

## Atfal Department Annual Plan 2006-2007

**Mohtamim Nasir Rana**

**Asst. Mohtamim**

**Iftikhar Khan**

**Asst. Mohtamim**

**Shah Galib Habib**

*Time commitment required by a local Nazim: 12 hrs/month (average; could be more or less based on the total number of atfal)*

*How can you reach us:*

*Non-urgent Issues: Atfal mailbox - [maahelp@yahoo.com](mailto:maahelp@yahoo.com)*

*Urgent Issues: Call Regional Nazim Atfal, Mohtamim Atfal or Naib Mohtamim Atfal*

*Estimated response time for phone and email inquiries:*

*Email: 1-3 days; Phone Calls: 24 hours*

Goals (from constitution or Huzoor)	Project (smaller measurable items to achieve goal)	Quarterly Measure (clear measure to know if you accomplished the goal)	Resources (at mkausa.org or other locations)
<b>Goal #1:</b> Regular atfal classes (at least 2 classes/month).	1. Improve <i>taleem and tarbiyyat</i> of atfal	<ul style="list-style-type: none"> <li>• <b>Regular atfal classes at 75% majalis</b></li> <li>• Taleem Workbook Tracker results returned from 50% majalis</li> </ul>	<ul style="list-style-type: none"> <li>• Atfal Taleem Workbooks &amp; Tracker</li> <li>• NAP - Atfal Class Format</li> <li>• TiflPost</li> <li>• NAP - National Ijtema Syllabus</li> </ul>
	2. Majlis Recognition Program	<ul style="list-style-type: none"> <li>• Contact 'weaker' majalis (visit or phone call by RNA or RQ)</li> <li>• Most Improved Majalis Program</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly Online Reports</li> <li>• RNA Monthly Report</li> <li>• Atfal Chanda &amp; Tajneed Campaigns</li> </ul>
	3. Improve <i>chanda</i> collection	<ul style="list-style-type: none"> <li>• 85% chanda collection</li> </ul>	<ul style="list-style-type: none"> <li>• Atfal Tajneed &amp; Chanda Campaigns</li> </ul>
	4. Improve atfal <i>basic tajneed</i> information	<ul style="list-style-type: none"> <li>• Accurate basic tajneed (names and ages) for 75% majalis</li> </ul>	<ul style="list-style-type: none"> <li>• Atfal Tajneed &amp; Chanda Campaigns</li> <li>• Taleem Workbook Tracker</li> </ul>
<b>Goal #2: Improve communication with local Nazimeen Atfal.</b>	1. Monthly reports from local NA	<ul style="list-style-type: none"> <li>• Monthly reports submitted by 75% majalis</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="http://www.mkausa.org">www.mkausa.org</a> &gt;&gt; Office Center</li> </ul>
	2. Yearly conference calls with local NA	<ul style="list-style-type: none"> <li>• Conference calls attended by 75% majalis</li> </ul>	
	3. Monthly reports from RNAs	<ul style="list-style-type: none"> <li>• Monthly reports submitted</li> </ul>	
	4. Monthly status calls with RNAs	<ul style="list-style-type: none"> <li>• Monthly calls attended</li> </ul>	
<b>Goal #3:</b> Improve	1. Atfal Web Page	<ul style="list-style-type: none"> <li>• Publish documents for NA,</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="http://www.mkausa.org">www.mkausa.org</a></li> </ul>

<b>Goals (from constitution or Huzoor)</b>	<b>Project (smaller measurable items to achieve goal)</b>	<b>Quarterly Measure (clear measure to know if you accomplished the goal)</b>	<b>Resources (at mkausa.org or other locations)</b>
<i>communication with parents and atfal.</i>		parents and atfal	<ul style="list-style-type: none"> <li>• <a href="http://www.ahmadiyya.us">www.ahmadiyya.us</a> &gt;&gt; Majlis &gt;&gt; Atfal</li> <li>• Atfal Booth at USA Jalsa Salana</li> </ul>
	2. Publications - TiflPost & Al Hilal	<ul style="list-style-type: none"> <li>• Publish TiflPost every 4 months</li> <li>• Submit articles for Al Hilal; assist the Editorial Board</li> </ul>	<ul style="list-style-type: none"> <li>• Other Jamaat publications.</li> </ul>
<b>Goal #4:</b> Encourage <i>reading of the Holy Quran</i>	1. Ameen Recognition Program	<ul style="list-style-type: none"> <li>• Number of atfal who complete Holy Quran's first reading</li> </ul>	<ul style="list-style-type: none"> <li>• USA Jalsa Salana</li> </ul>
<b>Goal #5:</b> <i>Generate writers to defend Islam with pen.</i>	1. TiflPost	<ul style="list-style-type: none"> <li>• Published once every 4 months</li> <li>• Number of articles received</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="http://www.mkausa.org">www.mkausa.org</a></li> <li>• <a href="http://www.ahmadiyya.us">www.ahmadiyya.us</a> &gt;&gt; Majlis &gt;&gt; Atfal</li> </ul>
	2. Al Hilal	<ul style="list-style-type: none"> <li>• Published once a quarter</li> <li>• Number of articles receive</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="http://www.alislam.org/alhilal/">http://www.alislam.org/alhilal/</a></li> </ul>
	3. Sir Zafrullah Khan Essay Competition	<ul style="list-style-type: none"> <li>• Number of essays received</li> </ul>	
<b>Goal #6:</b> Encourage <i>higher level education.</i>	1. Dr. Abdus Salam Science Fair	<ul style="list-style-type: none"> <li>• Number of participants/projects</li> </ul>	<ul style="list-style-type: none"> <li>• MKA Mentoring Program</li> <li>• Ahmadiyya Muslim Scientists Association</li> </ul>

## Local Implementation Plan:

### Quarter 1 (Nov-Jan)

- Get organized
  - Appoint Nazim Atfal and Murabbi Atfal
  - Publish a Class Schedule for the year and distribute to atfal/parents; schedule for at least 2 classes/month
  - Setup process to collect atfal chanda and report to the Center; coordinate with Qaid and Nazim Maal
  - Gain access to [www.mkausa.org](http://www.mkausa.org) >> Office Center to submit monthly online reports; ask Qaid for assistance
- Collect *basic tajneed* information – names and ages
- Distribute National Ijtema Syllabus
- Distribute TiflPost Nov-2006 issue and Level1 Workbook to all atfal (**Nov-2006**)
- Attend Yearly NA Call (**Jan-2007**)

### Quarter 2 (Feb-Apr)

- Hold Level1 Workbook Test
- Return Taleem Work Tracker for Level1 (by **20-Feb-2007**)
- Distribute TiflPost Mar-2007 issue and Level2 Workbook to all atfal (**Mar-2007**)
- Hold Tarbiyyat Camp & Sports Day
- Return atfal Tajneed and Chanda Survey #1 (**Mar-2007**)
- Submit articles for TiflPost and Al Hilal
- Begin preparations for Regional Ijtema
- Hold Local Ijtema

### Quarter 3 (May-Jul)

- Hold Level2 Workbook Test
- Return Taleem Work Tracker for Level2 (by **20-Jun-2007**)
- Submit essays for the Sir Zafrullah Khan Essay Competition (by **20-Jun-2007**)
- Hold workbook tests for atfal who didn't pass one of previous levels; return results
- Distribute TiflPost Jul-2007 issue and Level3 Workbook to all atfal (**Jul-2007**)
- Hold Tarbiyyat Camp & Sports Day
- Submit articles for TiflPost and Al Hilal
- Begin preparations for National Ijtema
- Attend Regional Ijtema
- Begin preparations for Dr. Abdus Salam Science Fair

#### Quarter 4 (Aug-Oct)

- Return atfal Tajneed and Chanda Survey #2 (Sep-2007)
- Hold Level3 Workbook Test
- Return Taleem Work Tracker for Level3 (by 20-Oct-2007)
- Hold workbook tests for atfal who didn't pass one of previous levels; return results
- Hold Tarbiyyat Camp & Sports Day
- Submit articles for TiflPost and Al Hilal
- Start planning for next year

#### Communication Plan:

Target Audience	Method	Frequency	Message
Amila Members	Email	Monthly	Status report.
	Phone	Monthly	Status call.
Qaideen	Email	Monthly	Status report
	Phone	Monthly	Status call (as needed)
Regional Qaideen	Email	Monthly	Status report.
	Phone	Monthly	Status call (optional).
Local Department Nazim	Email	Monthly	Online status report.
	Phone	Monthly	Status call (as needed)
Regional Department Nazim	Email	Monthly	Status report.
	Phone	Monthly	Status call.
	Visit	Semi-annual	Visit 'weak' majalis.
General Membership	TiflPost	Trimester	Information on MAA happenings

## Criteria to win Alm-e-Inami (Atfal Best Majlis Award)

- Submit online reports - **every month on time**
- Submit Taleem Workbook Tracker – **three times a year**
- Return QRC yearly survey
- Return atfal chanda and tajneed surveys – **twice a year**
- Attend yearly NA conference call
- **Hold regular atfal classes** (*at least two classes/month*)
- Percentage of atfal who paid full chanda
- Percentage of atfal who passed Atfal Workbooks
- Percentage of atfal who submit articles for TiflPost and Al Hilal
- Percentage of atfal who participate in the Dr. Abdus Salam Science Fair
- Percentage of atfal who submit essays for the Sir Zafrullah Khan Essay Competition

For details, please refer to the **Atfal Best Majlis Award Criteria** in the NAP.

## More Resources:

### Challenges/Advice:

Nazim Atfal must hold three activities **every month at a minimum** or else the majlis is considered a ‘*weak*’ majlis.

- Hold **regular** atfal classes (at least two classes/month). Follow the Atfal Class Format and Atfal Workbooks. Use help from Murabbi Atfal as needed.
- Collect atfal chanda and report to the Center (**ideally at the beginning of the year**)
- Submit atfal monthly reports online at <http://mkausa.org/> >> Office Center. Contact your Qaid if you do not have access to submit the report.

### Historical Reference of Department:

Scheme initiated by Hadhrat Khalifatul Masih II(ra).

### Thoughtful Quotes on Department

*“Do those deeds that are an excellent model and a lesson for your children. If you become righteous and virtuous, then have faith that Allah will treat your progeny in a good manner.”*

-- **The Promised Messiah (as), Mashl-e-Rah, Vol. IV, p.5**

*“Make an effort to train the children so that they may have mutual love, unity, courage, bravery, dignity, and noble freedom. On one hand make them a human being, and on the other hand make them a Muslim.”*

-- **Hazrat Khalifatul Masih I (ra), Khutbat-e-Nur, p.75**

*“The success of a nation is dependent on its youth. If the youth of a nation become true custodians of its traditions then that nation can survive for centuries. However, if the generations of the future are negligent then a nation can never achieve success and even the progress it makes can be transformed into failure.”*

**--Hazrat Khalifatul Masih II<sup>ra</sup>**

*“There are twelve characteristics of a true Khadim: 1) high morals, 2) patience, 3) kindness, 4) modesty, 5) service, 6) humbleness, 7) humility, 8) sympathy towards Allah’s creation, 9) self-reflection, 10) making an honest living, 11) truthfulness, and 12) piety.”*

**--Hazrat Khalifatul Masih III (rh), Mashl-e-Rah, Vol. II, p.246-258**

*“It is very essential to teach children to respect the administrative setup of the Jama’at. Never complain about a Jama’at official in front of your children even if your complaint is valid. It will harm your children.”*

**-- Hazrat Khalifatul Masih IV (rh), Friday Sermon, February 10, 1989**

*“Keep in mind that for the moral training of children, you should not say lies even by way of jest. Otherwise, children will pick up the habit of telling lies in daily conversations.”*

**-- Hazrat Khalifatul Masih V (aba), Conditions of Ba’ait and Responsibilities of an Ahmadi, p.22**

### **Other Documents:**

*Nazim Atfal Package (NAP)*; downloadable at [www.mkausa.org](http://www.mkausa.org)

Parents and atfal can download documents at [www.ahmadiyya.us](http://www.ahmadiyya.us) >> Majlis >> Atfal