 hours before the meeting.
3. Weekly classes are *not* a replacement for Monthly General Meeting.

Suggested Agenda for Monthly General Meeting

• Recitation of the Holy Qur'ān	Za'īm (5 min)
• Ansār Pledge	Za'īm (2 min)
• Correct Recitation of the Holy Qur'ān	Assign (10 min)
• Study of the Holy Qur'ān (per Schedule)	Assign (10 min)
• Study of the Hadith (per Schedule)	Assign (10 min)
• Study of the Books (per Schedule)	Assign (10 min)
• Moral Training Discussion (per Schedule)	Assign (10 min)
• Tablīgh Discussion (per Schedule)	Assign (10 min)
• Health Talk (Z&SJ)	Assign (10 min)
• New members Discussion	Za'īm (5 min)
• Open Discussion / Assignments	Za'īm (5 min)
• Administrative Announcements & Dua	Za'īm (5 min)
• Social or sports time / Refreshments	Za'īm (15 min)

‘Āmila Meeting:

1. Prepare and distribute agenda for the ‘Āmila meeting to the ‘Āmila members at least 24 hours before starting the meeting. Suggested sample agenda is given below.
2. Keep minutes of all meetings as part of local records.
3. Minutes should be brief, and include attendance (by name), agenda, ‘Āmila's decisions (if voting is required then note who favored and who opposed), and status of items requiring action.

Agenda for ‘Āmila Meeting

• Recitation of the Holy Qur'ān	Assign
• Minutes of previous month's meeting	Muntazim Umumi
• Communication from headquarters	Za'īm
• Report of activities	Each Muntazim
• Plans for next month
• Other agenda items
• Date of next meeting & Dua	Assign

** Pledge is not required in ‘Āmila meeting*

1: Nā'ib Za'im Saf Awwal & Dom

Key Contacts:

Nā'ib Sadr Saf Awwal:		Nā'ib Sadr Saf Dom:	
Name:	Khaled A. Ata	Name:	Naseem Ahmed Waseem
Home:	(301) 560-2300	Cell:	(732) 213-6743
E-mail:	ahmadka54@hotmail.com	E-mail:	nawaseem@gmail.com

Responsibilities of Nā'ib Za'im Saf Awwal

Items in this box have been adopted from the Constitution of Majlis Ansārullāh::

126. The powers and duties of Nā'ib Za'im Awwal shall be those delegated to him by the Za'im.
127. When Za'im is on leave Nā'ib Za'im Awwal shall act as Za'im and exercise all the powers of Za'im in his absence. Even during the presence of Za'im under his direct supervision and guidance his powers can be exercised by Nā'ib Za'im Awwal.
128. Nā'ib Za'im Awwal will not be empowered to cancel or alter the orders of Za'im while officiating as Za'im.

Responsibilities of Nā'ib Za'im Dom

Items in this box are adopted from Majlis Ansārullāh's Constitution:

43. It is necessary that Nā'ib Za'im Dom shall not be above 50 years of age at the time of nomination.
129. Nā'ib Za'im Dom shall organize members under 55 years old under the general supervision of the Za'im Majlis. He shall try to ensure that all members under 55 participate in all programs implemented by Majlis Ansārullāh.
130. He shall see that members under 55 own bicycles and promote cycling (activities) amongst them.
131. He shall see that maximum number of members under the age of 55 participate in the program of cycling with the purpose of meeting people (in their communities) and doing social service.
132. He shall present the report of his activities to Za'im Majlis every month.

Nā'ib Za'im Dom should also:

1. Stay in touch with all members under the age of 55 and encourage them to participate in Ansār activities.
2. Own a bicycle or exercise equipment and use it regularly.
3. Organize cycling events (at least one in small Majālis, two or more in large Majālis)

2: Umumi (General Secretary)

Key Contacts:

Qā'id:		Nā'ib Qā'id:	
Name:	Imran Hayee	Name:	Basit Khan
Cell:	(801) 801-4657	Cell:	(410) 530-8235
E-mail:	Qaid.umumi@Ansarusa.org	E-mail:	basitakhan@hotmail.com

Responsibilities of Muntazim Umumi:

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

134. Muntazim Umumi shall be in charge of the office at local Majlis.
135. He shall see that instructions of Za'im are being carried out and remind all concerned when necessary.
136. He shall maintain the record of proceedings of local Majlis.

The Muntazim should:

- 1) Communicate:
 - a) Notify all members of the convening of 'Āmila and general body meeting.
 - b) Carry out correspondence as desired by the Za'im.
- 2) Maintain Records:
 - a) Inventory of all property and belongings of the Majlis.
 - b) Names of Ansār qualified to participate in Majlis elections.
 - c) List of local 'Āmila members and their contact information.
- 3) Monitor progress:
 - a) Track implementation of Majlis-e-'Āmila decisions.
 - b) Obtain monthly reports from office holders.
- 4) Report:
 - a) Assist the Za'im in preparing Majlis activity reports.
 - b) Record minutes of the proceedings of 'Āmila meetings, and send its agenda as part of monthly Za'im report.
- 5) Perform all other duties that the Za'im may assign.

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal	Due Date	Resource(s)	Points
Assist Za'im with collecting reports from Muntazimeen	7 th of following month	Online Report Form	40
Arrange general meeting *	Every month		40
Arrange 'Āmila meeting *	Every month		20

* Monthly meetings may be held over the phone if distance and/or weather are a factor.

To receive *Ansār Newsletter* and Summary of *Friday Sermons* via email Ansār should register at:

http://Ansarusa.org/mailman/listinfo/members_ansarusa.org

(Alternatively the Za'im can send a list of member's email addresses to Qā'id Umumi)

3: Propagation (Tablīgh)

Key Contacts:

Qa'id:		Na'ib Qa'id:	
Name:	Monas Ahmad Chaudry		
Cell:	(714) 488-7407		
Home:	(714) 993-6414		
E-mail:	Monas123@gmail.com		

Responsibilities of Muntazim Tablīgh

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

149. Muntazim Tablīgh shall prepare all members to practically participate in preaching.
150. Muntazim Tablīgh shall prepare a scheme for preaching and shall motivate the members to use all their resources to implement it.

The Muntazim should:

1. Become example of our faith before inviting others to join.
2. Review the guidelines determined by the Khalīfatul-Masīh regarding Tablīgh by listening to and by reading summaries of his Friday Sermons dated 6/4/04, 10/8/04, 1/28/05, 9/30/05, 6/16/06 available at www.alislam.org
3. Train members by reviewing the questions and answers as listed website www.askislam.org and conducting workshop during Da'een meeting to demonstrate ways to convey the message of Islam.
4. Communicate Tablīgh plan to members and encourage them to pray for divine help
5. Establish local Majlis timeline to accomplish the defined goals (One-on-one contacts, Da'een Ilallah meetings, interfaith meetings, lectures in school / colleges, church visits and visits to focus areas).
6. Encourage each Nasir to achieve the target of conveying the message of Islam/Ahmadiyyat i.e. 100 new one on one contacts per Nasir.

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Specific Targets	How often	Points per year
Convey the message of Islam through one-on-one contacts	Monthly	48
Hold Da'een Ilallah training /coordination meetings. Establish new one-on-one contacts, (large Majālis: 20; small Majālis: 10)	Monthly	12
Visit small towns or focused areas	Monthly	12
Hold bookstalls/open houses	Monthly	12
Hold lectures or seminars at college/school/church	Monthly	12
Assist Jamā'at in preparation of radio or TV programs	Twice a year	4

Tablīgh Guidelines

One-on-one Tablīgh

One-on-one contact happens when Islam and Ahmadiyyat are introduced to new or old acquaintances, or when people who come in contact with us in our daily activities such as work, sports, shopping, school, or neighborhood visits (walks) are introduced to Islam through our actions or words. If Almighty Allah wills, these people may become repeat contacts in our lives. e.g. we might see them regularly when out for a walk, have a chat each time, listen to them as well as offer our own social/religious information, perhaps invite them to our home if the comfort level is appropriate. The person should be given Jamā'at contact information such as mosque/mission house address, phone number and www.alislam.org. We should clarify that we are available to answer or arrange to answer any questions the contact may have about Islam and Ahmadiyyat.

Visits to Small Towns

Islam and Ahmadiyyat should be introduced to small towns. Shūrā proposal of 2006 recommend contacting law enforcement officials, local newspapers, churches, holding book stalls, participating in local fairs or swap meets.

Lectures in Colleges

You may write introductory letters to the Religious Studies Department and introduce Islam and Jamā'at Ahmadiyya to them. Offer your services to give lectures to introduce Islam and or answer questions about Islam in a classroom setting. Enclose introduction to Islam pamphlets. If there are no learned members then discuss your specific situation with your Muntazim Tablīgh and Za'im. Qā'id Tablīgh will coordinate with local Majlis to arrange for a member from another Majlis to visit and help.

Bookstalls

An effective bookstall occurs when Islam and Ahmadiyyat is introduced, questions are answered or information about questionnaires is taken for follow up, books are sold, free literature is distributed and new contacts are made. Anyone who has not held a bookstall can be paired with those who have already done so for guidance.

Hold a bookstall at a location where there is traffic of potential new contacts, such as swap meets, local fairs, and college campuses. If there are non-Muslims or non-Ahmadis visiting Jamā'at's mosque or mission house and you hold a bookstall then it counts too.

Note:

- Each Majlis should budget for Tablīgh activities; and use these funds to purchase literature from Publication department.
- DVDs for cable access channel are also available from Publication department.

4: Finance (Māl)

Key Contacts:

Qā'id:		Nā'ib Qā'id:	
Name:	Tahir Soofi Ahmad	Name:	Aftab Lubis
Home:	(847) 548-4175	Home:	(469) 656-4221
Mobile:	(847) 687-5674	Mobile:	(214) 501-6772
E-mail:	tahirsoofiahmed@yahoo.com	E-mail:	aftablubis@sbcglobal.net
Address:	1823 Country Dr Apt 204 Grayslake, IL 60030-3177	Address:	2046 Nottingham Place Allen, Texas 75013

Responsibilities of Muntazim Finance

Items in this box have been adopted from the Constitution of Majlis Ansārullāh

122. Sadr Majlis has the power to exempt members from full or part payment of subscription in case of their inability to pay, provided it is recommended by the appropriate office-bearer concerned.
142. Muntazim Finance shall organize the assessment of annual budget of all Ansār in his Majlis, and shall arrange collection of subscription according to this budget.
143. He shall correspond with Qā'id Māl on matters concerning his Majlis.
144. He shall present names of members who are defaulters in the payment of subscription to the Za'im and take action according to the Za'im's instructions.
145. He shall present annual budget of his Majlis to Qā'id Māl for presentation to Majlis Shūrā.
146. He shall present the income and expense statement before local Majlis Āmila every month.
201. Every Majlis shall prepare the annual budget of its subscriptions according to the prescribed rates and send it to the Center by the due date.

The Muntazim should:

1. Reach out to all Ansār in Majlis and remind them about their financial obligations towards Ansārullāh dues as instructed by the Khulafā (Khulafā is plural of Khalifa) in their addresses to improve participation in financial sacrifice.
2. Collect dues and disburse funds for expenses.
3. Submit income and expense information in monthly reports.
4. Be a role model and pay dues at the prescribed rates and early in the year.
5. Follow Finance guidelines for all income and expenses.
6. Maintain inventory of Majlis's property.
7. Maintain strict confidentiality of all members' personal finances.

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal	Due Date	Resource(s)	Points
Collect dues from all Ansār according to the prescribed rate	Monthly	Finance Guidelines	10
Send Finance Report	7 th of following month	Finance Report Form	60
Submit income budget for 2011	July 31, 2010		15
Submit Expense budget for 2011	July 31, 2010		15

Finance Guidelines

Prescribed Rates of Ansār Chanda (dues):

- Ansār dues are 1% of the yearly take home income.
- Ijtimā' dues are 1/8 of the total yearly Ansār dues
- Publication dues are \$10 yearly per Ansār

Example: For a yearly income of \$40,000, Ansār dues are \$400, Ijtimā' dues are \$50 and publication \$10 yearly. Thus total dues on \$40,000 income will be \$460 per year. Budget should be assessed on the net take home salary which is gross salary minus the taxes and insurance.

Dues should be paid in lump sum or in easy installments from January to December. Ansār dues are collected on a monthly basis, however, officers are encouraged to collect 100 % of the income budget before the Ijtimā' (usually held in October).

Income Budget:

Budget should be based on real income and should include all earning and non-earning members of Majlis. **Any Majlis which fails to submit budget on time shall forfeit right to reimbursement of any expenses in that fiscal year.**

Members with no income should be recorded with zero in front of their names but should be requested to pay at least a few dollars in to benefit from the blessings of the financial sacrifice.

Income budget for the following year should be sent to Qā'id Māl before the end of July so it can be discussed at Majlis Shūrā in October.

Dues Collection:

- The Za'im and the local 'Āmila should set the example by paying dues on time.
- While collecting, approach members very humbly and respectfully
- Avoid asking for dues or discussing personal finances in front of others.
- Remind the entire majlis politely but often (announce at Friday prayer, call, email, or write letters, etc.).
- Keep verifiable evidence of the success of the efforts to include all members in the budget. Examples include increased dues collection, increased attendance at Ansār organized activities and meetings, etc.
- When a check or cash is received, a receipt should be issued in a timely manner (no later than 10 working days). No monies should be received without a receipt being given.
- Receipts should be issued in sequence of the numerical order in receipt books.
- Voided receipts - white and yellow copies should be sent with the monthly income report.
- All funds should be sent to Qā'id Māl promptly or deposited in local bank account.
- Income report must be sent along with the yellow receipts properly filled with:
 - Full name
 - Member code
 - Receipt Number and amount paid in various categories
- If Majlis maintains a local bank account, check(s) sent to Qā'id Māl should have dual signatures. No cash should be sent.
- For Majālis with a bank account, every bank statement must be reconciled to the books every month. All adjustments must be properly recorded and approval from Qā'id Māl/or Sadr Majlis should be obtained for the adjustment(s) and filed appropriately.

Expenses and Reimbursement:

- No money should be spent outside of the approved budget.
- Ensure purchases are reasonable and necessary.
- Be mindful of the fear of Allah when spending. Try to spend according to the departmental line item budget and within the approved budget. No permission is required if expenditure is within Majlis's budget.
- Prior approval from Sadr Majlis must be obtained if expenditure is going over the approved expense budget, or extra funds are needed for any special activity such as Tablīgh. **This approval must be obtained before incurring expense.**
- No reimbursements will be issued for expenses such as Eidul Fitr or Eidul Adhiyya lunches. These Jama'at events should be funded through the Jama'at finance system. However, picnics and BBQ meetings etc that are sponsored and organized exclusively by Ansār etc. can be considered for reimbursement but prior approval from Sadr Majlis is required.
- The original receipts must accompany all expense vouchers for reimbursements. **Copy of all receipts and expense vouchers should be kept at local Majlis.**
- For Majālis with bank accounts: all checks issued to pay for purchases or to send funds to Qā'id Māl should have two signatories. Copies of these checks should be kept at the local Majālis.
- Expense budget for following year should be sent to Qā'id Māl before the end of July so it can be included in the national budget. **Failure to send budget in time will result in no expense budget allocated for defaulting Majlis.**

Documentation for Audit:

- Copies of all correspondence with Qā'id Māl and copies of all income and expense reports should be kept at the local Majālis for audit. Items whose copy must be kept locally include:
 - Checks
 - Vouchers
 - Receipts (pink copy)
 - Finance Reports (income and expense)
 - Bank Statements (if applicable)
 - Expense receipts (store receipts)
- All those Majālis that have bank accounts should make sure that their checks are signed by two persons (Za'im and the Muntazim Finance or a designated local 'Āmila member)
- If any receipt is cancelled it should be recorded and white and yellow copies be sent along with the monthly income report.
- Keep records to show that members were approached to improve their participation and increase their dues payment. (Announcements at Friday prayer and monthly meetings, emails, letters, personal contact, phone calls, etc.). Muntazim Finance's obligation in this regard is to show proof that they have reminded all members to fulfill their duty.
- If all members are not included in the budget, document what steps and efforts have/are being taken to include all members in the budget.

Inventory of non-consumable property:

- Keep proper documentation of Majlis's assets.

5: Education (Ta'lim)

Key Contacts:

Qa'id:		Na'ib Qa'id:	
Name:	M. Dawood Munir	Name:	Belal Khalid
Cell:	(832) 526-8614	Cell:	(732) 841-4924
E-mail:	dawood@sndtaxservices.com	E-mail:	bkhalid@aol.com

Responsibilities of Muntazim Education

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

139. It shall be the duty of Muntazim Education to propagate and inculcate the Islamic teachings amongst the members of Majlis Ansārullāh.
140. Muntazim Education shall arrange the education of illiterate persons.

The Muntazim should:

- 1. Implement Education program to achieve the following objectives:**
 - a. Promote and facilitate learning of Islamic teachingsPromote and accelerate learning of Islamic teachings
 - b. Increase members' involvement in the National Ta'līm Program and ensure at least 50% participation in the Ta'līm test.
- 2. Arrange classes to study the Holy Qur'ān (See Ta'limul Qur'ān plan for details)**
- 3. Arrange teaching of Hadith.** (see syllabus given on the next page)
- 4. Arrange teaching of books of the Promised Messiah (peace be on him)** (see syllabus given on the next page)
- 5. Encourage Ansār to prepare for educational competitions at the local, regional, and national Ijtimā'at.**

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal	Due Date	Resource(s)	Points
Arrange regular Ta'līm Classes	Monthly		12
Implement Ta'līm program	Monthly	Ta'līm Syllabus	12
Arrange Ta'līm Exams (Minimum 50% participation)	Semi-annual	http://www.ansarusa.org	48
Participate in essay writing competition	June 30 th , 2010	Topics on next page	28

The Holy Qur'ān Five Volume Commentary in English: <http://alislam.org/Qur'ān/five-vol/>
Tafseer e Kabeer in Urdu: <http://alislam.org/urdu/tafseer/>

Ta'lim Syllabus:

Study Period	Syllabus
January-June 2010 Exam Deadline June 30, 2010	The Holy Qur'ān: Chapter 82, Sura Al-Infitar (Translation & Commentary) Hadith: “Forty Gems of Beauty” Hadith # 11 to 15 Book: English: “Essence of Islam” http://www.alislam.org/books/essence/contents.html Urdu: “Hadrat Mirza Ghulam Ahmad of Qadian in View of his Writings” http://www.alislam.org/urdu/tahreer/ Topics to cover: <ul style="list-style-type: none">▪ Islam, the true and living faith▪ Hadith and the practice of the Holy Prophet (peace and blessings of Allah be on him)▪ Dajjal or the anti-Christ▪ Arrogance▪ Thinking ill of others▪ Challenges of internet & parental control
July-December 2010 Exam Deadline December 31, 2010	The Holy Qur'ān: Chapter 86, Surah Al-Tariq (Translation & Commentary) Hadith: “Forty Gems of Beauty” Hadith Numbers 16 to 20 Book: English: “Essence of Islam” Urdu: “Hadrat Mirza Ghulam Ahmad of Qadian in view of his writings” Topics to cover: <ul style="list-style-type: none">▪ The Plague▪ Extraordinary Renown and Divine Succor▪ Earthquakes & Wars▪ Miscellaneous Signs

Essay Writing Competition: Deadline to submit essay is **June 30, 2010**.

- Topics:**
1. What is the Islamic perspective on domestic violence in all its forms?
 2. What is the profile of a Muslim husband?

Essay must:

- be in English, on one of the approved topics (listed above)
- contain between 7,000 and 10,000 words.
- be submitted in MS Word format (typed, double spaced, letter size paper)
- be free of spelling and factual errors.
- list all bibliographic references.

Prizes: The following prizes will be awarded at National Ijtimā’:

First: \$300.00 Second: \$200.00 Third: \$100.00

6: Education of the Holy Qur'ān (Ta'limul Qur'ān)

Key Contacts:

Qā'id:		Nā'ib Qā'id:	
Name:	Syed Fazal Ahmed	Name:	Fazalur Rehman Qureshi
Cell:	(215) 805-3610	Cell:	(201) 780-1889
E-mail:	Fazal.ahmed@excite.com	Email:	Allrehman@aol.com

Responsibilities of Muntazim Education Qur'ān

Items in this box have been adopted from the Constitution of Majlis Ansārullāh:

158. Muntazim Education Qur'ān shall motivate members to learn reading and recitation of the Holy Qur'ān with correct pronunciation and teach it to others.

159. He shall urge members to participate in Waqfe-Arzi in teaching the Holy Qur'ān

The Muntazim should:

1. Lead by example – follow the program for Education of Holy Qur'ān.
2. Inculcate love of The Holy Qur'ān among Ansār by encouraging members to:
 - a) Recite Holy Qur'ān daily
 - b) Memorize prescribed chapters/verses
 - c) Learn translation and commentary of Holy Qur'ān.
3. Arrange appropriate classes and encourage participation in:
 - a) Qur'ān classes in local mosque or prayer center.
 - b) On-line or telephone classes (organized by Jama'at Ta'līmul Qur'ān Department).
4. Encourage Ansār to devote at least one week (per year) to participate in Waqf Ardi for the purpose of teaching Holy Qur'ān.
5. Evaluate progress and report on it

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal	Due Date	Resource(s)	Points*
Organize Qur'ān classes or arrange participation in online classes.	Monthly	Majlis Report Form see Guidelines next page	25
Memorize, and Learn the meaning of Surah Al-Infitar (Ch: 82) Verses 1-20.	June 30 th	The Holy Qur'ān	25
Memorize, and Learn the meaning of Surah Al-Tariq (Ch: 86) Verses 1-18.	November 30 th	The Holy Qur'ān	25
Extra efforts made for study of Holy Qur'ān and participation in Waqfe Arzi.	November 30 th	The Holy Qur'ān	25

*Point allocation will be based on percent of members achieving these goals. Full 25 points will be awarded if 75% members in a majlis achieve these goals.

Guidelines for the education of the Holy Qur'ān

Members should adopt and maintain the habit of reciting the Holy Qur'ān everyday on their own for at least 10 minutes, preferably after Fajr prayer. However, members who are unable to recite after offering Fajr prayer should be encouraged to do so at any other convenient time.

Holy Qur'ān Class:

- A Qur'ān class must be established in all Majālis either at the Majlis or Halqa level. The class may be held daily between Maghrib and Isha'a, or on the weekends at a time convenient to most members. In the event the above two options are not feasible then the class should be held at least once a month.
- Request help from the local missionary where one is available. If a missionary is not available then another learned Nasir can be appointed. This member should be proficient in the recitation of the Holy Qur'ān and should conduct the class on a daily or weekly basis. If local class cannot be held due to distance, members should endeavor to attend Internet based Qur'ān classes available through <http://www.ansarusa.org>
- The presiding teacher should first read the Arabic text designated for a particular session followed by the English translation. The attendees should then be asked to read a few verses. The presiding teacher should not correct the mistakes repeatedly as it may cause embarrassment to the reader, rather the teacher should make a note of all mistakes and at the end of the session, should go over the mistakes without naming any names.
- The duration of the class should be no more than 30-60 minutes depending on the size of the class. Each attendee must be given equal time to complete his recitation.
- All members should be proficient in the recitation of the Holy Qur'ān with proper understanding of the rules of Tajweed (pronunciation).
- At the beginning of each class instructor should recite the Arabic text followed by translation for the benefit of all present.

Plan and Track progress:

- Prepare a list of members who need to study Yassarnal Qur'ān. Make necessary arrangements to teach them. Maintain a record of their progress.
- Prepare a list of members who need to learn how to read the Arabic text of the Holy Qur'ān and make necessary arrangements to teach them. Maintain record of their progress.

7: Moral Training (Tarbiyat)

Key Contacts:

Qa'id:		Na'ib Qa'id:	
Name:	Rafi Malik		
Cell:	(614) 915-4375		
E-mail:	RafiMalik@yahoo.com		

Responsibilities of Muntazim Moral Training

This item has been adopted from the Constitution of Majlis Ansārullāh:

141. It shall be the duty of the Muntazim Moral Training to take necessary steps for the development of true Islamic character amongst members of Majlis Ansārullāh.

The Muntazim should:

1. Inculcate, in himself and others, the habit of offering Salāt at its prescribed time in congregation.
2. Encourage daily recitation and reading of commentary of the Holy Qur'ān.
3. Urge Ansār to strive to regularly offer congregational Friday prayer.
4. Help create and maintain Salāt centers (with the approval of local Jamā'at president).
5. Hold interactive group discussions on social and cultural issues.
6. Support Ansār to achieve proper moral training of their families.
7. Regularly contact Ansār.
8. Activate inactive Ansār.
9. Stress strong affiliation with Khilāfat and the Jamā'at.
10. Encourage Ansār to regularly write to Huzur (may Allah be his support) for prayers.
11. Urge Ansār to listen to Huzur's (may Allah be his support) Friday sermons or at least read the sermon summary.
12. Urge Ansār to regularly attend Jamā'at's programs.
13. Hold moral training week.
14. Hold "From Father to Son" workshop in local Majlis.
15. Increase participation in Nizam-e-Wasiyyat (system of the Will).

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal	Due Date	Resource(s)	Points
Hold moral training week.	Mar. 22-28, 2010	Moral Training Guidelines	20
Hold "From Father to Son" workshop in local Majlis.	Once a year	Moral Training Guidelines	20
Contact inactive Ansār.	Every month	Moral Training Guidelines	24
Discuss assigned moral training topic	Every month	Moral Training Guidelines	12
Urge Ansār to strive to regularly offer congregational Friday Prayer.	Every month	Moral Training Guidelines	12
Regularly urge Ansār for Tarbiyat activities discussed in Tarbiyat program.	Every month		12
Total Points:			100

Moral Training Guidelines

Activating Inactive Ansār

Efforts should be made to make personal contacts with each Nasir of the Majlis. Special efforts should be made to contact those Ansār who are not active in the Majlis. The following guidelines should be used to motivate inactive members:

- Urge local officers to call and visit inactive members and invite them to their houses. A record of this activity should be maintained.
- Urge local officers to find out if any inactive member needs help/guidance regarding his job or any other problem. A record of this activity should be maintained.
- Include cookout and sports activities along with Majlis programs to make them appealing.
- Arrange transport for inactive Ansār to get to Jama'at events as needed.
- Invite inactive members to every social/Majlis's function, such as weddings, *aqeeqas*, etc. this is up to the host not the majlis
- Remind members not to pick on inactive members if they come to Majlis's function after a long interval; rather they should be welcomed as if they were missed badly.
- Introduce inactive members (individually) to other Jama'at members at the time of meetings especially at special events such as Eid.
- Motivate inactive members to develop personal relationship with Khalīfatul-Masīh by writing letters and personal mulaqaat (meeting) if possible.
- Encourage inactive members to watch MTA on regular basis in the company of other active members and friends.
- Give inactive members some responsibility in Majlis for their training and so that they become integral part of the system.
- Create a friendly and welcoming environment at the mosques/Jama'at centers. Too many formalities should not be the norm.
- Make efforts to bring inactive members to regional and national events so that they can be introduced to a wider circle. This is one of the purposes of Jalsa Salana (annual convention) described by the Promised Messiah (peace be upon him).
- Remind all members to speak the local language (English in the U.S.) in both Jama'at and social meetings.

Participation in Congregational Salāt in Mosques

Ansār should be urged to strive to offer congregational prayers at mosques or local Salāt centers. Following guidelines should be used to achieve better participation in congregational Salāt in mosques.

- Members should be encouraged to live near a Mosque.
- Members should be encouraged to adopt car pooling/buddy system.
- Knowing the fact that everybody cannot and would not be able to come to the Mosque regularly, different halqas (sections) may be persuaded to come to the Mosque by rotation. Picking the Imam for leading the prayers from the same halqa may help in achieving better attendance.
- Each Majlis should make arrangement for offering at least one Tahajjud prayer in congregation every month.
- Emphasis on this subject should be a regular feature in every Āmila meeting of the Majlis.
- Provision for games and discussions on interesting topics should be made at Mosques.
- Members should learn meaning of the prayer. It would certainly add flavor to the Salāt.

- Members should be encouraged to start offering 1 or 2 prayers in congregation (Maghrib and Isha) and then gradually increase this number.
- Chart showing the Qur'ānic injunctions, Ahadith, and writings of the Promised Messiah (peace be on him) showing the importance of the congregational prayers should be put up in all Mosques.

Those members who become regular in offering congregational prayers should pray with heartfelt concern for those who are not offering prayers in congregation.

Moral Training of Household Members

Ansār must lead by example in their homes and strive to become role models for their families. The following should be the virtues of a Nasir's home.

- Be a leader in establishing Tahajjud prayers in his home and Majlis.
- Offering Salāt in congregation whenever offering Salāt at home
- Daily Dars of Hadith, Malfoozat etc. at home
- Listening to Huzur's (may Allah be his support) Friday sermons with the family.
- Watching MTA programs with household members
- Having some area designated in the house for the purpose of Salāt/dua in the light of the practice of the Promised Messiah (peace be on him).
- Ensure that all household members observe proper *purdah* and strongly discourage any type of mix gatherings as stressed by Hadrat Khalīfatul-Masīh V (may Allah be his support).

Strong Affiliation with Khalīfatul-Masīh (may Allah be his support) and the Jama'at

Make efforts to ensure that Ansār develop a strong affiliation with Khalīfatul-Masīh (may Allah be his support) and the Jama'at. These efforts should include but not limited to the following:

- Listen to Huzur's (may Allah be his support) Friday sermons or at least read the Friday sermon summary.
- Listen to Huzur's (may Allah be his support) addresses.
- Write to Huzur (may Allah be his support) for prayers on a regular basis.
- Regularly attend programs of the Majlis and Jama'at.
- Strive to attend Friday prayer regularly.
- Regularly watch MTA.
- Attend Ansār national and regional *Ijtimā'at* (plural of *Ijtimā'*).

Moral Training Week

Hold a Moral Training week in which Ansār should be encouraged to focus on individual Tarbiyat (Moral Training). During this week, Ansār should be urged to:

- Offer every Salāt at its prescribed time.
- Offer at least one Salāt in congregation daily (at home if not at the mosque).
- Recite the Holy Qur'ān daily, read translation and commentary.
- Strive to say Tahajjud prayer throughout the week or at least twice during the week.
- Write a letter to Huzur (may Allah be his support) for prayers.
- Attend Friday prayer at the mosque.
- Strive to do good and refrain from the forbidden.
- Try to give up at least one bad habit and adopt a good one.

Addressing Social Issues in Majālis

1. **Sensitivity/Diversity Training:** Periodically sensitize members about issues like spoken language, body language, socio-economic/ethnic clustering, etc.
2. **Promote Social Interaction:**
 - a. **At Majlis Level:** Hold periodic social/recreational/fun events (picnic, sports, healthy entertainment, food, etc.).
 - b. **At Individual/Family Level:** Appropriately pair up members of diverse backgrounds with trained members and urge them to interact with each other socially (reciprocal phone calls and personal visits at homes, etc.).
3. **Education of Members:** Arrange regular education classes for members of diverse backgrounds to increase their fundamental knowledge of Islam and Ahmadiyyat.
4. **Mentor Members for the Majlis's (Community) Work:** Engage, recruit, and assign increasing responsibility and visibility to members according to their capability and training - coach and train them for their assigned duties.
5. **Recognize Individual Contributions:** Sincerely and creatively recognize individual members for their services to the Majlis (community). Use meetings to recognize individuals who have done some special work for the Majlis.
6. **Track Progress:** Conduct periodic surveys to measure progress in this sensitive arena and share the findings with Qā'id Tarbiyat.
7. **Identify and Publicize an Ombudsman System:** Identify and publicize an ombudsman system to address the grievances of individual members.

Note: According to Dictionary.com an Ombudsman (om·buds·man) is:

- a. A government official who hears and investigates complaints by private citizens against other officials or government agencies.
- b. A person who investigates and attempts to resolve complaints and problems, as between employees and an employer or between students and a university.)

Support Material for Holding “From Father to Son” workshop in local Majlis:

Details and presentation materials for holding this workshop will be provided to Zoa'ma.

Support Material:

- A synopsis in English of Huzur's (may Allah be his support) Friday sermon is distributed to Zo'ama weekly. Other Ansār can also signup by submitting their email addresses at:
http://Ansarusa.org/mailman/listinfo/members_ansarusa.org
- The letters to Huzur (may Allah be his support) can be sent via:
 - E-mail: <https://eletter.alislam.org/login.php>
 - Fax: 01144-208-870-5234
 - Snail mail: 16 Gressenhall Road, London SW18 5QL, U.K.
- MTA is available live at <http://mta.tv>
- Copies of booklet *Al-Wasiyyat* (The Will) can be requested from the Jama'at
- The address of Hadrat Khalīfatul-Masīh V (may Allah be his support) on the subject of the wasiyyat scheme is available at:
<http://www.alislam.org/jalsa/uk/2004/ram/HazoorAddressConcluding.ram>

8: Training of New Members (Tarbiyat Nau Muba'i'in)

Key Contacts

Qā'id:		Nā'ib Qā'id:	
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Responsibilities:

This item has been adopted from the Constitution of Majlis Ansārullāh:

160. Muntazim Tarbiyat Nau Muba'i'in shall try to maintain a strong liaison with New Members and try to make them an active part of the Jama'at.
161. He shall see that new convert Ansār are enrolled as members and try that they fully become part of the Ansārullāh organization.

The Muntazim should:

1. Introduce new member to Majlis in a meeting (with new member's permission). Provide new members a copy of the book "Welcome to Ahmadiyyat, True Islam" by Dr. Karimullah Zirvi.
2. Pair each new member with a Nasir (preferably with the one who had introduced him to Ahmadiyyat). Provide names of each pair to Qā'id.
3. Ensure that new members are on Jama'at mailing list to receive The Ahmadiyya Gazette and Al-Nahl.
4. Give new members a tour of Jama'at's websites and show them how to:
 - a. Open an account on Alislam.org and send email to Khalīfatul-Masīh (may Allah be his support).
 - b. Access online periodicals, books, and bookstore.
 - c. Read Muslim Sunrise at www.muslimsunrise.com
 - d. Browse Ansār website www.Ansarusa.org
5. Encourage new member to attend local, regional, and national events.
6. Inculcate following habits among new members:
 - a. Offer prayer (Salāt)
 - b. Pray (dua)
 - c. Recite the Holy Qur'ān and read commentary
7. Encourage new members to develop strong affiliation with Jama'at and Hadrat Khilafatul Masīh.
8. Ensure that a segment of the monthly meeting is allocated for training of new members.
9. Evaluate new member's progress on an on-going basis (monthly).
10. Regularly provide data about new member's training needs to Qā'id.

New Member Guidelines

Education/Training Program:

Make sure that new Ahmadi knows:

1. Learning Prayer:
 - a. Purpose of prayer
 - b. Prayer (Salāt) – Arabic, translation, Positions, and timetable
 - c. Importance of Friday prayer
2. Learning Fundamentals:
 - a. Importance of recitation of the Holy Qur’ān
 - b. Five pillars of Islam
 - c. Six articles of faith
 - d. Life history of the Holy Prophet (peace and blessings of Allah be on him) and Khulafa-e-Rashideen (may Allah be pleased with them).
 - e. What is Sunnah and Ahadith
3. Learning about the Majlis (Jama’at):
 - a. Condition of Bai’at
 - b. Life of the Promised Messiah (peace be on him)
 - c. Khilafat in Ahmadiyyat
 - d. Brief history of Ahmadiyyat
 - e. Organizational Structure of Majlis and the Jama’at
 - f. Chanda (dues) system and importance of financial sacrifices

Books and Quarterly Program:

1. Philosophy of Teachings of Islam.
2. Welcome to Ahmadiyyat, True Islam by Dr. Karimullah Zirvi
3. Basics of Religious Knowledge by Sheikh Abdul Hadi (fourth Edition)
4. Life of Muhammad (peace and blessings of Allah be on him) by Hadrat Mirza Bashiruddin Mahmood Ahmad (may Allah be pleased with him).
5. Islam’s response to contemporary issues by Khalīfatul-Masīh IV (may Allah have mercy on him).

January – March	April-June	July-September	October-December
Ablution & Tayammum Adhan	Life of Holy Prophet Mohammad (peace and blessings of Allah be on him). Organizational Structure of the Jama’at	Life of the Promised Messiah (peace be on him) Khilafat in Ahmadiyyat	History of Islam and Ahmadiyyat Chanda (Subscription) System
Memorize Salāt: Niyyat, Takbir, Thana, Ta’awwudh	Memorize Salāt: Tasmiya, Sura Al-Fatiha, Sura Al-Ikhas, Ruku, Tasmea	Memorize Salāt: Tahmeed, Sajdah, Qa’adah, Tashah’hud, Darood	Memorize Salāt: Concluding Prayers of the Salāt.
Learn Yassarnal Qur’ān		Begin reading of the Holy Qur’ān	

At the end of each quarter, the new Ahmadi should evaluate his own progress.

9: Tahrik Jadid

Key Contacts:

Qa'id:			
Name:	Bashir Malik		
Cell:	(703) 627-1787		
E-mail:	bashir_a_malik@hotmail.com		

Responsibilities of Muntazim Tahrik Jadid

This item has been adopted from the Constitution of Majlis Ansarullah:

153. Muntazim Tahrik Jadid shall motivate members of Majlis Ansarullah to participate in the financial sacrifices of Tahrik Jadid. He shall also make the Demands of Tahrik Jadid known to all the members.

The Muntazim should:

- Assist Jam'at's Tahrik Jadid Secretary with the collection of the pledges.
- All pledges should be sent to the center by March 15, 2010.
- At least 25% of Ansar should be followed-up every month, to ensure collection targets are on schedule. Ansar members could be reminded through meetings, phone calls, emails or by paying them a personal visit.
- The sacrifices of Daftar Awwal (First Register: November 1934 – October 1944) need to be re-activated. Ansar whose parents or grandparents participated in this scheme during Daftar Awwal should continue to make contributions on their behalf to keep this as *Sadqa Jariah* (Sadqa that continues). Find Ansar members whose elders participated in this blessed register and appeal them to contribute on behalf of their elders.
- Make special efforts to increase participation of non-Chanda paying members by 10%.
- Regular Chanda paying members should be encouraged to increase their Chanda to 1/5th of one month's income on annual basis.
- Distribute Caravan-e-Islam, an electronic monthly magazine published from USA, showing the progress of projects resulting from the sacrifices under Tahrik Jadid worldwide.

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal	Due Date	Resource(s)	Points
Obtain pledge from every Nasir	March 31, 2010		30
Achieve 50% collection	June 30, 2010		20
Achieve 75% collection	Sept. 30, 2010		20
Achieve 100% collection	Oct. 1, 2010		10 Bonus
Achieve 100% collection	Oct. 15, 2010		20

Demands of Tahrīk Jadīd

- Lead a simple life
- Be honest in dealings with others
- Establish a religious environment at home
- Protect the rights of women
- Participate financially in Tablīgh programs
- Youth should devote their lives to serve religion (Waqf-e-Zindagi)
- Participate in temporary devotion program (Waqf Ārdi)
- Senior citizens should devote themselves for the propagation
- Devote children for the cause of Ahmadiyyat the true Islam
- Seek guidance for children's future
- Strive to do routine chores (Waqar-e-Aml)
- People without work should take whatever job they find
- Clean throughways as service to humanity
- Pray especially for the scheme of Tahrīk Jadīd

Tahrīk Jadīd Registers

Khulāfa-e-Ahmadiyyat have launched new registers of Tahrīk Jadīd about every 20 years since its inception. Register periods are detailed below:

Register Number	Description	Years
1	Awwal (First)	November 1934 – October 1944
2	Dom (Second)	November 1944 – October 1964
3	Soam (Third)	November 1964 – October 1984
4	Chaharam (Fourth)	November 1984 – October 2005
5	Punjam (Fifth)	November 2005 – to date

Hadrat Khalīfatul-Masīh V (may Allah be his support) initiated Daftar Punjam (Fifth Register) in 2005. All children born after October 2005 and members joining Jama'at after 2005 are in this Register.

10: Waqf Jadīd

Key Contacts:

Qa'id:		Na'ib Qa'id:	
Name:	Abdullah Ennin		
Cell:	(414) 241-5917		
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Responsibilities:

This item has been adopted from the Constitution of Majlis Ansārullāh:

152. Muntazim Waqf Jadīd shall motivate members of Majlis Ansārullāh to participate in the financial sacrifices and other programs of Waqf Jadīd.

The Muntazim should:

1. Assist Jama'at Secretary Waqf Jadīd with collecting pledges from Ansār
 - a. Remind Ansār of their pledges and collection in every meeting.
 - b. Contact those Ansār who do not come to meetings
2. Educate Ansār of the importance of Waqf Jadīd.
3. Be regular in sending his report to the Za'im
4. Exhort Ansār to pay more than they paid in 2008.
5. Exhort Ansār to pay monthly or pay off pledges early.
6. Report pledges/collections status on monthly basis.
7. Get phone number and email addresses of Ansār so that they could be reached and reminded if they do not attend meetings.

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal	Due Date	Resource(s)	Points
75% Participation (pledges)	March 31, 2010		20
100% Participation (pledges)	May 31 st , 2010		30
Achieve 75% collection	Sept. 15 th , 2010		20
Achieve 100% collection	Oct. 1 st , 2010		10 Bonus
Achieve 100% collection	Oct. 15 th , 2010		20

Waqf Jadīd Scheme

Founded by Hadrat Khalīfatul-Masīh II (may Allah be pleased with him) in 1957 for propagation in rural communities in Pakistan. “If our Jama’at wishes to prosper it will have to extend its preaching activity in every quarter. There is need to amplify considerably our efforts so that our voice may reach every house in every town.” (Al-Fazāl, January 11, 1958)

Hadrat Khalīfatul-Masīh IV (may Allah have mercy on him) gave Waqf Jadīd an international structure.

“The emphasis is on the maximum number of Ahmadis contributing, according to their means. In this scheme countries compete to see which leads in the total number of participants: children, women, men, the old and the young” (Friday Sermon, December 29, 1989).

Given the present condition that exists in Bangladesh and Pakistan the importance of this blessed scheme cannot be over emphasized. In fact, when Hadrat Khalīfatul-Masīh IV (may Allah have mercy on him) put emphasis on Tablīgh and the need to convert millions of souls into the Jama’at, we are all witnesses to what happened. Millions of people were converted and all these souls need proper Islamic Teachings. The Jama’at needs to build Mosques for some of the converts. These are the fruits of Waqf Jadīd and we must prepare for the future.

11: Publication (Isha‘at)

Key Contacts:

Qā'id:		Nā'ib Qā'id:	
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Editor Ansār (monthly newsletter):		Nā'ib Qā'id (Co-Editor Al-Nahl):	
Name:	Rafi Malik	Name:	Imran Jattala
Cell:	(740) 657-8529	Cell:	(909) 210-4393
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Address:	1942 Baltic Ave Lewis Center OH 43035-8012	Address:	7908 Sierra Vista Street Rancho Cucamonga CA 91730-1833

Responsibilities of Muntazim Publication

This item has been adopted from the Constitution of Majlis Ansārullāh:

156. Muntazim Publication shall try to increase the circulation of the Monthly Ansārullāh and motivate members to contribute articles to the monthly.
157. He shall assist Qā'id Publication with publishing important books and literature, as and when required, and supply to the Majlis.

The Muntazim should also:

1. Ensure that the Ansār in his Majlis are receiving and reading the Ansār newsletter and Al-Nahl regularly. If a Nasir is not receiving either, make sure that the Nasir is listed as a Nasir and his address is correct in the Jama‘at’ data at the Jama‘at national headquarters.
2. Identify potential writers and encourage them to write for the Al-Nahl.
3. Document and maintain local history of the spread of Ahmadiyyat and the Ansār activities, and have them published in the Ansār and Al-Nahl as appropriate.
4. Send brief reports of significant local and regional activities to Qā'id Publication.
5. Ensure that local Jama‘at or auxiliary library and/or bookstore carries all Ansār publications.
6. If there is a bookstore in your Jama‘at, make sure that it carries all Ansār publications.
7. Keep a supply of free literature to be made readily available when someone needs it.

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal	Due Date	Resource(s)	Points
Send picture of the Za‘īm with name, education, profession and date.	Feb 28, 2010	Al-Nahl (Vol 18, No. 4) http://www.alislam.org/alnahl/	10
Send a picture of Majlis-e-‘Āmila with date and name of the Majlis	Apr 30, 2010	See above	10
Send a group photo of the Ansār with date and the name of the Majlis	June 30, 2010	See above	15
Send a brief report of a distinguished activity or work done by your Majlis	Aug 30, 2010	See above	25
Submit at least one article for publication	Oct 30, 2010	“Publication Guidelines” on next page	40

Publication Guidelines

Write! Possible topics include:

- Why Islam is my choice?
- How I accepted Islam.
- History of the local Jama'at/Majlis.
- Brief report of local activities.
- Interviews of new converts relating to how and why they accepted Islam.
- Local history of the spread of Ahmadiyyat.

Translate! We are looking for volunteers to translate, from Urdu into English, and from English or Urdu into Spanish.

Edit! We are looking for volunteer to review and/or edit the Al-Nahl and other publications.

Review! We are also looking for volunteers to review Al-Nahl and other publications.

Sign Up by providing contact information (name, email address and phone) to the Qā'id Isha'at.

Guide for writers and dictionary of common Arabic/Urdu terms is available at <http://www.Ansarusa.org>

Ansār Periodicals:

- **Ansār Newsletter**, monthly. Mailed and emailed to all Ansār. Includes announcements and reports of recent activities, and Ijtimā'at. Subscribe to members@ansarusa.org to get latest information.
- **Al-Nahl**, Quarterly. Mailed to all Ansār. Carries articles related to education, moral training, preaching, and health etc.
- **Ansārullāh** Magazine in Urdu, published monthly from Rabwah. Carries scholarly articles. Excellent content for those who can read Urdu. Subscription is \$30 per year (mail check with your mailing address to Qā'id Māl).

How to order Ansār publications:

Books, pamphlets and other materials are available from Ansār Book Store. Complete list of available items is printed on the Order Form on next page.

Za'im or Muntazim Publication can order any item through Nā'ib Qā'id Publication, Mushtaq Ahmad Chaudhary.

To place order please make a copy of the order form, enter your name, telephone, mailing address and quantities needed. Calculate cost, and mail the order with payment in the form of check or money order to Nā'ib Qā'id's address.

To request free publications, just fax the form to Nā'ib Qā'id.

All inquiries concerning purchase orders should also be directed to Nā'ib Qā'id publication.

If requesting material for Tablīgh, please contact Qā'id Tablīgh for approval of funds and convey the approval to Nā'ib Qā'id Isha'at (Publication) and Qā'id Māl. Their contact info can be found in the respective departmental descriptions.

Ansār Publications Order Form

No	Publication	Price	Qty	Total \$\$
1	Inspiring Events in the Field of Tablīgh. <i>Maulāna</i> 'Atā-ul-Mujeeb Rāshed	\$2		
2	Why Islam is My Choice: Stories of Spiritual Journeys	\$2		
3	Words of Wisdom. Dr. Karīmullāh Zirvī, Majeed A. Miān, Syed Sājid Aḥmad.	\$5		
4	Approaching the West: <i>Maulānā</i> Mubasher Ahmad	\$5		
5	Forty Gems of Beauty <i>Ḥaḍrat</i> Mirzā Bashīr Aḥmad (Raḍiyallāhu 'anhu)	\$2		
6	Letter to a Dear One Sir Muḥammad Ḍafrullāh Khān	\$2		
7	Muḥammad (ṣallallāhu 'alaihi wa sallam) in the Bible <i>Ḥaḍrat</i> Khalīfatul-Masīh II (raḍiyallāhu 'anhu)	\$1		
8	Ṣalāt Poster 18x24" Color, Arabic with transliteration and translation (Soft copy is available for free download)	\$2		
9	Synopsis of Religious Preaching. <i>Maulānā</i> A.U. Kaleem	\$2		
10	Razzāq and Farīda. Dr. Yūsef Lateef: A story for children	\$1.50		
11	Educational syllabus for Ansārullāh (in Urdu) - by Ansār Canada	\$2		
12	Al-Nahl Special Issue on <i>Ḥaḍrat</i> Mufti Muhammad Sadiq	\$1		
13	Al-Nahl Special Issue on Dr Salam	\$3		
14	Al-Nahl Various old issues	Free		
15	Wonderful Prayers from the Holy Qur'ān. Pocket-Size Edition	Free		
16	Conditions of Initiation (Bai'at) Pocket-Size Edition	Free		
17	Arabic Qaseedah Yā 'aina faidillāh (without a'rāb)	Free		
18	Arabic Qaseedah: bi muali'in (with a'rāb)	Free		
19	Khilāfat Centenary Prayers	Free		
20	Muslim Sunrise Special issue on Jihad	Free		
21	Jesus son of Mary	Free		
22	EL ISLAM UNA RELIGION DE PAZ Y AMOR (Spanish)	Free		
23	¿JESUCRISTO MURIÓ EN LA CRUZ? (Spanish)	Free		
24	DVD: Jesus in India	\$1		
25	Audio Cassette: Resolution of controversial issues	\$1		
26	Audio Cassette: Islam and Qur'ān	\$1		
27	Audio CD: Varios urdu poems	\$1		
28	Plastic Ruler for Tablīgh - Love for All, www.alislam.org	\$0.25		
Grand Total				

Name _____ Phone _____

Street address _____

City _____ State _____ Zip _____

Amount Enclosed _____

Send your orders with payment to Mushtaq Ahmad Chaudhary, Majlis Ansārullāh, USA
Ahmadiyya Movement in Islam, 15000 Good Hope Road, Silver Spring MD 20905, USA

12: Intellect and Physical Health (Zahanat wa Sehat-e-Jismani)

Key Contacts:

Qā'id:		Nā'ib Qā'id:	
Name:	Shamim Ahmad Malik	Name:	Dr. Tanveer Ahmed
Home:	(919) 439-4585 (after 7PM ET);	Home:	
Cell:	(919) 841-8934	Cell:	(601) 209-3546
E-mail:	Samalik7777@hotmail.com	E-mail:	tahmedmd@hotmail.com

Responsibilities of Muntazim Health

This item has been adopted from the Constitution of Majlis Ansārullāh:

151. Muntazim Health shall plan and execute programs for maintaining intellectual and physical health of members

The Muntazim should:

1. Encourage Ansār to adopt a healthy lifestyle.
2. Inform every Nasir what his ideal body weight should be and encourage him to maintain it.
3. Motivate Ansār to exercise/walk at least 30 minutes/day, 3-5 days/week.
4. Plan and make arrangements for team sports in Majlis.
5. Lead discussion on interesting health related articles at each Majlis' meeting.
6. Try to make Ansārullāh meetings more interesting and interactive. For example, he may teach Ansār how to warm up or stretch before exercise, etc.
7. Encourage healthy snacks during Majlis meetings.
8. Organize "Health Awareness Day" at local (and/or regional) level.
9. Organize free Health Screening at Regional Ijtimā'at (BP, cholesterol, flu shots, etc.) through the help of Ahmadi medical professionals.
10. Maintain a Homeopathy Kit and a First Aid Kit. Make Ansār members aware of homeopathic treatment and encourage its use. Share Information with Ansār about about homeopathy medicines available at <http://nccam.nih.gov/health/homeopathy/>
11. Encourage members to memorize portions of the Holy Qur'ān, Qaseeda, and Prayers.
12. Encourage Ansār to read Jama'at publications regularly.
13. Remind Ansār to get in the habit of reading daily newspaper and keeping up with current events.
14. Encourage Ansār to adopt a lifelong hobby, like, gardening, hiking, fishing, etc.

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal	Due Date	Resource(s)	Points
Lead health discussion at general meetings	Every month	"Steps to Exercise" by Hadrat Mirza Tahir Ahmad Khalīfatul-Masīh IV (may Allah have mercy on him) http://www.ansarusa.org	15
Inform Ansār to maintain body weight	Each Quarter	BMI charts on internet	10
At least 40% of members should exercise/walk or participate in a sports for 30 minutes per day- 3-5 days/wk	Each Quarter		40
Arrange one team sport activity	Mar 31, 2010		10
Organize "Health Awareness Day"	June 30, 2010		10
Organize free Health Screening	June 30, 2010	Ahmadi medical professionals	15

Health Information

Aging is a natural phenomenon. However, certain aspects of aging are unexpected and not considered normal. Medical science has reached a level of sophistication that it is now possible to prevent these unexpected events. We cannot change certain factors such as our genetic heritage but we can certainly take steps to change risk-factors for life threatening diseases, promote longevity, and enhance overall well-being.

Considering our age group we have to take care of our health and must have medical check-ups on a regular basis. Things to check are blood pressure, fasting blood sugar, and blood cholesterol levels. If there is a family history of heart disease, an EKG may be needed and, if necessary, an exercise stress test. If someone does not have health insurance a local Ahmadi doctor may be able to arrange a free check-up.

Weight Control:

In a recent study, overweight adults need only a small amount of exercise – equivalent to a half hour brisk walking per day - to prevent further weight gain. This is significant, considering the nation's growing epidemic of obesity. An adult weighing 190 lbs burns 108 calories during 30 minutes of regular walking, 173 calories during brisk walking and 345 calories during running.

Exercise:

We must change our lifestyle to incorporate regular exercise. The weather in most places is fair in spring and summer. Get out into the fresh air and walk. All you need is a pair of good walking shoes and a safe place to walk. The best time is in the morning after Fajr prayers. Late evening may suit others. It sure beats sitting in front of the TV. Get ordinary bathroom weighing scales. Weigh yourself, set your personal goal of weight loss and write it down. Monitor and record your weight weekly.

Start walking slowly and time yourself. Make sure you warm up first and cool down after each exercise period. Listen to your body. Do not overdo it. As you get used to the exercise routine and build up physical endurance, you will begin to feel better. Make adjustments in your weekly work schedule gradually to accommodate time for exercise. Share your progress with other Ansār at monthly Ansār meeting.

Annual Sports Budget:

Funds are available for sports at the local Majlis level. Each Majlis can apply for funds at the rate of \$5.00 per Nasir. That is, if you have 20 Ansār in your Majlis, you will have \$100.00 available per year to spend on sports, like volleyball net, table tennis set, horse shoe set, etc. Contact Qā'id Health for release of these funds.

13: Social Services (Ithar)

Key Contacts:

Qā'id:			
Name:	Habeeb M. Shafeek Jr.		
Cell:	(352) 551-7491		
Home:	(352) 383-5466		
E-mail:	HabeebS@aol.com		

Responsibilities of Muntazim Social Services

This item has been adopted from the Constitution of Majlis Ansārullāh:

148. Muntazim Social Services shall chalk out programs in order to sympathize with Allah's creatures, to serve them and to work for their welfare and shall ask all Ansār to act upon these programs.

The Muntazim should:

Initiate and sustain at least one social service activity:

- Assess needs by conducting Local Needs Assessment (LNA).
- Select a specific need that your Majlis will address immediately.
- Develop plans to address selected need.
- Implement above plans.
- If feasible, select additional needs to address

Report all Social Services activities performed during the previous month. Each activity reported must give details of:

- Develop plans to address selected need.
- The number of Nasir involved in that specific Ithar activity
- The number of hours spent on Ithar
- Provide a brief description of Ithar activities performed during the month

Evaluate the effectiveness of implemented plans and make changes as needed.

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal	Due Date	Resource(s)	Points
Conduct LNA & decide needs to be addressed	Feb. 28, 2010	Social Services Guidelines	25
Develop & implement agreed program(s)	Every month	Local Service Delivery Programs, projects, models.	30
Formulate and submit timely reports	Monthly	Majlis Report Form	25
Reevaluate effectiveness of programs and efforts.	March 31, June 30, September 30 December 31, 2010	Social Services Guidelines	20

Social Service Guidelines

Many Majālis have consistently demonstrated outstanding performance in social service work. These Majālis have produced excellent results, inspired local participation, and made a difference for many in need. The following guidelines are by no means comprehensive. Majālis are encouraged to innovate and address needs that are unique to their local communities.

Engage local Jamā'at members and community contacts to ascertain specific needs of local community. In addition, local Majālis are strongly encouraged to network and, partner with local agencies, and community organizations where appropriate.

Each Majlis must initiate and sustain at least one social service activity:

- Work with potential volunteers to determine which needs will be addressed. Take into account what the volunteers are capable of doing.
- Discuss these needs with Qā'id Social Services to make him aware, and see how National Ansārullāh can then assist local effort. Ensure that plans are realistic and will generate suitable activities for reasonable number of Ansār in Majlis to participate.
- Develop specific plans to address selected needs. Who will do what, when and how? What resources they will need, who will provide them.
- Implement agreed plans in a timely manner.
- Document relevant details so that periodic assessment can be made. Report all social service activities performed during previous month. Reports should be accurate, concise, logical, and timely, utilizing standard report forms. Report should include: name of program, number of Ansār involved, total number of man-hours, details of activities, and resources. Include pictures if appropriate.
- Every few month evaluate results to see if the programs are serving their objectives. There is no harm in dropping a program or project that is not working. The Majālis may re-channel energy and resources into programs that are more effective in helping the community and achieving objectives of Social Service Department

Qā'id of Social Service will provide ongoing direction and appropriate motivation to those Nāzimeen/Zo'ama that are not consistently meeting the objectives outlined in the national social service plan.

Previous successful social service strategies have been, but not limited to:

1. MTA access assistance
2. Health fairs and screenings
3. Visiting the sick
4. Homeopathic remedy distribution
5. Feeding the poor/Meals on Wheels
6. Clothing distribution
7. Mentoring programs
8. Employment referrals/networking
9. Appropriate financial assistance
10. Sponsorship of water wells in Africa.
11. Highway, road clean-up, beautification projects
12. After-school tutorial math, science, computer labs.
13. Local, county, state, jail/prison programs
14. Sponsorship of water wells in Africa.

14: Membership (Tajnid)

Key Contacts:

Qā'id:			
Name:	Munawar Ahmed Malik		
Cell:	(214) 641-5427		
Home:	(972) 429-5411		
E-mail:	munawarmalik86@yahoo.com		
Address:	1206 Maritime Ln, Wylie TX 75098		

Responsibilities of Muntazim Membership

This item has been adopted from the Constitution of Majlis Ansārullāh:

154. Muntazim Membership shall see that each Ahmadi who has attained the age of Ansārullāh is included in the Membership (i.e. enrolment).

155. He shall see that complete enrolment is maintained and the system of Sa'iqin (i.e. group leaders) is established in local Majlis.

The Muntazim should:

1. Maintain complete membership record of all Ansār in local Majlis.
2. Maintain accurate contact information of all members
3. Report membership changes in Za'im's monthly report.

SMART goals (Specific, Measurable, Achievable, Result oriented, Timely)

Goal	Due Date	Resource(s)	Points
Update Membership with latest contact information and send to Qā'id via email (<i>any sensitive information sent via email must be in a password protected file</i>).	April 20, 2010	Excel Spread sheet available from Qā'id	50
Update membership records with latest contact information and send to Qā'id	November 20, 2010	New Member Registration Form. Address Change Form	50

Membership Guidelines

- Local Majlis's records should contain all active and inactive members.
- Report all membership changes to Qā'id Membership on the Monthly Report form.
- Twice a year, confirm accuracy and completeness of census data, update if necessary, and send to Qā'id Membership.
- Maintain following information in each column in Excel spreadsheet about every member:
 - Serial Number
 - Member Code
 - Last Name
 - First Name
 - Middle Name
 - Home Phone
 - Cell phone
 - Address
 - Email Address
 - Year of Birth
 - Profession

Process for Updating Records:

- No change: If member details are correct, mark "no change" in the status column of Excel spreadsheet.
- Missing data: Clearly enter missing data in the appropriate field.
- Change of address: Complete Change of Address Form to update contact information, and give to local Jamā'at Finance Secretary (also inform Qā'id Membership as soon as possible).
- Moved out: If a Nasir on the list has moved out of Majlis, write "Has moved to (Majlis name)" in status column.
- Died: If a Nasir has passed away, write "Deceased on (date)" in the status column.
- No Member Code: Use Jamā'at Tajnid form to apply for member code through local Finance Secretary.
- New Member: If a Nasir has moved into your Majlis and already has Jamā'at's member code then ask him to fill out the change of address form. Submit completed form either to local Finance secretary or send it to national headquarters. In addition, inform Qā'id Membership through Za'im using monthly report form..

15: Audit Plan

Key Contacts:

Auditor:		Nā'ib Auditor:	
Name:	Muhammed K. Owusu	Name	Mazhar Ul Haque
Cell:	(804) 512-8621	Cell	951-522-9886
Home:	(804) 201-4349	Home	951-360-6212
E-mail:	nsenkyire@gmail.com	E-mail	haque5121@yahoo.com
Address	12508 Brightwater Ln Richmond, VA 23233-2413		

Responsibilities of Local Auditor

This item has been adopted from the Constitution of Majlis Ansārullāh:

162. Local Auditor shall assist National/ Nā'ib National Auditor in auditing Majālis accounts.

Local Auditor should ensure that:

- Finance department activities adhere to internal control procedures. This relates to the collection of Chanda, handling of bank accounts, disbursement of expenses, and fund transactions.
- Monthly bank reconciliation for all accounts is performed and reconciled balances agree with deposit and withdrawal ledgers. (For Majālis with local bank accounts only)
- Income and expense items in the financial statements including unusual variances to budget and prior years are reviewed.
- Proper approval/authorization for expenditure is in effect and properly documented.
- Reports prepared are accurate and inputs of data in computer system (if available) are done in a timely basis.

Purpose of Audit:

Majlis Ansārullāh's audit system is based on Taqwa (righteousness). Purpose of audit is to ensure that financial affairs of Majlis Ansārullāh are based on sound accounting principles and that local Majālis adhere to the directives and guidelines issued by Qā'id Māl and Sadr Majlis regarding financial matters.

It is imperative that Majlis Ansārullāh operate in an environment where there is transparency in accounting procedures and auditing standards are impeccable. This is to ensure that in any eventuality, Majlis Ansārullāh, USA will be prepared. Insha'Allah.

Scope of Audit:

1. Review finance department's activities to ensure adherence to internal control procedures. This relates to all financial transactions. For example, collection of dues, handling of bank accounts, and disbursement of expenses.
2. Review monthly bank reconciliation for all accounts and ensure reconciled balances agree with deposit and withdrawal ledgers (for Majālis with local bank accounts).
3. Review income and expense items in the financial statements including unusual variances to budget and prior years.

4. Ascertain that proper approval for authorization for expenditure is in effect and properly documented.
5. Review accuracy and timely input of data in computer system (if available).

Planned Activities - 2010

1. Book-keeping methodology training for all Majālis.
2. Check reconciliation training for all Majālis with local bank accounts.
3. Business review of National Majlis Ansārullāh, USA accounts.
4. Individual Majālis audit (if warranted) will be determined after Qā'id Māl closes out Majlis's account for 2009.

Audit Guide

SCOPE

The Audit Period is from January 1, 2009 to December 31, 2009. Since the records for the entire year cannot be audited, randomly selected sample months (2 or 3 months) would be selected for audit. The audit report to Sadr Majlis will cover selected months only.

OBJECTIVE

- Income and expense budgets are prepared in accordance with established guidelines.
- Majālis have made reasonable effort to meet the income budget in a timely fashion.
- Receipts are issued in a timely manner for all Chanda collected.
- Collections are deposited promptly.
- Reports are accurate and submitted on time.
- Funds collected are sent to Qā'id Māl per his instructions.
- Each bank statement is reconciled to the books and discrepancies resolved in a timely manner.
- All expenses are in line with the approved budget, are reasonable, properly approved, and backed by the supporting documents (receipts, contracts, etc.).

PROCEDURE

- Make audit objectives clear to the Majlis and understand their local obstacles/problems.
- Determine if approved income and expense budgets are reasonable.
- Determine if expenses are reasonable and will genuinely cover all the activities of the chapter.

DOCUMENTS NEEDED FOR REVIEW

- Approved budget.
- Income and expense report for the audit period.
- Supporting documents for all expenses (receipts, contracts and approvals).
- Bank statements for the audit period.
- Any letters or records to show that members were approached to improve their participation and increase in Chanda collection.
- Copies of monthly reports submitted to the Qā'id Māl.
- Supporting documentation for remittances/submissions to Qā'id Māl.

AUDITING STEPS (Complete Schedule A)

1. Review and determine if the income budget was reasonable. All members were included in the budget. If not, was reasonable effort made to include all the members in the budget?
2. Determine if all bank statements are properly reconciled to the books. Every bank statement must be reconciled to the books and all needed adjustments must be properly recorded.
3. Randomly select a reasonable number of dues collection transactions based on the size of the chapter (for a large chapter may be 20 transactions).
 - o When a check or cash was received, was a receipt issued in a timely manner?
 - o Were checks and/or cash deposited timely in the bank?
 - o Were funds sent to Qā'id Māl in a timely manner?
 - o Were mathematical errors noted?
4. Randomly select a reasonable number of expense transactions.
 - o Verify if receipts, contracts or other necessary documents properly support expenses.
 - o Verify if these transactions were properly approved and the costs were reasonable and necessary.
 - o The amounts on the approval, checks and books all agree with each other.
 - o The authorized persons signed the checks.
 - o The checks have more than one signature if required
5. Were prepared reports mathematically correct and sent to Qā'id Māl promptly?

SCHEDULE A

Month Selected	Step-1	Step -2	Step-3				Step-4					Step-5	
			1.	2.	3.	4.	1.	2.	3.	4.	5.		

Note: Please write the month that you selected for testing in “Month Selected” column. Write in the respective column “Yes” for positive results of the test and “No” for negative results.

If you have any comments write it on a separate sheet with reference to each step(s) and sub-steps



Ijtimā' Information

Monthly Meetings and Ijtimā' Schedule

Ansār General Meeting:

_____ of every month, at ____:_____

(See Za'im responsibilities on page 24, and monthly meeting topics on page 91 of the handbook.)

Ansār 'Āmila Meeting:

_____ of every month, at ____:_____

(See Za'im responsibilities on page 24)

Local Ijtimā': _____, 2010

Instead of monthly Ansār meeting

Regional Ijtimā': _____, 2010

National Ijtimā' and Shūrā: October 8-10, 2010

Friday 12:30 PM – Sunday 2:00 PM

Baitur Rahman Mosque, Silver Spring, MD



2010 Regional Ijtimā'

A memorable couple of days to pray, learn, compete and relax
Great opportunity to reinvigorate spiritually, intellectually, socially, and physically

Saturday, xx/xx/10 to Sunday, xx/xx/10
Ijtimā' Location (address & phone)

Educational Competitions

Individual Competitions:

- Recitation of the Holy Qur'ān
- Commentary on Hadith
- Impromptu Speech (3 min.)
- Observation & Recall

*Team Competitions **

- Message Relay
- Religious & General Knowledge

Sports Competitions (subject to change due to weather)

Individual Competitions Two Groups (40-54 and 55 & older groups):

- Table Tennis
- Horse Shoe
- Darts
- Shotput
- Basketball hoops

Team Competitions:*

- Volleyball
- Tug-of-War

Nāzim should change Suggested program to suit local needs.

Saturday, xx/xx/2010

12:00 PM Registration

Opening Session

12:30 PM Recitation & Translation of the Holy Qur'ān

12:35 PM Ansār Pledge (Sadr/Nāzim/Rep)

12:40 PM Poem & Translation

12:50 PM Opening Address & Dua
(Sadr/Nāzim/Rep)

01:00 PM Lunch & Zuhr/Asr Prayers

02:00 PM Educational Competitions

04:30 PM Sports Competitions

07:00 PM Dinner & Maghrib/Isha Prayers

08:30 PM Talqeen-e-Amal / Q&A (Missionary)

09:30 PM Good Night

Sunday, xx/xx/2010

Enter Tahajjud & Fajr Prayers

Time Darsul Qur'ān & Hadith (Missioanry)

07:30 AM Breakfast

08:30 AM Educational Competitions

09:30 AM Tablīgh & Moral Training Discussion

Concluding Session

10:30 AM Recitation & Translation of the Holy Qur'ān

10:40 AM Poem & Translation

10:50 AM Prize Distribution

11:20 AM Concluding Address

(Sadr/Nāzim/Rep)

11:40 AM Ansār Pledge & Dua

(Sadr/Nāzim/Rep)

11:45 AM Group Photographs

12:00 PM Lunch & Zuhr/Asr Prayers

Khuddām & Atfāl are cordially invited



Majlis Ansārullāh USA

29th Annual National Ijtimā'

**A memorable couple of days to pray, learn, compete and relax
Great opportunity to reinvigorate spiritually, intellectually, socially, and
physically**

Friday, October 8 (12:00 PM) to Sunday, October 10, 2010 (2:00 PM)
Baitur Rahman Mosque, Silver Spring, Maryland
(18th Shūrā will start at 2:30 PM Immediately after Friday prayer)

Educational Competitions

Individual Competitions:

- Recitation of the Holy Qur'ān
- Commentary on Hadith
- Impromptu Speech (3 min.)
- Observation & Recall

*Team Competitions **

- Message Relay
- Religious & General Knowledge

Sports Competitions

Individual Competitions Two Groups (40-54 and 55 & older groups):

- 100 Yards Sprint
- Table Tennis
- Horse Shoe
- Darts
- Shotput
- Basketball hoops

Team Competitions:* Volleyball, Tug-of-War

** Nāzimeen will select/nominate the individual and team competitors based on their participation and performance in the Local and/or Regional Ijtimā'at.*

Note: In team competition each region will be represented by one team.

Khuddām & Atfāl are cordially invited

Ijtimā' competition contents:

- Recitation of the Holy Qur'ān, Chapter 82 (*Al-Infītār*) Verses 1 to 6

[82:1] بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

[82:2] إِذَا السَّمَاءُ انْفَطَرَتْ

[82:3] وَإِذَا الْكَوَاكِبُ انْتَثَرَتْ

[82:4] وَإِذَا الْبِحَارُ فُجِّرَتْ

[82:5] وَإِذَا الْقُبُورُ بُعْثِرَتْ

[82:6] عَلِمَتْ نَفْسٌ مَّا قَدَّمَتْ وَأَخَّرَتْ

- Commentary on Hadith Number 11 (The High Concept of Obedience in Islām) from Forty Gems of Beauty.

عَنِ ابْنِ عُمَرَ قَالَ سَمِعْتُ رَسُولَ اللَّهِ صَلَّى اللَّهُ
عَلَيْهِ وَسَلَّمَ يَقُولُ عَلَى الْمَرْءِ الْمُسْلِمِ السَّمْعُ
وَالطَّاعَةُ فِيمَا أَحَبَّ وَكَرِهَ إِلَّا أَنْ يُؤْمَرَ
بِمَعْصِيَةٍ فَإِنْ أُمِرَ بِمَعْصِيَةٍ فَلَا سَمْعَ
وَلَا طَاعَةَ - (بخاری)

Narrated by Ibni ‘Umar, Allāh be pleased with him: I heard the Prophet of Allāh (peace and blessings of Allāh be on him) say: “It is binding on a Muslim to listen to and carry out an order issued by his officers whether he likes it or not, except when it involves the violation of a commandment of God or His Prophet or of a superior officer.” (Bukhārī)

Majlis Ansārullāh USA

Educational Competitions – Rules & Judging Criteria

Memorization of the Holy Qur’ān

Rules	Memorization of the Holy Qur’ān	
Criteria	Quality (correct pronunciation and punctuation)	20 points
	Style of delivery (volume, speed, melody, confidence)	20 points
	Memorization	10 points

Commentary on Hadith

Rules	Commentary on Hadith	
Criteria	Quality of content (depth of knowledge)	20 points
	Style of delivery (volume, speed, melody, confidence)	20 points
	Correct recitation of the Hadith	10 points

Impromptu Speech

Rules	Impromptu speech	
Criteria	Quality of content (depth of knowledge).	20 points
	Style of delivery (volume, speed, pronunciation and confidence)	20 points
	Use of references (Holy Qur’an, Hadith, writings of Promised Messiah, Khulafa, ...)	10 points

Majlis Ansārullāh USA

Educational Competition Marking Sheet

Event:

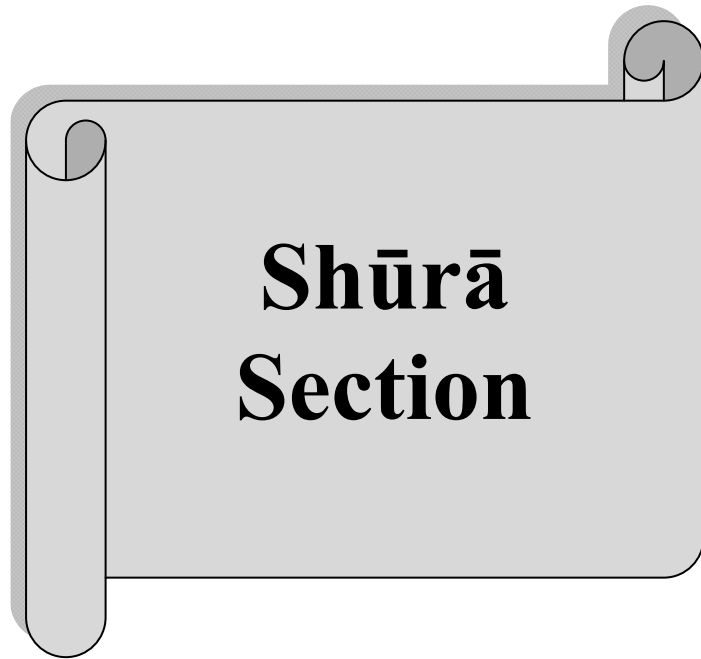
- Recitation of the the Holy Qur’ān
 Commentary on Hadith
 Impromptu Speech

Judge: _____

Signature: _____

Please see judging criteria before marking

No.	Name	Majlis	Criteria 1 (Max 20)	Criteria 2 (Max 20)	Criteria 3 (Max10)	Total Marks (Max 50)
			Quality	Style	Accuracy / References	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						



Majlis Shūrā

Majlis Shūrā according to Constitution:

69. Majlis Shūrā Ansārullāh shall represent National Majlis.
71. Majlis Shūrā shall discuss the proposed agenda and present its recommendations to the Sadr Majlis.
72. Sadr Majlis will present the recommendations to Hadrat Khalīfatul-Masīh for final approval.

Shūrā Representatives:

- Each Majlis should elect one representative for every twenty eligible voters [Dues (Chanda) paying members] or part thereof. The Za’īm of a Majlis shall not be included in this number and he shall be an ex-officio member of the Shūrā).
- If Za’īm is not attending the Majlis Shūrā with the permission of Sadr Majlis, the alternative representative shall be elected.
- Elections should be held in accordance with the rules and regulations as published in the constitution of Majlis Ansārullāh.
- Election of representatives of Majlis Shūrā shall remain valid for a period extending up to the Majlis Shūrā of the next year.

Election results for Shūrā delegates should be mailed or emailed to Qā’id Umumi before September 15, 2010 so that approval can be obtained and delegates can make travel arrangements.

Proposals for Majlis Shūrā:

- Proposals for Majlis Shūrā should be discussed in a general meeting.
- They should be developed with general consensus of members of local Majlis.
- Scope of proposals should be national in nature.
- Proposals should be emailed to qaid.umumi@ansarusa.org by July 31, 2010.

All proposals received from Majālis will be presented to National ‘Āmila for approval. Proposals selected by the National ‘Āmila will be submitted to Khalīfatul-Masīh for approval. Approved proposals will be presented to Majlis Shūrā for deliberation at its meeting in October 16, 2010.

Majlis Shūrā sub-committee deliberation guidelines:

1. During the proceeding of the Majlis Shūrā sub-committee discussions should be focused on the proposals that are under discussion.
2. Recommendation of the sub-committee should not consist of general comments rather these should be specific and outline the following:
 - What should be done,
 - Give time frame for the completion of the given task, and
 - Who is responsible for carrying out these tasks (Za’īm, Qā’id or individual member).

Recommendations by Majlis Shūrā (2009)

1. Tablīgh:

Proposal: In concluding address at UK Jalsa 2009 Hadrat Khalīfatul-Masīh V (may Allah be his support) reminded members that it is every Ahmadi's responsibility to call others towards Almighty Allah. Identify steps that can be taken so that members can effectively respond to Huzur's instructions. (Submitted by National 'Āmila)

Recommendation by Majlis Shūrā: Following steps are recommended by the sub-committee:

1. Members should be reminded to pray to Almighty Allah for success in Tablīgh efforts.
2. While doing Tablīgh, members of Majlis Ansārullāh should give emphasis to the slogan of "Love for all and Hatred for none" and win the hearts of the people rather than win them through arguments.
3. Da'een meetings should be held on regular basis in all Majalis.
4. Tablīgh Department should train Ansar of methods to build friendship and how to show others the beauty of Islam. This task should be completed by the 2nd quarter of 2010. In addition, the Tablīgh Department should train Ansar to address frequently asked questions on various topics. This task should be completed by the 4th quarter of 2010.
5. Each member of Majlis Ansārullāh should establish cordial relationship with friends, neighbors, and colleagues. Efforts should be made by local Muntazim Tablīgh to encourage and motivate maximum number of participants in this effort. The Tablīgh department should monitor the activity of each Nasir in this regard on a quarterly basis starting with 3rd Quarter of 2010.
6. As per Huzur (aba) desires to reach various ethnic communities in USA. Tablīgh Department should work with local Muntazim Tablīgh to gather data on various public functions and social activities for the all ethnic communities. Ansar should be made aware of this information and should establish regular Tablīgh booths, book stalls, information desks, as applicable at such events.

2. Tarbiyat

Proposal: Majlis Ansārullāh USA should put more effort into encouraging the regular participation in congregational Salāt in Mosques. (Submitted by Central New Jersey Majlis)

Recommendations by Majlis Shūrā:

1. Members should be encouraged to live near a Mosque.
2. Members should be encouraged to adopt car pooling/buddy system.
3. Knowing the fact that everybody cannot and would not be able to come to the Mosque regularly, different halqas (sections) may be persuaded to come to the Mosque by rotation. Picking the Imam for leading the prayers from the same halqa may help in achieving better attendance.
4. Each Majlis should make arrangement for offering at least one Tahajud prayer in congregation every month.
5. Emphasis on this subject should be a regular feature in every 'Āmila meeting of the Majlis.
6. Provision for games and discussions on interesting topics should be made at Mosques.
7. Members should learn meaning of the prayer. It would certainly add flavor to the Salāt.
8. Members should be encouraged to start offering 1 or 2 prayers in congregation (Maghrib and Isha) and then gradually increase this number.

9. Chart showing the Qur'ānic injunctions, Ahadith, and writings of the Promised Messiah (peace be on him) showing the importance of the congregational prayers should be put up in all Mosques.
10. Those members who become regular in offering congregational prayers should pray with heartfelt concern for those who are not offering prayers in congregation.

3. Ta'lim

Proposal: One of the parenting problems is the internet usage by children. How can Majlis assist in enhancing members' understanding about various potentially harmful sites, how to block them, and how to provide guidance or coaching to children to use internet to their advantage? (Submitted by National 'Āmila)

Recommendations by Majlis Shūrā:

The proposal was read out and was divided into three parts. Each question was addressed separately.

Question Number 1. How can Majlis assist in enhancing member's understanding about various potential harmful sites?

Members of the sub-committee noted that there seems to be lack of awareness among the Ansar members about the proper use of computer and internet. It was felt that there is a need of educating Ansar members in this regard.

This could be achieved by

1. a. Setting up training programs in collaboration with Majlis Khuddamul Aahmadiyya.
2. b. Resources from outside the Jamā'at could also be explored.
3. c. Basic information could be printed and distributed to Ansar members.
4. d. Ansar members need to be educated about the harmful effects of internet and informed about potentially harmful web sites.
5. e. Ansar/Jamā'at meetings could also be utilized for brief presentations on these topics.

Question Number 2. How to block websites?

Committee members recognized that in most cases the youth may be more aware of internet usage than their parents. It was also felt that in some cases "blocking" may not be the best solution. It was recommended that:

1. Parental education is important in this regard. All educational sources mentioned in Question 1 could be utilized.
2. Ta'lim department may dedicate an entire quarter to computer/internet related education. The exact syllabus could be discussed and decided for members of various levels of understanding.
3. Commercially available software/options from internet service providers can be used.
4. Children may only be allowed to use dedicated computers which could have higher security settings and are put in common areas instead of children's bedroom.
5. The possibility of a dedicated "Jamā'at homepage" could be explored which can be utilized by all members of the Jamā'at. This could be programmed to have higher security settings.

Question Number 3: "How to guide children to use internet properly?"

Members of the sub-committee felt that this could be achieved with proper parenting. The training of children will need to start at an early age. They need to be taught about the harmful effects of the internet explicitly. Various real life stories could be shared with them. Inculcating a

spiritually healthier life style with special emphasis on Salāt, recitation of Holy Qur'ān, and watching MTA will help to train them along the way.

More specific recommendations include (member level activities):

1. Monitoring child's internet usage;
2. Setting time limits for internet use;
3. Help them in blocking unwanted emails; and
4. Placing computer in common areas.

In the end it was again felt that proper parenting, developing good relationship with children, having conversations with them about harmful effects of excessive internet usage, and praying to Almighty Allah will be needed to deal with this issue.

4. Finance

Proposal: Review and recommend Majlis's income and expense budget for 2010. (Submitted by National 'Āmila)

Recommendations by Majlis Shūrā:

Subcommittee proposed the following recommendations.

Income Budget:

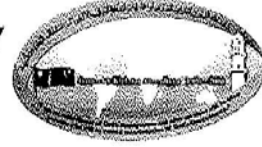
1. Lack of response for income budget submission (30 out of 70 Majālis).
Recommendations for improvement:
 - a) Zo'ama should develop good contact and relation with members to obtain appropriate personal budget.
 - b) Regional Nāzim should contact Za'im by phone and/or visit.
 - c) Qā'id Māl should follow up with Nāzimeen.
 - d) Zo'ama should be encouraged to send monthly report to Qā'id Māl.
2. Tajnid record needs to be updated and consolidated between Mal and Tajnid, at least annually.
3. Typographical errors should be corrected.

Expense Budget

1. Salient changes in the budget should be noted.
2. Typographical errors need to be corrected.
3. Benefit of expenditure (\$10K) for handbook distribution needs to be reassessed.
4. Surplus should be put as separate line item.
5. Expenditure provided by Majālis (p. 12) needs to be verified and the actual request should be reflected in the budget.
6. Non-budgeted expenditure item (like African water wells) should not be included in the budget.
7. Category for Miscellaneous Income should be added.



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ
OFFICE OF THE PRIVATE SECRETARY
TO
HAZRAT KHALIFATUL MASIH V



ANSAR SECTION

18th November 2009

Mr. Wajeeh Bajwa sahib,
Sadr, Majlis Ansarullah,
U S A.

Dear Bajwa sahib,

Assalamo Alaikum wa Rahmatullahe wa BarakatoHu

Hazrat Khalifatul Masih V has directed me to thank you for your letter of 22nd October 2009 with which you have submitted recommendations of 17th Majlis Shura of Ansarullah USA (held on 16th – 17th October 2009) for approval.

After reading through the recommendations in sections Tabligh, Talim, Tarbiyyat and Finance including Budget 2010 Hazrat Khalifatul Masih V commented that all recommendations are okay – begin their implementation.

Huzur sends his blessings and prayed that may these recommendations help to raise the spiritual level of Ansar.

Wassalam,

Shamim Ahmad Khan
Asst. Private Secretary (Honorary),
Ansar Section.

Rules for Conducting Ansār Elections

Elections should be held in accordance with the rules listed on pages 6-8 of the Constitution:

- Every effort should be made to inform each member (both eligible and non-eligible) of the date, time and place of election at least two weeks in advance. If two weeks notification cannot be given then approval from Sadr should be obtained.
- Election meeting should be presided by highest office-holder in Majlis Ansārullāh. Meeting can be chaired by local Jama'at president even if he is a Khādim.
- Meeting should start with recitation of the Holy Qur'ān followed by Dua (silent prayer) and end by Dua as well.
- Before the start of meeting announce the reason for election, read all relevant rules. Ensure that eligible voters are seated separate from others and their total number recorded.
- Each voter has only one vote except in case of Shūrā delegate election where each member has same number of votes as number of delegates for that Majlis (1 delegate for every 20 dues paying members).
- Any member who proposes a name or seconds it *must* vote for the same person.
- During the election members should refrain from coming in or leaving the meeting.

- 1) **Term Limits:** No person shall be elected to the same office for more than three consecutive terms. However, Hadrat Khalīfatul-Masīh may waive off this condition in case of Sadr Majlis or Nā'ib Sadr Dom. The Sadr Majlis may waive off this condition in case of other office-bearers.
- 2) **Character:** The elected person should be regular in congregational prayers, be truthful, honest, and have regard for the institutions of the Silsila 'Aliya Ahmadiyya and the Majlis. He should observe the Islamic Sharia. He should have a beard. In case of an exception it shall be necessary to obtain permission from Sadr Majlis.
- 3) **Due Status:** In compliance with Rule 22 of Ansār Constitution, he should be a regular dues paying member of the Jama'at and Majlis Ansārullāh. A regular dues paying member is one who is not in arrears of:
 - a. Obligatory dues (Aam, Wasiyyat, Jalsa Salana) for more than six months (please check status with the Jama'at Finance Secretary) and
 - b. Majlis Ansārullāh dues for more than one year.This condition will not apply to those who have taken permission from the appropriate office to pay up the arrears in installments or have been permitted to pay dues at a reduced rate. However, such a person will not be elected to any office or membership of Majlis Shūrā except with prior permission of the Markaz (Center).
- 4) **Eligibility:** Any member who has paid dues can be elected (including one serving as Nāzim or Qā'id, or a Khadim who turns 40 before the start of his term (January 1) (confirm dues status with Majlis Khuddamul Ahmadiyya) except:
 - a. One who by-passes local Jama'at and sends dues directly to Center.
 - b. One against whom disciplinary action was taken by Jama'at and three years have not passed since his pardon.
 - c. One who misused Jama'at or Auxiliary funds (until three years after his pardon).

If a person is subjected to disciplinary action two times, he shall never be eligible to hold any office.

- 5) **Quorum** for such a meeting will be one-half of **all members**. If an election meeting is adjourned for lack of quorum, the quorum will be one-third of the eligible voters for the next scheduled meeting.

It is expected that members will not absent themselves from such meetings without genuine reason. To avoid any impression of grouping it is advisable that no member proposes more than one name. Election is held by a show of hands and all eligible voters have to vote.

“Hadrat Khalīfatul-Masīh V said that the quorum will include total members of a Majlis as stated in section 29 but Ansār who are in arrears by a year they cannot vote or stand for any office.

It seems that the above instruction clashes with Section 22 (ii) but Huzur explained that inclusion of non-payer in the quorum provides opportunity to the office bearer as well as to the Ansār to correct the situation by becoming a payer or to remove any clerical error by which one is regarded as a non-payer. By inviting them all will highlight the problems and may help to resolve the problem of non-payer.”

- 6) **Campaigning:** Any action, which is aimed at influencing opinion in favor of or against an individual, will be considered propaganda. However, it is considered appropriate to say a few words in favor of a person during the election meeting. Adverse remarks against anyone are not permitted.
- 7) **Approval of results:** The person with highest number of votes does not automatically get “elected”. Complete results of election proceeding shall be submitted to Sadr Majlis (through Qā’id Umumi) by Za’im or his representative for approval within one week of election.

Procedure for Electing Sadr Majlis & Nā’ib Sadr Saf Dom

The constitution of Majlis Ansārullāh USA requires that Sadr and Nā’ib Sadr Saf Dom be elected every two years for a two year term beginning on January 1 of the following year. The election is held during Shūrā in each odd numbered year. Procedure for election is:

1. Each Majlis will propose name for Sadr and Nā’ib Sadr Saf Dom, and send this information to Qā’id Umumi for presentation to the National ‘Āmila (due July 31)
2. Majlis ‘Āmila will send selected names to Hadrat Khalīfatul-Masīh for his approval.
3. List of all approved names will be sent to each Majlis, which, in a general meeting called for this purpose, will select ONE of these names by majority vote to be their choice for Sadr.
4. Majlis will direct their Shūrā representative to vote for this person during election at Shūrā.

Same procedure is used for election of Nā’ib Sadr Saf Dom except that nominee for Nā’ib Sadr Saf Dom should not be above 47 years of age.

MALJIS ANSĀRULLĀH, USA

Election Results Form

Results for _____ Election. Term Ending _____

Election should be conducted according to the rules printed in the Constitution of Majlis Ansārullāh and provided in this handbook

Majlis: _____	Tajnid: _____	No. of Eligible Voters: _____			Eligible Voters Present: _____	
Name Proposed	Proposed By	Seconded By	Votes	Chanda Status	Brief Introduction	Member Code, email and phone
_____	_____	_____	_____	<input type="checkbox"/> OK	_____	Code: _____ E-mail: _____ Address: _____ Phone: _____ Cell Phone: _____
_____	_____	_____	_____	<input type="checkbox"/> OK	_____	Code: _____ E-mail: _____ Address: _____ Phone: _____ Cell Phone: _____
_____	_____	_____	_____	<input type="checkbox"/> OK	_____	Code: _____ E-mail: _____ Address: _____ Phone: _____ Cell Phone: _____
_____	_____	_____	_____	<input type="checkbox"/> OK	_____	Code: _____ E-mail: _____ Address: _____ Phone: _____ Cell Phone: _____

Recommendations/Comments: _____

Shūrā Proposal(s) if applicable: _____

Date of election: _____

Presiding Officer: _____



Monthly Report Forms Section

Majlis Ansārullāh, U. S. A.

Za'im Report form for 2010

Reports are to be submitted for every month by the 7th of the next month

Do not attach or send separate documents; Use "Additional Comments" section

Majlis:	Report for: Select ...	Total Membership:	
'Āmila Meeting Information:			
'Āmila meeting held: <input type="checkbox"/> Yes <input type="checkbox"/> No	Attendance at 'Āmila meeting:		
Brief agenda of 'Āmila meeting:			
Was prepared agenda for 'Āmila meeting used: <input type="checkbox"/> Yes <input type="checkbox"/> No If not, then why not?			
General Meeting Information:			
General meeting held: <input type="checkbox"/> Yes <input type="checkbox"/> No	Attendance at general meeting:		
Was prepared agenda for general meeting used: <input type="checkbox"/> Yes <input type="checkbox"/> No If not, then why not?			
List changes in Membership or contact information:			
Tabligh (Preaching):			
	Annual target	This reporting period	Year-to-date
Number of new one-to-one contacts:			
Have you prepared timeline to visit focused area <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes,			
Did you establish contact with the law enforcement official of the focused area <input type="checkbox"/> Yes <input type="checkbox"/> No			
Did you establish contact with newspaper editor of the focused area <input type="checkbox"/> Yes <input type="checkbox"/> No			
Number of visits to focused area (e.g. small town)?			
No. of bookstalls, informational booths or open houses			
No. of lectures in colleges/ universities/ churches:			
Number of <i>Da'een Ilallah</i> meetings held:			
Attendance in the <i>Da'een Ilallah</i> meetings:		XXXXXXXXXX	XXXXXXXXXX
Number of members who wrote to Huzur ^(aba) requesting prayers for success in Tabligh:			
Additional Tabligh Activities:			
Finance (Ma):			
Budget for the current fiscal year: \$	Collection this reporting period: \$		
Number of non-paying members:	Total collection (year to date): \$		
Additional Comments:			
Education of the Holy Qur'ān (Ta'limul Qur'ān):			
Number of Qur'ān classes held to cover the prescribed syllabus:			
Avg. Attendance:	Verses studied:		
Number of Qur'ān classes held to learn recitation and meaning other than Ansār Syllabus:			
Avg. Attendance:	Verses studied:		
Additional efforts made to learn the Holy Qur'ān:			
Education (Ta'lim):			
Number of education classes held:	Hadith studied:		
Used assigned syllabus? <input type="checkbox"/> yes <input type="checkbox"/> no	Books studied:		
Additional education activities:			

Moral Training (Tarbiyat):		
Number of regular members:	Number who attend Friday prayer:	
Number of non-regular members:	Active Salāt centers (not including Mosque):	
Number of non-regulars contacted:	Number urged to listen to Huzur's ^(aba) sermon:	
Number urged to write to Huzur ^(aba) :	Number who wrote to Huzur ^(aba) this month:	
New Wasiyyat applications by Ansār:	Discussed assigned topic in monthly meeting? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Additional Tarbiyat Activities:		
New Converts (Nau Muba'ī'in): [Did bai'at in last 3 years]		
Number of new Ahmadis in your Majlis:	Number who pay Ansār chanda regularly:	
Number of new Ahmadi training classes held:	Number of new Ahmadis who wrote to Huzur:	
Number who attended training classes:	Number involved in Tablīgh:	
Additional Nau-Muba'ī'in Activities:		
Social Services (Ithar):		
Number of Ansār involved in Ithar activity:		
Amount spent on Ithar activities: \$	Hours spent on Ithar activities this period:	
Details of Ithar activities (as described in Ithar plan):		
Tahrik Jadīd & Waqf Jadīd:		
Tahrik Jadīd	Number of Ansār who pledged this year:	Number who paid this year:
Waqf Jadīd	Number of Ansār who pledged this year:	Number who paid this year:
Efforts made:		
Health (Zahanat wa Sihat-e-Jismani):		
Number of Ansār who exercise regularly (3 or more times a week):		
Details of activity (education, sport, physician dispensing medicine or member practicing homeopathy, etc.):		
Publication (Isha'at):		
Did you send report of a notable activity or work done by your Majlis?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Did you send a picture of an activity with activity info, date, and name of the Majlis?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Additional information (For example, information about articles sent to Jama'at magazines etc.):		
Contact with Nāzim or Qā'id:		
Did you recently speak with the Nāzim of your region? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Did you seek any help/advice from any Qā'id? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, who?	
Was help provided in a timely manner? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Would it be helpful if a Qā'id calls you from time to time? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, who?	
Comments or suggestions:		
Additional Information not covered under individual Departments:		
Muntazim Umumi	Za'im	Date
Za'im should send completed report (as an attachment) to: reports@Ansarusa.org		

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ ط

Majlis Ansārullāh, U. S. A.

Reginal Nāzim Report Form for 2010

Reports are to be submitted for every month by the 12th of the next month

Report Period:	Select month 2010	Select month and region from drop-down menu. Majālis names will appear above boxes.
Region (& Majālis):	Select ...	
Communicated with Za'im of:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Received Reports from:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Chapters visited in 2008:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Efforts made in the area of Za'im Report:		
Efforts made in the area of Mal (Finance):		
Efforts made in the area of Tabligh (Preaching):		
Efforts made in the area of Tarbiyat (Training):		
Efforts made in the area of Ta'lim (Education):		
Help Sought from Any Qā'id?		
Did you seek help from any Qā'id?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Was help provided in a timely manner?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, which Qā'id?		
Any comments or suggestion?		
Additional Information:		
Nāzim		Date
Send completed report (as an attachment) to: reports@Ansarusa.org		

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ ط

Majlis Ansārullāh, U. S. A.

Ansār Tahir Scholarship Application Package

Scholarship Purpose and Scope:

1. This scholarship is for secular training of Ansār in US to improve their employability. The funds should be used for tuition or training only. Funds cannot be used for any other purpose including as seed money to start a new business.
2. The scholarships will be awarded for a maximum of \$4,000 per applicant per year for up to two years (total amount cannot exceed \$8,000 per applicant).
3. Scholarships will be granted on “first come, first serve” basis until funds allocated for the year are exhausted. Applications can be submitted at any time - there is no deadline for the application.
4. Applicant must:
 - a. Be a bona fide member of Majlis Ansārullāh, USA in good standing.
 - b. Be less than 60 years old.
 - c. Have exhausted all avenues for employment, or wishes to get additional training/education to enhance his employability.
 - d. Be ineligible or have exhausted all available state and federal funding for unemployed and/or displaced workers.
 - e. Have identified a new career path.
 - f. Be capable and willing to undertake successful completion of the proposed training.
 - g. Not have received scholarship for a different course in previous 5 year.
5. In most cases payments will be made directly to the training institution.

Application Requirements and Process:

1. Application should be accompanied by:
 - a. A letter of acceptance and financial requirement from the institution.
 - b. A cover letter stating that if applicant is unable to complete the planned training, he will promptly return the funds to Majlis Ansārullāh, USA.
 - c. Two letters of recommendations.
2. Applicant should complete Section A and then:
 - a. Forward entire application to Za’im of his Majlis. If the applicant does not live in a Majlis, he should forward it to Nāzim of his region or Qā’id Umumi.
 - b. In addition to email, signed hard copy of Section A should be mailed to Munawar Saqib, 64 Oakhurst Lane, Mt. Laurel NJ 08054.
3. Za’im (or Nāzim) should complete Section B and send entire application to:
Tahir.Scholarship@ansarusa.org

Continued Support:

1. Grades will be evaluated at the end of each semester. Applicant should maintain a passing grade to receive funds for the next semester/session.

Decision of the selection committee will be final and cannot be challenged.

ATS Application Form

(Send email to tahir.scholarship@Ansarusa.org to request electronic copy of form)

Section A (to be completed by the Applicant):

Personal Information:

Last Name:	First Name:	Jama'at Code:
Home phone:	Cell phone:	Majlis:
E-mail Address:	Age: Years	
Street Address:		
City:	State:	Zip:
Annual income:	Total dependents in household:	
Current source of income:		
Current Education Level?	Current Job or Title:	
If unemployed, for how long and please give details of the last job held:		
Amount of scholarship applied for (maximum \$4,000.00 per year):		

Please answer following questions:

1. Are you a bona fide member of Majlis Ansārullāh USA in good standing (regular Chanda paying member)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you exhausted all avenues for employment? Please explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3. Have you identified a new or alternative career path? Please explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
4. Have you exhausted all available state and federal funding for unemployed and/or displaced workers? Please explain:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Name and address of Educational Institution/Training Center where enrolled or plan to enroll:

Name of Degree/Certification:

Duration of Degree/Course/Training:

Total Cost (dollars) of Degree/Course/Training:

Start and finish dates of Degree/Course/Training:

How will this training help you in your search for employment or in starting a new business? (please describe briefly):

I affirm that all information in this application is true to the best of my knowledge.

Applicant's Signature:

Date

If filling electronically, please enter your Jama'at Tajnid number (Member Code) in the signature box and mail a copy with your signature as well. Please see legal notice below.

Legal Notice: I authorize Majlis Ansārullāh, USA to accept all correspondence transmitted by me via electronic mail from the email address that I have submitted above. In addition, I certify that my Jama'at Tajnid number (Member Code) in the signature box is acceptable as replacement for my written signature.

Due to technological limitations that are inherent in the use of the Internet, I understand that I am not guaranteed confidentiality of information that is transmitted to and from Majlis Ansārullāh, USA relating to this application and other electronic correspondence. Consequently, I release Majlis Ansārullāh, USA from all liability related to the inadvertent release of confidential information.

Section B (to be completed by Za'im):	
Please have this section completed by your Za'im. If you do not live in a Majlis, please have the Nāzim of your region complete this section.	
1. Applicant is in good standing with the Majlis (regular Chanda paying member)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Applicant has reasonable participation in the Majlis's activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. This scholarship will enable the applicant to achieve stated goal(s) in Section A?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments (that you feel are relevant to this applicant):	
Za'im's Name:	Za'im's E-mail Address:
Za'im's Signature	Date
If submitting electronically please enter your Jama'at Tajnid number (Member Code) in the signature box and mail or fax a copy with your signature as well. Please see legal notice below.	
Please email completed application to: tahir.scholarship@Ansarusa.org	
Additional Information:	

Section C (Office Use Only):	
Application Number:	Date Application Received:
Application sent to reviewers on: (date)	
Assigned Reviewers:	
First Assigned Reviewer:	
Second Assigned Reviewer:	
Third Assigned Reviewer:	
First Reviewer's Comments:	
Second Reviewer's Comments:	
Third Reviewer's Comments:	
To be completed by Tahir Scholarship Committee Chairperson:	
Application Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date
If no, give reason:	
If yes, conditions or method for disbursement of funds:	
Information Sent to Applicant on: (date) via <input type="checkbox"/> E-mail <input type="checkbox"/> US Postal Service <input type="checkbox"/> Phone	
Information Sent to Qā'id Mal on: (date) via <input type="checkbox"/> E-mail <input type="checkbox"/> US Postal Service <input type="checkbox"/> Phone	
Name	Signature
	Date
If records are being maintained electronically please enter Jama'at Tajnid number (Member Code) in the signature box and mail or fax a copy with your signature as well. Please see legal notice above.	

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Majlis Ansarullah, USA Monthly Finance Report

Majlis: _____ Date: _____ Month: _____

No:	Receipt No:	Name		Jama'at ID	Chanda Collection				
					Ansar	Ijtema	Isha'at	Hall	Total
0	99999	First name	Last Name	99999	100.00	10.00	10.00	100.00	220.00
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
Total Collection									

Cehck No: _____ Amount Sent: _____

Za'eem: _____ Muntizim Maal: _____

Category	Budget	Collection This Month	Collection Up to Last Month	Total Collection this year	Amount to be collected
Chanda Ansar					
Ijtema					
Publication					
Hall					
Total					

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Majlis Ansarullah, USA Annual Income Budget

Majlis: _____ Year: _____

Prepared By: _____

No:	Name	Jama'at ID	Phone Number	Current Year's Take Home Adjusted Yearly Income	Current Year's Annual Budget 20__ __				Next Year's Take Home Adjusted Yearly Income	Next Year's Annual Budget 20__ __			
					Ansar	Ijtima	Isha'at	Total		Ansar	Ijtima	Isha'at	Total
0	First - Last Name (Sample)	99999	999-999-999	\$20,000.00	\$200.00	\$25.00	\$10.00	\$235.00	\$22,000.00	\$220.00	\$27.50	\$10.00	\$257.50
1													
2													
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23													
24													
Total													



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Majlis Ansarullah, USA

Expense Voucher

Expense scope: Local Majlis / Event, Regional Office / Event, National Office / Event

Date, Purpose of expense, Authorized by, Initials (of authorized by)

- Account Codes: 200 Tabligh, 210 Tarbiyat, 220 Ta'lim, 230 Ta'limul Qur'an, 240 Hospitality, 250 New Converts, 260 Health, 270 Social Services, 280 Publication, 281 New sletter, 282 Al-Nahl, 283 Books, 284 International, 300 Transportation, 310 Travel, 311 'Amila, 312 Shura Delagates, 313 Office, 314 Regional, 315 Zo'ama Training (ALC), 316 Members, 400 Tahir Scholarship, 410 Bank Fee, 420 Office Supplies, 430 Telephone, 440 Postage, 445 Equipment, 450 Facilities, 600 Unforeseen

Reimbursement requested by, Member Code, Majlis, Office, Expense Details table with columns: Expense Details, Date of Exp., Amount (\$), Acct. Code. Includes a TOTAL line showing \$0.00.

* Note: ATTACH ALL RECEIPTS REQUIRING REIMBURSEMENT

Signature section with checkboxes for reimbursement guidelines and dues, and a line for the signature of the requester.

For National Amila Use Only: Serial No., Check No., Date Issued, Approved By Sadr Majlis, Approved By Qa'id Mal

AHMADIYYA MOVEMENT IN ISLAM USA

15000 Good Hope Road, Silver Spring, MD 20905

Phone: 301-879-0110

Fax: 301-879-0115

New Member Registration Form

Date:

Please fillout all columns, Incomplete forms may be delayed
Use Seperate form for each member who is 16 years of age or older

Have you ever been issued a member code in USA: Yes No Not Sure
if yes: Member Code:

Mr. Miss. Mrs.

Last Name:

First Name:

Middle Name:

Other Name:

Father's Name:

Address:

City: State: Zip:

Home Phone:

Home Fax:

Busi. Phone: Ext.

Busi. Fax:

Other Phone:

Other Fax:

Profession:

Highest Education: Year Edu. Completed:

Head of Family: Yes No

If no: Relation with HOF:

Member code HOF: if avail.

Sex: Male Female

Marital Status: Single Married Engaged

Separated Divorced Widow

Ahmadi By Birth: Yes No

If no: Year of Bait:

Country of Bait:

Date of Birth:

Country of Birth:

Tanzeem: or Age: years

Earning Status: Earning Non Earning

Moosi: No Yes Applied

Cancelled Suspended

If yes: Wassiyat #: Rate: 1 /

Do you have MTA Dish: Yes No

Fillout the following for dependents under 16 years of age:

Last Name	First Name	Relation with HOF	Sex M/F	Tanzeem or Age	Date of Birth Month Day Year	Country of Birth	Waqf Nau Reg. #	Country Waqf Done

For Local Jamaat Official Use Only

For Local Jamaat Official Use Only

For Head Office Use Only

Branch Code: *for newly arriving members in USA:* Previous Jamaat: Date Bait Form Sent:
 Halqa Code: Arrival Date: Local Jamaat Official Name:
 Comments: Signature & Date:

Entered By:
 Date:
 Verify By:

AHMADIYYA MOVEMENT IN ISLAM USA

15000 Good Hope Road, Silver Spring, MD 20905

Phone: 301-879-0110

Fax: 301-879-0115

Change of Address From

Member Code :

Effective Date: Month Day Year

Member Name: Last First Middle

New Address:

City: State: Zip:

Home Phone: Home Fax:

Busi. Phone: Ext. Busi. Fax:

Other Phone: Other Fax:

New Branch (Jamaat): New Halqa:

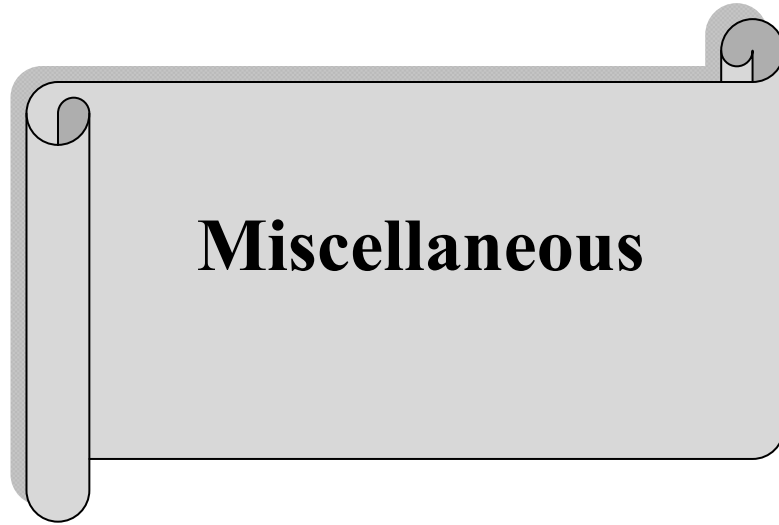
Do the above change apply to the entire family? Yes No

Any Remarks / Instructions: _____

Old Address: _____
Old Phone: _____ Old Branch (Jamaat): _____

Signature

Today's Date



Office Matrix and Commonly Used Terms

Jama'at	Majlis		
	Ansārullāh	Khuddamul Ahmadiyya	Lajna Imaillah
National Offices			
Amīr	Sadr	Sadr	Sadr
Nā'ib Amīr	Nā'ib Sadr	Nā'ib Sadr	Nā'ib Sadr
General Secretary	Qā'id Umumi	Mo'tamid	General Secretary
Departmental Secretary	Qā'id (pl: Qā'ideen)	Mohtamim (pl: Mohtamimeen)	Secretary
Local Offices			
President	Za'im (pl: Zo'ama)	Qā'id (pl: Qā'ideen)	Local President or Sadr
General Secretary	Muntazim Umumi	Mo'tamid	General Secretary
Departmental Secretary	Muntāzim (pl: Muntazimeen)	Nāzim (pl: Nāzimeen)	Secretary
Member	Nasir (pl: Ansār)	Khādim (Khuddām)	
Some common words:			
Urdu/Arabic	English	Urdu/Arabic	English
Chanda	Dues	Mu'awin Sadr	Assistant to Sadr
Dastūr Asāsī	The Constitution	Ta'lim	Education
Ijlas	Meeting	Ta'limul Qur'ān	Education of Qur'ān
Intikhab	Election	Tajnid	Membership
Isha'at	Publication	Tarbiyat	Moral Training
Ithar	Social Services	Tarbiyat Nau Muba'i'in	Training for New Members
Māl	Finance	Zehanat wa sehat Jismani	Intellectual and Physical Health
Majlis 'Āmma Mulk	National Majlis	Za'im A'la	Za'im Headquarters
Majlis 'Āmma Ilāqah	Regional Majlis	Ziyafat	Hospitality
Majlis 'Āmmah Muqām	Local Majlis		

Proposed Topics for 2010 Monthly Meetings:

Month	Holy Qur'ān *	Hadith	Books	Moral Training **	Tabligh	Health
Jan	Sura Al-Infitar (Ch.82) Verses 1-4	Forty Gems of Beauty Introduction	Essence of Islam Hadith and the practice of the Holy Prophet	Significance of Friday in Islam, (FS 18-Sep-09)	Review of 2008 Tabligh activities	New Year Resolution – A journey to new life
Feb	Sura Al-Infitar (Ch.82) Verses 5-8	Forty Gems of Beauty Hadith # 11	Essence of Islam Hadith and the practice of the Holy Prophet	Marital rights and obligations, (FS 15-May- 09)	What is Ansār's tabligh plan for the year?	Stress Management
Mar	Sura Al-Infitar (Ch.82) Verses 9-12	Forty Gems of Beauty Hadith # 12	Essence of Islam Dajjal or the anti-Christ	Taqwa - Righteousness, (FS 22-May-09)	Benefits of web site http://askislam.org	Exercise – new life
Apr	Sura Al-Infitar (Ch.82) Verses 13-16	Forty Gems of Beauty Hadith # 13	Essence of Islam Arrogance	Allah burdens not any soul beyond its capacity, (FS 29-May-09)	Why do we emphasize on Love for All and Hatred for None?	Dangers of smoking
May	Sura Al-Infitar (Ch.82) Verses 17-20	Forty Gems of Beauty Hadith # 14	Essence of Islam Thinking ill of others	True meaning of Salat, (FS 26-Jun-09)	Ethnic makeup of the community in area of Majlis	Balanced diet
Jun	Sura Al-Infitar (Ch.82) ALL	Forty Gems of Beauty Hadith # 15	Challenges of internet & parental control	The Glorious Qur'ān, (FS 4-Sep and 11-Sep-09)	Service we can perform to win hearts of people around us	Heart Health
Jul	Surah Al-Tariq (Ch.86) Verses 1-5	Forty Gems of Beauty Hadith # 16	Challenges of internet & parental control	Servants of the Gracious God, (FS 25-Sep-09)	Importance of hospitality in the area of tabligh?	High blood pressure
Aug	Surah Al-Tariq (Ch.86) Verses 6-10	Forty Gems of Beauty Hadith # 17	Essence of Islam The Plague	Blessed month of Ramadan, (FS 28-Aug-09)	Plan tabligh activities for the month of Ramadhan	Health benefits of Fasting
Sep	Ramadhan Break					
Oct	Surah Al-Tariq (Ch.86) Verses 11-14	Forty Gems of Beauty Hadith # 18	Essence of Islam Extraordinary Renown and Divine Succor	Steadfast in face of trials and tribulations, (FS 2-Oct-09)	Inspiring events in the area of Tabligh in your Majlis. What worked and what to avoid?	Diabetes and its management
Nov	Surah Al-Tariq (Ch.86) Verses 15-18	Forty Gems of Beauty Hadith # 19	Essence of Islam Earthquakes & Wars	Ways to attain peace, (FS 2-Jan-09)	Using Promised Messiah's books to increase knowledge and doing tabligh	Marital Health
Dec	Surah Al-Tariq (Ch.86) ALL	Forty Gems of Beauty Hadith # 20	Review any previous topic	Is not Allah sufficient for His servant? (FS 23-Jan-09)	Importance of active listening in conveying the message of Islam to others.	How to loose and maintain healthy weight

* HQ syllabus includes memorization, translation and commentary of assigned verses

** FS refers to Friday Sermon by Hadrat Khalīfatul-Masīh available at <http://alislam.org/archives>.

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