



## ARC Handbook [2011-2012]

4<sup>th</sup> National Atfal Refresher Course  
October 22-23, 2011  
Bait-ur-Rehman Mosque  
Silver Spring, Maryland

MAJLIS ATFAL-UL-AHMADIYYA, USA  
[WWW.MKAUSA.ORG/ATFAL](http://WWW.MKAUSA.ORG/ATFAL)

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## **Introduction**

“Thus you are not merely children, you are Ahmadi children. Your title is Atfal-ul-Ahmadiyya. Thus always be mindful of your station that you are the young saplings of the community that is going to make Islam triumphant upon the whole world. As so whatever tasks are to be performed by an Ahmadi child, they should be carried out by you”  
(Hadhrat Khalifatul Masih III (ra) address to Majlis Atfal-ul-Ahmadiyya at the Annual Ijtema on 21st October, 1978.)

## **What is MAA USA?**

### **History**

Majlis Atfal-ul-Ahmadiyya (MAA) was established in 1938 by Hadhrat Mirza Bashiruddin Mahmud Ahmad, Khalifatul Masih II ra (Raziiallaho Anho). It is an auxiliary of Majlis Khuddam-ul-Ahmadiyya (MKA) for Ahmadi boys between the ages of 7 and 15.

“ATFAL” is derived from the Arabic word for “young children”. In the United States, MAA was officially founded with the establishment of MKA USA in 1969. Currently, MAA USA is comprised of 63 Majalis (chapters) over 11 regions.

### **Purpose**

The purpose of MAA, according to Hadhrat Khalifatul Masih II (ra), was to inculcate the virtues of regularity in daily prayers, hard work, and truthfulness in the youth of Ahmadiyyat. These traits should be part and parcel of every Tifl as he matures into a Khadim.

### **Structure**

Majlis Atfal-ul-Ahmadiyya is divided in two groups:

- Mayar-e-Saghir: Boys between the ages of 7-12 years
- Mayar-e-Kabir: Boys between the ages of 13-15 years

### **Organization**

Constitutionally, MAA is expected to function not independently but under the supervision of Majlis Khuddam-ul-Ahmadiyya. The national president of MKA, known as the Sadr, oversees the activities of MAA, which is lead by an appointed person in charge known as the Muhtamim Atfal. The Muhtamim has at his disposal a comprehensive executive body to maintain the activities and progress of MAA, which include Assistants to Muhtamim (Naib Muhtamimeen) and a Regional Nazim (secretary) for the 11 MKA/MAA geographic regions in the U.S. Various departments work under the Muhtamim MAA, including Taleem, Tarbiyyat, Ma’al and Isha’at to name a few. The local representative of each chapter of MAA is known as the Nazim Atfal. This position is assigned to a local member of MKA (Khadim) by the specific MKA Chapter head (Qaid). In order to also train the youth in the art of leadership, officers are also being appointed among the members of MAA and they are always encouraged to hold their separate meetings, but under the direction and supervision of MKA. Each local MAA chapter makes a Majlis-e-Amila (consultative body) by appointing suitable Atfal as the following:

*Departments:*

- i. Secretary Umumi (General)
- ii. Secretary Tajneed (Census)
- iii. Secretary Tarbiyyat (Moral Training)
- iv. Secretary Ta'leem (Education)
- v. Secretary Maal (Finance)
- vi. Secretary Waqf-i-Jadid
- vii. Secretary Waqa- ri 'Amal (Dignity of Labor)
- viii. Secretary Sehat-e-Jismani (Health & Physical Fitness)
- ix. Secretary Khidmat-e- Khalq (Humanitarian Services)
- x. Secretary San'at-o-Tijarat (Industry & Trade)
- xi. Secretary Isha 'at (Publication)
- xii. Saiqeen

Atfal are also mentored by appointed members of Ansarullah (auxiliary of the Jama'at for men over the age of 40) known as Murabbiyan Atfal. A Murabbi Atfal serves as an elder guide for the local MAA chapter assisting the local Nazim Atfal with overall training of the local members of MAA.

## Atfal Pledge

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

*I bear witness, that there is none worth  
of worship except Allah.  
He is one, has no partner,  
and I bear witness that  
Muhammad (SAW) is His servant  
and messenger.*

"I solemnly pledge that I shall always be ready to serve my faith Islam, Jamaat Ahmadiyya, my nation and country. I shall always tell the truth, will not verbally abuse anybody and will strive to act upon all the exhortations of Khalifatul Masih. Insha'Allah."

## National Amila, Majlis Atfal-ul-Ahmadiyya, USA

Department	Name	Majlis	Cell	Home	Email
Mohtamim Atfal	Hamid Malik	Detroit	614-354-7019	419-865-4957	khadim98@yahoo.com
Umoomi	Saeed Chaudhry	Dallas	718-666-5170		mka.usa@hotmail.com
Naib Umoomi	Aleem Chaudhary	Philadelphia	267-702-5336		aleem15@gmail.com
Naib Mohtamim	Mirza Harris Ahmad	Oshkosh	920-203-2088	920-203-2088	harrisahmed@gmail.com
Naib Mohtamim	Ahsan Khan	LA	714-371-6398		amkmd00@yahoo.com
Naib Mohtamim	Waqas Malik	Seattle	206-851-0788		wmalik@amiseattle.org
Tarbiyyat	Waqas Malik	Seattle	206-851-0788		wmalik@amiseattle.org
Sehat-e-Jismani	Tayyab Rashid	Chicago	630-689-6066		t.m.rashid@gmail.com
Taleem	Mirza Harris Ahmad	Oshkosh	920-203-2088	920-203-2088	harrisahmed@gmail.com
Naib Taleem - DRC & Taleem-ul-Quran	Tariq Malik	Columbus	614-638-1825		tariqharoonmalik@gmail.com
Ishaat	Rizwan Jattala	LA			rjattala@gmail.com
Naib Ishaat (Website)	Mutwassim Sandhu	Brooklyn	347-525-4618		subhansandhu@gmail.com
Tajneed	Mustafa Ahmed	Oshkosh	920-312-8223		mustafa777@gmail.com
Maal	Osman Ahmed	Fitchburg	646-872-7237	802-660-9536	osman.warraich@gmail.com
Waqf-e-Jadid	Saad Ahmed	LA/Phoenix	408-627-5562		airsaadi23@gmail.com
Waqar-e-Amal	Imran Tahir	Detroit			tahir004@umn.edu
Khidmat-e-Khalq	Yusuf Latif	Fitchburg			ylateef@yahoo.com
Sanat-o-Tijarat	Mabroor Khan	Chicago West	860-910-8847		mabroorkhan@yahoo.com
Waqf-e-Nau	Tariq Malik	Columbus	614-638-1825		tariqharoonmalik@gmail.com

## Departmental Plans

### Taleem (Education)

TEAM			
Name	Email/Phone	Role	Assigned Responsibilities
Mirza Harris Ahmed	<a href="mailto:harrisahmed@gmail.com">harrisahmed@gmail.com</a> 920-203-2088	Secretary Taleem	Organize Taleem Syllabus and Exams
Tariq Malik	<a href="mailto:tariqharoonmalik@gmail.com">tariqharoonmalik@gmail.com</a> 614-638-1825	Asst. Secretary (I)	Naib Secretary (In charge of DRC and Taleem-ul-Quran)

DEPARTMENT GOALS	
Activities for Local Majlis	<p>Organize at least 2 Taleem-o-Tarbiyyat classes per month and implement National Atfal Taleem syllabus. <a href="http://www.mkausa.org/Atfal-Taleem/Taleem">http://www.mkausa.org/Atfal-Taleem/Taleem</a></p> <p>Follow the Agenda provided by National Atfal Taleem department. <a href="http://www.mkausa.org/Table/Class-Agendas">http://www.mkausa.org/Table/Class-Agendas</a></p> <p>Increase Participation in Online Taleem-ul-Quran Classes organized by National Taleem-ul-Quran department of Ahmadiyya Muslim Community, USA.</p> <p>Increase the awareness and importance of reciting The Holy Quran daily by encouraging participation of Atfal into the prestigious DRC club. Club members will also receive a DRC pin after one year of membership.</p>

LOCAL IMPLEMENTATION	
What should a Local Nazim do to contribute toward the National Goals?	Hold Regular Classes and follow the Plan provided by the National Atfal department. Keep close contact with parents by sending them the Note, phone call, email, in person meeting.
How can a Local Nazim obtain the "How-To" Guide for the dept goals?	MAA Website and ARC Handbook
What other Local Majalis have done to be successful?	Included different activities, for example, sports, sleepovers, pizzas, snacks, showed videos, submitted jokes and riddles to the websites, pictures etc.

How can a Local Majlis win an award?	Hold regular classes, report those classes using online reporting and provide timely response and feedback to Regional Nazim Atfal and the National Atfal Taleem department
Who should a Local Nazim call for help?	Regional Nazim Atfal and then National Atfal Taleem Secretary. Review MAA website

## Tarbiyyat (Moral Training)

TEAM			
Name	Email/Phone	Role	Assigned Responsibilities
Waqas Malik	<a href="mailto:wmalik@amiseattle.org">wmalik@amiseattle.org</a> 206-851-0788	Secretary Tarbiyyat	Implement Tarbiyyat program. Facilitate accomplishment of goals at local level.

DEPARTMENT GOALS	
Top priority of the Dept	<p>Atfal should</p> <ul style="list-style-type: none"> <li>• Offer 5 daily prayers</li> <li>• Attend Friday prayers</li> <li>• Recite Holy Quran daily</li> <li>• Listen to Huzoor's Friday sermons</li> <li>• Write at least 1 letter to Huzoor per month</li> </ul>
Other activities Local Majlis can do	<ul style="list-style-type: none"> <li>• Educate Atfal about certain tarbiyyati topics (see list below)</li> <li>• Promote values mentioned in the sermon by Hadhrat Khalifat-ul-Masih the 4th (Hadhrat Mirza Tahir Ahmad)<sup>ra</sup> of 24 Nov, 1989, i.e. truthfulness, soft spoken attitude and clean language, patience and tolerance, empathy, steadfastness and strong will.</li> <li>• Make mosque an <b>attractive</b> option for parents to bring their kids. This goes back to <b>developing a good relationship with the parents.</b></li> </ul>

Month	Suggested Topics
November	Mosque and Salat etiquettes
December	Christmas, Waqf-e-Jadeed
January	Friday Sermon, Letter to Huzoor (every Tifl should write), New Year eve's sleep over
February	Valentine, Virtue of truth
March	Friday Sermon, Clean language
April	Friday prayers, Patience
May	Love for Khilafat (presentation)
June	Jalsa etiquettes
July	Salat etiquettes, Friday prayers
August	Empathy, Inappropriate web material education (Myar-e-Kabeer)
September	Importance of education (beginning of school year), Steadfastness
October	Waqf-e-Jadid, financial sacrifice

### LOCAL IMPLEMENTATION

What should a Local Nazim do to contribute toward the National Goals?	Develop a relationship with parents. Have Atfal participate in discussion of tarbiyyat topics (why we don't celebrate Halloween, etc). Hold regular classes.
How can a Local Nazim obtain the "How-To" Guide for the dept goals?	MAA website & ARC Handbook
What other Local Majalis have done to be successful?	Be regular in holding classes and evenly distribute class time to taleem, tarbiyyat, sports and waqar-e-amal.
How can a Local Majlis win an award?	Have as many atfal accomplish the primary goals
Who should a Local Nazim call for help?	Depending on situation either Parent, Murabbi Atfal, Local Qaid / President, Regional Nazim Atfal, National Secretary Tarbiyyat

## Tajneed (Census)

TEAM			
Name	Email/Phone	Role	Assigned Responsibilities
Mustafa Ahmed	<a href="mailto:mustafa777@gmail.com">mustafa777@gmail.com</a> 920-312-8223	Secretary	Work with Jama't Secretary Tajneed and reconcile Atfal Tajneed with the Jama'at Tajneed

DEPARTMENT GOALS	
Top priority of the Dept	Compile complete Tajneed of Atfal and merge with National Jama'at database.
Other activities Local Majlis can do	Work with Local Jama'at Finance Secretary to make sure that Atfal data including Member Code, DOB, addresses, etc are correct. If a Tifl does not have a Member code, please work with the Local Jama'at Finance Secretary to get the member code.

LOCAL IMPLEMENTATION
Following data needs to be collected and recorded in the beginning of the year: Member Code, Name, Father's name, Date of Birth (month/year), address, grade, Parent's email addresses, parent's home & cell number, Please note that all children at the age of seven should enroll in the Majlis Atfal-ul-Ahmadiyya.
Cross-Match above Tajneed with Local Jama'at Finance Secretary. Confirm Member Code, Date of Birth, Addresses, etc.
Those children who enter into the Majlis and are already enrolled as Waqf-e-Nau, their record should be maintained with a flag as Waqf-e-Nau Child.
Must Enroll new convert Atfal into the Majlis. Notify National Atfal Tajneed Department ASAP.
In the Tajneed data (Census) mere age is not sufficient; date of birth is important and must be properly recorded (month and the year of birth).
<p><b>Notify National Atfal Tajneed Department (<a href="mailto:atfالتajneed@mkausa.org">atfالتajneed@mkausa.org</a>) within <b>ONE Month</b> if a Tifl:</b></p> <ul style="list-style-type: none"> <li>Moves into your Majlis</li> <li>Moves out of your Majlis</li> <li>Is a New Convert</li> <li>Has an Address Change</li> <li>Has any other relative change</li> </ul> <p>Provide First Complete batch of Tajneed to National Atfal Department by December 15<sup>th</sup>, 2011</p>

## Umoomi (General)

TEAM			
Name	Email/Phone	Role	Assigned Responsibilities
Saeed Chaudhry	<a href="mailto:mka.usa@hotmail.com">mka.usa@hotmail.com</a> (718) 666-5170	Secretary	General Secretary

DEPARTMENT GOALS	
Goals	<ol style="list-style-type: none"> <li>1) Monthly reports must be submitted online by the 5<sup>th</sup> of each month</li> <li>2) Each majlis must hold at least 1 Atfal Amila meeting</li> <li>3) Parent/Teacher Meeting should be organized every quarter (every 3 months) where Nazim Atfal &amp; Murabbi Atfal could discuss Tifl's progress with parents (Atfal Class attendance, Sports, Taleem syllabus/challenges/etc)</li> </ol>

LOCAL IMPLEMENTATION	
What should a Local Nazim do to contribute toward the National Goals?	<ul style="list-style-type: none"> <li>- Submit monthly online report by the 5<sup>th</sup> of every month</li> <li>- Make sure that the monthly Amila meeting is being held</li> <li>- Coordinate with Murabbi Atfal and hold Parent's day every quarter</li> </ul>
How can a Local Nazim obtain the "How-To" Guide for the dept goals?	Refer to ARC Handbook or contact National Secretary Umoomi
What other Local Majalis have done to be successful?	<ul style="list-style-type: none"> <li>- By preparing a yearly calendar of Amila meetings, and distributing it to membership</li> <li>- By calling members to get their commitment to attend the meeting</li> <li>- By working with Murabbi Atfal to hold the Parent/Teacher meeting</li> </ul>
How can a Local Majlis win an award?	By submitting the monthly report on time, holding Atfal Amila meeting & holding Parents/Teacher meeting
Who should a Local Nazim call for help?	Regional Nazim Atfal/National Secretary Umoomi

## Waqf-e-Nau

TEAM			
Name	Email/Phone	Role	Assigned Responsibilities
Tariq Malik	<a href="mailto:tariqharoonmalik@gmail.com">tariqharoonmalik@gmail.com</a> 614-638-1825	Secretary	Implement all department goals

DEPARTMENT GOALS	
Top priority of the Dept	- Ensure that Waqf-e-Nau Atfal are participating in all Atfal activities. - Coordinate and promote activities with Jama'at Waqf-e-Nau department.

LOCAL IMPLEMENTATION	
What should a Local Nazim do to contribute toward the National Goals?	Coordinate with the Local Jama'at Waqf-e-Nau secretary
How can a Local Nazim obtain the "How-To" Guide for the dept goals?	ARC Handbook / Atfal Website
What other Local Majalis have done to be successful?	Build a relationship/bond with the waqf-e-nau Atfal
How can a Local Majlis win an award?	Maximize Waqf-e-Nau Participation in Waqf-e-Nau classes
Who should a Local Nazim call for help?	Regional Nazim Atfal/National Secretary Waqf-e-Nau

## Sanat-o-Tijarat (Industry & Trade)

TEAM			
Name	Email/Phone	Role	Assigned Responsibilities
Mabroor Khan	<a href="mailto:mabroorkhan@yahoo.com">mabroorkhan@yahoo.com</a> 860-910-8847	Secretary	Managing the Sanat-o-Tijarat Activities of Atfal.

DEPARTMENT GOALS	
Top priority of the Dept	Career Counseling team should be formed in Local Majalis and hold at least 2 Regional Career Counseling Workshop per year.
Other activities Local Majlis can do	Atfal training for various trades and skills like computer training, Karate, etc.

LOCAL IMPLEMENTATION	
What should a Local Nazim do to contribute toward the National Goals?	<p>Schedule the annual career counseling day with RNA, Local and Regional Qaid ASAP. Access the 'how to' guide and follow the rest of the steps.</p> <p>“How to hold a Career Counseling Workshop”</p> <ul style="list-style-type: none"> <li>- Place: room, general session area of the local mosque</li> <li>- People: Local/Regional Khuddam and Ansar who are currently working in different fields (IT/Finance/Engineer/etc). At least 2 people per field should be confirmed for the workshop</li> <li>-Length: minimum 1 hour</li> <li>-Material: explain in simple terms: what is their field? What does one do while working in this field? What does one need (educational or work background) to work in this field? What are the pros of working in this field?</li> <li>-Handouts: should include most of the information discussed plus what courses children should focus on if they would like to work in a specific field.</li> </ul> <p>Ask Khuddam/Ansar in your majlis to volunteer and hold computer training/other skills session for Atfal.</p>
How can a Local Nazim obtain the “How-To” Guide for the dept goals?	Atfal Website & ARC Handbook
How can a Local Majlis win an award?	By implementing the above goals
Who should a Local Nazim call for help?	Regional Nazim Atfal and National Secretary Sanat-o-Tijarat

## Maal (Finance)

TEAM			
Name	Email/Phone	Role	Assigned Responsibilities
Osman Ahmed	<a href="mailto:Osman.warraich@gmail.com">Osman.warraich@gmail.com</a> 646-872-7237	Secretary	Managing Atfal Chanda

DEPARTMENT GOALS	
Top priority of the Dept	100% Atfal participation in paying Atfal Chanda Majlis & Ijtema. Inculcate the habit that Atfal pay their own Chanda from their pocket money.

GOALS IN DETAIL					
Goal	Target (to be used for Alme-e-Inami)			National Target	Due Date
To encourage participation into the Atfal chanda by every Tifl.	Small	Medium	Large		
Collection/Participation	25%	25%	25%	25%	Jan. 30th, 2012
Collection/Participation	50%	50%	50%	50%	April 30th, 2012
Collection/Participation	75%	75%	75%	75%	July 30th, 2012
Collection/Participation	100%	100%	100%	100%	October 30th, 2012

LOCAL IMPLEMENTATION
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<p>What should a Local Nazim do to contribute toward the National Goals?</p>	<p>Keep Parents and Atfal informed of the National objectives.  Frequent reminders about Atfal Chanda during Atfal classes.  Encourage Atfal to participate by saving pocket money rather than asking parents to pay for their chanda.</p>
<p>What other Local Majalis have done to be successful?</p>	<p>Having open and consistent communication with both parents and Atfal.</p>
<p>Who should a Local Nazim call for help?</p>	<p>Regional Nazim Atfal/National Secretary Maal</p>

## Waqf-e-Jadid

TEAM			
Name	Email/Phone	Role	Assigned Responsibilities
Saad Ahmed	<a href="mailto:airsaadi23@gmail.com">airsaadi23@gmail.com</a> 408-627-5562	Secretary	Overlook Waqf-e-jadid collection for the Atfal auxillary in the USA.

DEPARTMENT GOALS	
Top priority of the Dept	100% participation in Waqf-e-Jadid collection.
Other activities Local Majlis can do	Hold a few classes devoted to learning the Waqf-e-Jadid scheme.

GOALS IN DETAIL					
Goal	Target (to be used for Alme-e-Inami)			National Target	Due Date
To encourage participation into the Waqf-e-Jadid by every Tifl.	Small	Medium	Large		
Collection/Participation	25%	25%	25%	25%	Mar 31 <sup>st</sup> , 2012
Collection/Participation	50%	50%	50%	50%	June 30 <sup>th</sup> , 2012
Collection/Participation	75%	75%	75%	75%	Sep 30 <sup>th</sup> , 2012
Collection/Participation	100%	100%	100%	100%	Dec 31 <sup>st</sup> , 2012

LOCAL IMPLEMENTATION	
What should a Local Nazim do to contribute toward the National Goals? (I've listed a couple of things down, these are all suggestions that can play apart in increasing	Encourage Atfal to get involved in Waqf-e-jadid participation. There are several things the local Nazim Atfal can do to get more participation. Explain the importance of Waqf-e-jadid and the

participation)	<p>history of the scheme.</p> <p>Explain the importance of financial sacrifice, providing out of what Allah has given to us, and the rewards Allah has associated with financial sacrifice.</p> <p>Encourage them to pay a little once a month rather than the full amount at the end of the calendar year.</p> <p>Get parents involved in this as well.</p> <p>Hold a Jama'at seminar which teaches the history of the scheme, where the funds go, and the importance of financial sacrifice.</p>
Who should a Local Nazim call for help?	Regional Nazim Atfal/National Secretary Waqf-e-Jadid

## Waqar-e-Amal (Dignity of Labor)

TEAM			
Name	Email/Phone	Role	Assigned Responsibilities
Imran Tahir	Tahir004@umn.edu	Secretary	Make sure that all majalis are holding Waqar-e-Amal activities

DEPARTMENT GOALS	
Top priority of the Dept	Masjid/Mission House Clean ups and other Waqar-e-Amal activities.

LOCAL IMPLEMENTATION	
What should a Local Nazim do to contribute toward the National Goals?	Make sure that a Waqar-e-Amal Activity is held every month
How can a Local Nazim obtain more info on the dept goals?	ARC Handbook & Atfal Website
What other Local Majalis have done to be successful?	Holding regular Waqar-e-Amal activities and also make it part of their Atfal classes
How can a Local Majlis win an award?	Focus on the monthly activity and attendance (Number of Hours x Number of Atfal Participant)
Who should a Local Nazim call for help?	Regional Nazim Atfal and National Secretary Waqar-e-Amal

## Khidmat-e-Khalq (Humanitarian Services)

TEAM			
Name	Email/Phone	Role	Assigned Responsibilities
Yusuf Lateef	ylateef@yahoo.com	Secretary	Make sure that Atfal actively participating in Khidmat-e-Khalq activities

DEPARTMENT GOALS	
Top priority of the Dept	Promote & Participate in Muslims for Peace Walkathon. Distribute fliers and help with the Blood Drives. Help out with other activities that Khuddam plan locally in majlis (soup kitchen/meals on wheels/etc).
Other activities Local Majlis can do	Raise funds for Humanity First campaigns

LOCAL IMPLEMENTATION	
What should a Local Nazim do to contribute toward the National Goals?	Work closely with Nazim Khidmat-e-Khalq (MKA) and take Atfal to the scheduled Khidmat-e-Khalq events.
How can a Local Nazim obtain the "How-To" Guide for the dept goals?	Contact Regional Nazim Atfal or National Secretary Khidmat-e-Khalq
How can a Local Majlis win an award?	Participate in different Khidmat-e-Khalq activities.
Who should a Local Nazim call for help?	Regional Nazim Atfal or National Secretary Khidmat-e-Khalq

## Sehat-e-Jismani (Health & Physical Fitness)

TEAM			
Name	Email/Phone	Role	Assigned Responsibilities
Tayyab Rashid	<a href="mailto:t.m.rashid@gmail.com">t.m.rashid@gmail.com</a> 630-689-6066	Secretary	Provide information and facilitate programs to help coming generations understand the importance of Sports and Physical Activities as well as the importance of healthy lifestyle.

DEPARTMENT GOALS	
Top priority of the Dept	<ul style="list-style-type: none"> <li>- Hold Organized Sports for Atfal at least twice a month. Try to have organized Sport activity along with the Atfal Class.</li> <li>- Take Atfal to an outdoor location which is informational and enjoyable for the Atfal at least once a year.</li> <li>- Arrange for a Healthy Snack/Food for every Atfal Class.</li> </ul>

## Isha'at (Publication)

TEAM			
Name	Email/Phone	Role	Assigned Responsibilities
Rizwan Jattala	<a href="mailto:rjattala@gmail.com">rjattala@gmail.com</a> 909-509-0193	Secretary	Oversee and carry out goals and tasks assigned to Atfal Isha'at Dept.

DEPARTMENT GOALS	
Top priority of the Dept	<ol style="list-style-type: none"> <li>1. Atfal must contribute articles to other publications, such as Al-Hilal, Mujahid, Ahmadiyya Gazette, Atfal website (stories, articles, games, jokes, videos and pictures etc).</li> <li>2. Atfal should participate in the Ijtema Essay Competition by submitting an essay in a timely fashion (Prior to the regional Ijtema).</li> </ol>

LOCAL IMPLEMENTATION	
What should a Local Nazim do to contribute toward the National Goals?	Make sure that Atfal are writing and submitting articles
How can a Local Nazim obtain the "How-To" Guide for the dept goals?	ARC Handbook & Atfal Website
What other Local Majalis have done to be successful?	encouraged Atfal to write and submit articles, pictures and videos etc.
Who should a Local Nazim call for help?	Regional Nazim Atfal, National Secretary Isha'at

## Roles and Responsibilities

The following is taken from *Lahay-e-Amal* of Majlis Atfal-ul-Ahmadiyya for both Nazim Atfal and Murabbi Atfal. This was translated in English from Urdu for the convenience of the targeted audience.

Some key points regarding the perspective roles of the Nazim Atfal and Murabi Atfal:

- Nazim Atfal is the member of local Majlis Majlis Khuddam-ul-Ahmadiyya and Murabi Atfal is preferably the member of local Majlis Ansarullah.
- Both Murabi Atfal and Nazim Atfal are part of the local Majlis Khuddam-ul-Ahmadiyya Amila.
- Nazim Atfal is the administrative head of the local Majlis Atfal-ul-Ahmadiyya while Murabbi Atfal works with Nazim Atfal to carry out the major responsibilities of Taleem-o-Tarbiyyat related matters of Majlis Atfal-ul-Ahmadiyya.

### ***Nazim Atfal***

Nazim Atfal is an officer who would execute the following tasks in cooperation with Murabbi Atfal.

1. Safe record keeping of all communications with the center and the preparation of monthly reports.
2. Organizing the Majlis into various sections (*Halkas*) based on geographical distances and assigning "Saiqs" or section heads.
3. To appoint members of Majlis-e-Amila with the approval of the local Qaid.
4. Making arrangement of timely collections of the Atfal dues (chanda).
5. Making arrangements for all events including meetings, Ijtema'at and other gatherings including sports and educational competitions.
6. Ensure that children are also doing well in their secular education and good grades are being maintained in their schools.

### ***Murabbi Atfal***

Murabbi Atfal essentially supervises all children activities of the Majlis and he should conduct this responsibility with affection and wisdom. Following are his salient responsibilities:

1. Ensure that the children attend five daily prayers at a local Mosque or Salat center regularly.
2. Supervise and ensure religious education of the children in his Majlis (Atfal classes). Ensure that all children are able to recite the Arabic text of the Holy Quran
3. Supervise the children generally that they are not wasting their time by just hanging around on the streets, involved in abusive language or not maintaining their head covers.

### **Murabi Atfal can help...**

1. Conduct Atfal classes
2. Guide Atfal on Islamic etiquettes
3. Implement Atfal syllabus
4. Supervise outdoor activities
5. Communicate with parents on progress and issues
6. Help prepare Atfal for Local, Regional and National Ijtemat

## 2011 - 2012 Majlis Atfal-ul-Ahmadiyya USA Calendar

Month					Regional Event	National Event
<b>November</b>	2 Taleem-o-Tarbiyyat Classes/2 Sports Activities	Tajneed Drive	Form Atfal Amila			
<b>December</b>	2 Taleem-o-Tarbiyyat Classes/2 Sports Activities	Waqf-e-Jadid Drive				
<b>January (2012)</b>	2 Taleem-o-Tarbiyyat Classes/2 Sports Activities	Finance Drive (25%)	Parent Teacher Meeting			
<b>February</b>	2 Taleem-o-Tarbiyyat Classes/2 Sports Activities	Isha'at Activity				
<b>March</b>	2 Taleem-o-Tarbiyyat Classes/2 Sports Activities	Atfal Local Ijtema	Waqf-e-Jadid Drive (25% collection)			
<b>April</b>	2 Taleem-o-Tarbiyyat Classes/2 Sports Activities	Atfal Local Ijtema	Finance Drive (50% collection)	Parent Teacher Meeting		
<b>May</b>	2 Taleem-o-Tarbiyyat Classes/2 Sports Activities	Tajneed Drive			Atfal Regional Ijtema	
<b>June</b>	2 Taleem-o-Tarbiyyat Classes/2 Sports Activities	Waqf-e-Jadid Drive (50% collection)			Atfal Regional Ijtema	Jalsa Salana USA
<b>July</b>	2 Taleem-o-Tarbiyyat	Finance Drive (75%)	Parent Teacher			Atfal Rally/National

	Classes/2 Sports Activities	collection)	Meeting			Ijtema
<b>August</b>	2 Taleem-o-Tarbiyyat Classes/2 Sports Activities	Tarbiyyat Drive				
<b>Sep</b>	2 Taleem-o-Tarbiyyat Classes/2 Sports Activities	Waqf-e-Jadid (75% collection)	Khidmat-e-Khalq Drive			
<b>Oct</b>	2 Taleem-o-Tarbiyyat Classes/2 Sports Activities	Patent Teacher Meeting				

# Scoring Guideline for Best Majlis Award

Majlis Atfal-ul-Ahmadiyya, USA uses THREE different methods to determine the Best Majalis in each of the respective category (Small, Medium, Large)

## # 1 – Eligibility Pre-Requisites for Best Majlis Award:

Large Majlis (Tajneed > 21)	Medium Majlis (Tajneed 6 – 20)	Small Majlis (Tajneed < 6)
On-Time online report submission (9/12 Yearly)	On-Time online report submission (9/12 Yearly)	On-Time online report submission (9/12 Yearly)
Atfal Rally Representation (At least 25% Atfal of Tajneed)	Atfal Rally Representation (At least 25% Atfal of Tajneed)	Atfal Rally Representation (At least 25% Atfal of Tajneed)
National Atfal Ijtema Representation (At least 35% of Atfal)	National Atfal Ijtema Representation (At least 35% of Atfal)	National Atfal Ijtema Representation (At least 35% of Atfal)
Monthly Atfal Classes Held (20 per Year)	Monthly Atfal Classes Held (20 per Year)	Monthly Atfal Classes Held (20 per Year)

## # 2 – Performance Scoring System:

Majalis that will qualify from the pre-requisite stage will be awarded points as follows:

Objective	Scoring Criteria	Max Points Per Month	Max Points Per Year
<b>Reporting</b>	50 points for submission of online report by 5 <sup>th</sup> of each month	50	600
<b>Atfal Amla Meeting</b>	50 Points for Atfal Amla Meeting	50	600
<b>Atfal Classes *</b>	50 Points are given for each additional class (after 2 mandated classes/month)	100	1200
<b>Atfal Class Attendance</b>	Points are based on the percent attendance for all classes i.e. (70% attendance = 70 points)	100	1200
<b>Sports</b>	Points are based on the percent attendance for all sports activities i.e. (70% attendance = 70 points)	100	1200
<b>Isha'at</b>	Points for Rising Star Submission With Picture 100 Points for Each Al-Hilal Submission Shoot a Video or Pictures with Story of a Local Atfal Class or an Event and send it to Atfal Website	100 800 50	200 800 200
<b>Atfal Chanda Collection</b>	Points are based on the percent participation & collection (Must meet Quarterly Goals) i.e. (70% participation = 70 points) (70% collection = 70 points)	100 100	1200 1200
<b>Parent/Teacher Meeting</b>	80% or Above Participation on Parent-Teacher Meeting 60% - 79% Participation on Parent-Teacher Meeting 40% - 59% Participation on Parent-Teacher Meeting	1000 700 400	2000 1400 800
<b>Waqar-e-Amal</b>	5 Points per Man Hour	100	1200
<b>Tarbiyyat</b>	Points are based on the percent of Atfal who wrote a letter to Huzoor (atba) in a given month (70% participation = 70 points)	100	1200
<b>Khidmat-e-Khalq</b>	5 Points per Man Hour	No Max	No Max
<b>Additional Activity</b>	50 Points will be awarded for each Activity reported to National Atfal Amla (Sleepover, Field Trips etc..)	100	600

## # 3 – National Atfal Amla's discretionary nominations based on interaction, communication, representation at National and Regional Events

# Monthly Report Questions \*

## Taleem:

1. How many Atfal Classes held in the past month?
2. What was the average attendance (not in percentage) for your Atfal Classes (# of Atfal)?

## Tarbiyyat:

1. How many Atfal wrote a letter to Hazoor (atba)?
2. Did you hold a Parent/Teacher Meeting this month?
3. For the above Parent/teacher meeting, what was the attendance of PARENTS in percentages (%)?

## Sehat-e-Jismani:

1. How many organized sports activities held during the past month?
2. What was the average attendance (not in percentage) for all organized sports events (# of Atfal)?

## Umoomi:

1. Did you hold at least ONE Atfal Amila Meeting?

## Waqar-e-Amal:

1. How many man hours were spent in the monthly Waqar-e-Amal Activity last month? (# of Atfal X # of minutes / 60) Points?  
Please provide details in the Additional Activity section below.

## Khidmat-e-Khalq:

1. How many man hours were spent doing Khidmat-e-Khalq Activities? (# of Atfal X # of minutes / 60) Points?  
Please provide details in the Additional Activity section below.

## MISC:

1. Number of special programs for Atfal held in the past month (Sleepover, Camps, Field Trips).  
Details about the special program held:
2. Any Additional Activity/General Comments?
3. Any issues or challenges?

## Reminder:

1. Please send the update/change in the Atfal Tajneed to National Atfal Tajneed department at [atfaltajneed@mkausa.org](mailto:atfaltajneed@mkausa.org)
2. Please remind Atfal to pay their Atfal Chanda.
3. Remind Atfal to offer 5 daily prayers/recite Holy Quran daily, listen to Hazoor's Friday sermon.
4. Make sure that Waqf-e-Naue Atfal are participating in regular Atfal programs.

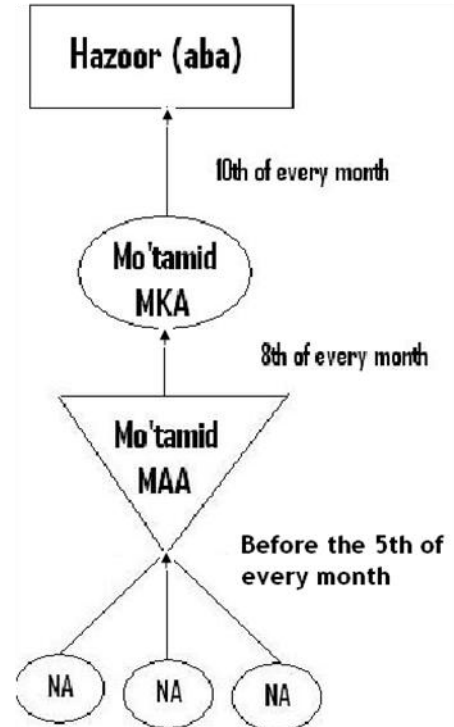
\* Note: Subject to change. Revised 10/20/2011

# Monthly Report Deadline



## Monthly Reporting

- All Nazimeen Atfal are responsible for submitting the report online before the 5th of every month.
- All Regional Nazimeen Atfal are responsible to follow up with the local Nazimeen Atfal to make sure they submit the report before the 5th of the month.
- All reports then will be compiled and sent to the Mo'tamid MKA on the 8th of the month.
- A cumulative report is then be sent to Hazoor (aba) on the 10<sup>th</sup> of each month by Mo'tamid MKA.



Atfal Report Website : [www.mkausa.org/atifal](http://www.mkausa.org/atifal)

# How to Conduct an Atfal class

Conducting regular Atfal classes is the key to achieving the goals set by Majlis Atfal-ul-Ahmadiyya USA. There are many aspects of Atfal classes which include:

1. Best practices
2. Role & Responsibilities of Nazim Atfal and Murabi Atfal
3. Selecting the right teachers
4. Scheduling and Distributing
5. Supply list for Atfal classes
6. Setting ground rules
7. Taleem syllabus
8. Sports
9. Tarbiyyat Actions
10. Lunch or Snack
11. Waqar-e-Amal
12. Communicating with the parents
13. Monitoring the progress
14. Reporting
15. Sample class format

These topics are addressed below so the Nazimeen Atfal and Murabbiyan Atfal can use this as their guide to conduct the weekly Atfal classes.

## 1.1 Best Practices

Listed below are the best practices for a Nazim Atfal and Murabbi Atfal to follow. These are compiled based on Khalifatul Masih's advice and/or parental feedback.

1. Class announcement must go out a week in advance, classes must be consistent and start on time and end on time (Parental feedback)
2. Try to synchronize classes with Nasirat or other Jamaat meetings so the family unit stays together (day, time, and duration the class). (Parental feedback)
3. Must respect National Atfal syllabus as the basic requirement (Hadhur's instruction)
4. Avoid didactic lectures and involve Atfal through interactive learning. A 15 minute talk to a child is a long lecture. (Parental feedback)
5. No physical punishment or public embarrassment strategies to be used with children (Hadhur's instruction)
6. Lunch must be served – pizza preferred over home made food – children must perform clean up afterwards (Parental feedback and Hadhur's instruction)
7. Sports are a must for every Atfal class. If nothing outdoor then consider ping pong or anything else indoor but at least 50% of the time must be supervised sports (Parental feedback and Hadhur's instruction)
8. Lajna should not be asked to take Atfal classes (Parental feedback)
9. Boys under the age of 7 must never be told, 'you are not Atfal yet'. Instead they should be encouraged to participate in MAA if they show interest (Parental feedback)
10. No Bullying or foul language by big kids or Khuddam toward younger Atfal. Take strong corrective actions (Parental feedback)

11. Even in case of severe disciplinary violations, maximum punishment can be that a parent is called to pick up the child. But no beating, teasing, humiliating or physical punishments in the class (Parental feedback and Hadhur's instruction)
12. Food arrangement, wrap up, vacuuming, bathroom cleaning and kitchen cleaning must be done by Atfal under the supervision of Murrabi atfal. (Parental feedback and Hadhur's instruction)
13. Murrabbian Atfal be the authority figure. Help instill moral values during sports, eating, cleaning. Also they help with local consensus building between Jamaat President/Missionaries/Lajna Presidents (Parental feedback and Hadhur's instruction)
14. Should discuss various Tarbiyyat related topics with Atfal per agenda

## **1.2 Murabi Atfal can help...**

1. Conduct Atfal classes
2. Guide Atfal on Islamic etiquettes
3. Implement Atfal syllabus
4. Supervise outdoor activities
5. Communicate with parents on progress and issues
6. Help prepare Atfal for Local, Regional and National Ijtemat

## **1.3 Selecting the Right Teacher**

This is critical to the success of Atfal classes. Nazim Atfal and Murabbi Atfal should work very closely with local Qaid and Zaim Ansarullah in selecting the right teacher. Here are some guidelines in selecting the teachers. Please note that these are NOT hard and fast rules in selecting the teachers and may not apply to your local Majlis.

1. Someone who is dedicated and can attend all Atfal classes
2. Someone who is a father and knows how to manage kids
3. Someone who is able to connect with Atfal
4. Someone who is knowledgeable in both religious and worldly sectors Someone who has an aptitude for teaching

## **1.4 Scheduling and Distributing**

Consistency is the key to building confidence in both Atfal and parents in the structure of weekly Atfal classes. Planning the schedule requires the Nazim Atfal and Murabbi Atfal to work with local Jama'at President, Zaim Ansarullah, Lajna Sadr/Nasirat Secretary and Local Qaid. It is preferred to establish the schedule for the entire year but if that is not possible then at a minimum a monthly schedule should be formulated. Distribution of the schedule is equally important and must take place as early as possible.

## **1.5 Supply list for Atfal classes**

Just as any public school has supply list, Atfal classes must be treated similarly. Below is a list of thing we recommend you ask all Atfal to bring to Atfal classes:

1. Cap/Topi for prayer
2. Bag pack
3. A folder

4. Basics of Religious Education book (Atfal Taleem syllabus text book)
5. Notebook or paper
6. Pen or pencil
7. Appropriate clothes and shoes to play sports

## 1.6 Setting Ground Rules

Setting ground rules at the start of the year will help you manage Atfal in a more systematic way. Dedicate an hour of the class early in the year to set the ground rules and ask Atfal to help you compile the list of ground rules. Taking time to go through this exercise early in the year pays off in the long run. Here are some HARD rules that must be part of the longer list that you come ground rules that are must...

1. One voice at a time...
2. Shoes on the racks...
3. When Azan is called, EVERYTHING must stop
4. NO ONE can speak between the Azan and Salat
5. During Friday sermon no one is allowed to speak
6. NO BULLYING and foul language
7. Clean up after yourself

## 1.7 Taleem Syllabus

1. Understanding the Taleem syllabus and different Levels ( National Atfal Taleem syllabus is available online) - <http://www.mkausa.org/Atfal-Taleem/Taleem>
2. How to fill knowledge gaps of Atfal who are not at the same level and age?
3. Is there a template I can use to track the progress of Atfal from one level to another?

## 1.8 Sports

Organized sports must be part of Atfal classes. If you are part of a Majlis where there isn't adequate space then arrangements should be made to take Atfal to a local park or monthly field trips to local attractions under the supervision of Murabbi Atfal and parents. The data shows that Atfal are engaged through sports and outdoor activities. Moral training should be instilled in Atfal during sports and all Atfal should be closely monitored for any foul language and/or bullying.

## 1.9 Lunch or Snack

1. Lunch or snack should be served for all Atfal attending the Atfal classes. Budget for lunch or snack should be discussed with the local Jama'at President and if required an estimate should be provided for approval.
2. Menu should be designed based on the feedback from Atfal and what they like (i.e. Pizza). Healthy snacks like fruits and juice should be served.

## 1.10 Waqar-e-Amal

Atfal should be asked to clean up after themselves during Atfal classes. Mayar-e-Kabir (13-15) Atfal should be involved in all local Waqar-e-Amal activities along with Khuddam. This is part of

their training so they enter Majlis Khuddam-ul-Ahmadiyya with a clear understanding of 'Service' to Jama'at and community.

### **1.11 Communicating with the Parents**

Partnering with parents is critical in implementing the National Atfal syllabus. This is only possible if there is a strong communication link between Nazim Atfal, Murabbi Atfal and the parents. We recommend having quarterly parent/teacher meeting to update parents on the progress of their children and how they can help at home.

### **1.12 Monitoring the Progress**

Nazim Atfal, Murabi Atfal and the Teachers should keep a record on each Tifl on how well they have mastered the Atfal syllabus by each level. Periodic testing is essential in monitoring the progress.

### **1.13 Reporting**

Nazim Atfal is required to report to the National MAA each month. He must keep record of the following each week:

- a. Number of classes held in a month
- b. Keep an attendance register for each Tifl and report monthly average attendance
- c. Sports being held during Atfal classes
- d. Number of Waqar-e-Amal hours and activities performed by Atfal

## 1.14 Sample Class Format

Time	Item	Details
10:00 – 10:05	Recitation of Holy Quran	A Tifl to recite few verses of the Holy Quran
10:05 – 10:10	Translation in English	A Tifl to read the translation of the recited verses
10:10 – 10:15	Atfal Pledge	Lead by Nazim Atfal
10:15 – 10:20	Pass around <i>Attendance Sheet</i>	Attendance Sheets to be passed
10:20 – 10:30	Introduction of Local Atfal Amila	Introduce local Atfal Amila, Saiqeen, Murabi Atfal, class structure, activities, and goals for the year. Keep it interactive. Discuss upcoming local, regional and national events
10:30 – 10:35	Introduction of Atfal Class	Talk about class agenda including division by age, levels and syllabus
10:35 – 11:45	Atfal Taleem Class	Atfal to be split by age group into a minimum of three groups (Ages 7 – 9, Ages 10 – 12, Ages 13 – 15). Each group should be assigned a Teacher, who is preferred to be a Nasir.
11:45 – 12:00	Re-group for Atfal Interactive Session	Show Atfal website, ask Atfal to tell a Joke, riddle etc... Show a small video
12:00 – 12:15	Tarbiyyat Session	Discuss tarbiyyat topics such as saying Salam, obedience to parents and elders etc...
12:15 – 12:30	Attendance & Reporting	Re-take attendance and collect reporting for Atfal Tracker
12:30 – 01:15	Sports Session	Allow Atfal to participate in some sports activity. Indoor or outdoor.
01:15 – 01:40	Lunch	Provide Lunch to Atfal
01:40 – 01:55	Waqar-e-Amal	Clean the Mosque or the area used by Atfal
01:55 – 02:00	Prepare for Salat	Offer Salat
<b>END OF CLASS</b>		

# How to Conduct a Sleepover and Group Discussion with Atfal

## Sleepovers

The purpose of this document is to give you, the Nazim Atfal, suggestions and guidelines on how to hold a successful Tarbiyyat sleepover.

- Inform parents at least 2 weeks in advance of sleepover.
- Do not have any major activity lined up for the beginning of the event
- Plan for an arrival period of 1.5 hrs.
- Schedule activities so that all five prayers can be done at their proper time
- Utilize the time either before or after Salat for a brief tarbiyyat discussion. e.g. order of Surahs in Salat, proper positions, number of Sunnas in each Salat, etc.
- Line up a Tifl for leading Salat-ul-Fajr and another Tifl for leading Dars.
- Create an exciting and interesting environment
- Have lots of games that involve teamwork
- Make a schedule, but be flexible in regards to which activities the kids are enjoying more, and if possible, extend those activities for a longer period of time
- Use your budget for the major meals of breakfast, lunch and dinner. For snacks, tell the Atfal to bring their favorite snack and bring enough to share with the group.
- Keep some assorted candy as a reward for a job well done.
- With the Qaid's permission, try to involve as many khuddam as possible. The more Khuddam you have, the easier it will be for you to delegate work and spend more time with the Atfal.

Hold a Tarbiyyat discussion with the older Atfal (refer to the Conducting Moral Discussions Guideline)

# Group Discussions with Atfal

## Conducting Moral Discussions: Basic Guidelines

### Introduction:

1. Set ground rules for everyone
  - a. We want to create a comfortable and safe atmosphere to talk about sensitive issues
2. Allow children to add any rules they feel are necessary
  - a. Suggestions: confidentiality, no making fun or laughing at comments, etc.
  - b. Have a statement regarding confidentiality as to what information we will have to disclose to parents. In therapy sessions any information that reveals a Tifl's intent to hurt himself or others must be disclosed.
3. Develop a relationship with every child
  - a. 1:1 interaction with kids
  - b. Showing interest in children's lives will make them more interested in what you have to say.
  - c. Try your best to learn their names, and use them in positive reinforcement.
    - i. Example: That was a very good question \_\_\_\_.
    - ii. This reinforces our interest in the children and will help us both show and feel sincere in our efforts with the children.
4. Murabi Aftal who is an Ansar should have the authority position while Nazim Atfal should have the friendly older brother type position.

### Discussion Topics:

1. Inform the parents
  - a. Tell them what we will be discussing with their children.
  - b. Ask them their opinions and get feedback on new possible topics or problems they may be seeing at home.
  - c. Inform them of the situation of the schools in America and how their children are being exposed to sensitive topics no matter how hard the parents try to avoid them.
    - i. Topics will not disappear if avoided at home or at Jamaat level.
  - d. Be ready with some explanation of the common belief that in Islam one does not talk about the negatives of society. This is a cultural practice and not an Islamic one.
2. Building Identity as Ahmadi Muslims
  - a. This is the main focus, or overarching theme that all topics should relate to and ultimately try to implement.
3. Initial topics
  - a. Cultural
    - i. How should an Ahmadi react to peer pressure and fitting in, and WHY is this better than the American way?
    - ii. How should an Ahmadi treat coed relationships and situations and WHY is this better than the American way?
    - iii. What happens to you when you take drugs and WHY is it not in your best interest?
  - b. Religious

- i. Why should we offer salat?
- ii. What is the benefit of having a relationship to Allah?

### **Actual Discussion:**

1. Discussions should be part of the monthly Aftal sleepover programs.
2. Keep in mind that the children are exposed to cultural topics more than we realize and know and understand more than many give them credit for.
3. Try your best to involve every Tifl in the discussion, by name, and with a positive attitude towards their response.
4. It should take place at an ideal time such as right before a night activity, perhaps after Isha.
5. It should be talked about with enthusiasm prior to the discussion as to build excitement about the activity.
  - a. Example: The Nazim Atfal, when telling the kids the program, should tell them that they are going to talk about some pretty exciting things later tonight, and he can't wait to hear what they have to say
6. The atmosphere should not represent a class room, but rather an equal playing field to discuss issues.
  - a. Example: sit in a circle.
7. Do not preach to the kids or simply define what is right and wrong.
  - a. Of course our goal is to have the kids develop for themselves a proper understanding of why Ahmadi's do certain things differently and why this way will help them, but we want them to come to that conclusion on their own as much as possible, with some suggestions if necessary.
8. Ask them the discussion questions and let them discuss.
  - a. Small group discussion
  - b. Large group discussion
  - c. Anonymous comments on paper, with large group discussion of comments after.
    - i. Perhaps a Tifl can read out some of the answers
    - ii. A varying range of answers should be discussed whether they are right or wrong.
9. To engrain these moral practices in the children is a long process which requires repetition.
  - a. Notes should be kept of what was discussed so talk can be resumed next time.
  - b. Try to disguise the repetition with different angles on the same topic or different activities.

If at all possible let a Tifl make a final statement regarding the topic and the conclusion of the discussion. The statement should ideally bring the group together in brotherhood and strengthen the identity of Ahmadiyyat. If not possible then Nazim Atfal should close the discussion.

## **Preparing for Local & Regional Ijtema**

### **STEPS:**

1. Picking a date
  - a. Choose a date well in advance (2 months) of the event
  - b. Avoid conflicts with local, regional and National MKA and Jama'at events
  - c. Coordinate closely with your local Qaid. It could be on the same day as the Khuddam Ijtema

- d. For Regional Ijtema, give consideration to a location that will maximize attendance from longer distances.
2. Choosing a Venue
  - a. Give consideration to parallel events (sports and education)
  - b. Cooking facility? Sleeping arrangements? Showers and restrooms?
3. Announcing the Ijtema
  - a. Inform all Atfal and parents of the date and venue
  - b. Distribute the Atfal syllabus and/or rules for sports competitions
  - c. Announcements can be made at Jumma and Jama'at events
  - d. E-mail and personal phone calls can maximize attendance
4. Atfal Ijtema team
  - a. Nazim Atfal (lead for all arrangements)
  - b. Murabbi Atfal (Assist Nazim Atfal)
  - c. Nazim Education Sitara Group (7 – 9 years)
  - d. Nazim Education Qamar Group (10 – 12 years)
  - e. Nazim Education Badar Group (13 – 15 years)
  - f. Nazim Sports Mayar-e-Saghir (7 – 12 years)
  - g. Nazim Sports Mayar-e-Kabir (13 – 15 years)
  - h. Nazim Prize Distribution for Atfal
  - i. Nazim First Aid
  - j. Nazim Isha'at (pictures and videos of the Atfal activities)
5. Budget/Logistics
  - a. Discuss budget with local/Regional Qaid and formulate written Ijtema budget/anticipated expense sheet
  - b. Collectively identify all resources/equipment needed with the entire team and assign all tasks
  - c. Consider conference calls/meetings leading up to the Ijtema to ensure everyone is on the same page.
6. Ijtema Program
  - a. Finalize the program with the team and distribute broadly as well as post at local mosque or mission house
7. Judges/Referees
  - a. Secure judges and referees for all Atfal groups
  - b. Have back up judges
  - c. Contact missionaries and Ansar members
  - d. Assign someone to be responsible for reminding judges about their commitments (at least three reminders prior to the event)
8. Special guests
  - a. Send invites to special guests (i.e. Regional Nazim Atfal, Muhtamim Atfal, or Sadr Sahib and/or Naib Sadran, Missionary Sb, Local President Sb etc.)
9. Weather
  - a. Have a contingency plan for outdoor sports competitions in case of inclement weather (check at least one week prior to the event)
10. Setup
  - a. Have Ijtema setup team on site at least one day prior to Ijtema
11. Schedule

- a. Try to start and end program on time. All activity should cease for Salat and this should be incorporated into the program
- b. Make sure a group photo is taken at some point during the Ijtema

#### 12. Post Ijtema

- a. Detailed report should be submitted to the Regional Nazim Atfal and Qaid Sahib
- b. Create a file/record of any pictures/videos from the event
- c. Create a “red book” to address problems/areas of concern or improvement that come up during the Ijtema (discuss this with the entire team in conference not too long after the event)
- d. Give follow-up appreciation calls to all judges and Ansar volunteers
- e. Begin preparations for Regional and/or National Ijtema

## **How to Form a Local Majlis Atfal-ul-Ahmadiyya Amila**

### **Local Majlis Atfal-ul-Ahmadiyya Amila Structure**

Local Majlis Atfal-ul-Ahmadiyya Amila can be formed with the approval of local Qaid from within the Atfal to train them in the art of leadership with following below offices. Amila should be preferred from Mayar-e-Kabir but are not restricted and can pick Atfal from Mayar-e-Saghir

- I. Secretary Umoomi
- II. Secretary Tajneed
- III. Secretary Tarbiyyat
- IV. Secretary Ta’leem

- V. Secretary Maal
- VI. Secretary Waqf-i-Jadid
- VII. Secretary Waqar-e-Amal
- VIII. Secretary Sehat-e-Jismani
- IX. Secretary Khidmat-e-Khalq
- X. Secretary Isha 'at
- XI. Secretary Sanat-o-Tijarat
- XII. Secretary Waqf-e-Nau

## **Detailed Departmental Plans for Atfal Amila**

A detailed guide is presented below by departments and each Secretary is requested to work on these lines in concert with Nazim Atfal and Murabbi Atfal.

### **UMOOMI (General Department)**

1. A monthly report on the prescribed form needs to be prepared and sent by fifth of each month.
2. A copy of the report should be kept and all the info should be properly filled in the spaces provided.
3. Additionally, a brief mention of important events must also be added to the monthly report (in Additional Activity section).
4. Atfal Amila meeting should be conducted once a month; its minutes are kept and read in the next session.
5. A monthly General meeting should be organized and Atfal are encouraged to participate.
6. Once every quarter an Atfal Camp should be organized with various children programs. This could be a sleepover as well.
7. Assistants should be prepared to prepare future workers.

### **TALEEM (Education Department)**

1. Each and every child should know how to read Yassarnal Quran and the Holy Quran.
2. Every Tifl should be taught Kalima and it's meaning adequately. They are asked to recite it frequently.
3. Atfal are encouraged to memorize the first 17 verses of Surah Al-Baqara and last ten chapters along with Atfal pledge.
4. All children should participate in the organized tests according to their Age Level Taleem Syllabus and records should be kept of the test results.
5. Religious topics should be taught to Atfal and they should be encouraged in Tabligh efforts. At least one argument should be taught for each significant subject.
6. Prepare Atfal for the following competitions to participate in Local/Regional Ijtema'at:
  - a. Recitation of the Holy Quran
  - b. Memorization of the Holy Quran
  - c. Poem (Urdu Nazm)
  - d. Speech
  - e. Essay writing
  - f. General Knowledge
7. Educational classes be conducted to teach the Atfal syllabus.

8. Every Tifl should complete the syllabus before the test; this should be encouraged and monitored.
9. A completion Certificate should be secured after each Taleem Syllabus Level is completed by children.
10. Coaching classes should be arranged for weak children in academic courses.
11. Every Majlis should organize a library.
12. A book a month assignments should be created and monitored properly.

### **TARBIYYAT (Moral Training Department)**

1. Efforts should be made that children listen to Huzoor's Friday Sermon, further a gist be prepared and repeated before Atfal for their reflection.
2. Attempts should be made for all children to attend Namaz and be truthful and uphold honesty and refrain from abusive language. They should obey the elders and teachers and parents. They should maintain proper etiquettes at the meetings and various gatherings. To execute this, various speeches by the elders should be arranged frequently.
3. Weekly Taleem-o-Tarbiyyat classes should be arranged and Atfal attendance should be made mandatory in these classes.
4. Inculcate the habit of saying Assalam-o-Alaikum among children.
5. Foster a habit of observing head covering (wearing a cap).
6. In response to Hazrat Mirza Tahir Ahmad (ra) – Khalifa-tul-Masih the 4<sup>th</sup> Khutba of November 24, 1989, following five traits must be reinforced:
  - a. Truthfulness
  - b. Soft and pleasing mode of talking
  - c. Courage
  - d. Concern for the people in trouble and trying to remove their difficulties
  - e. Strong will and courage
7. To inculcate the habit of letter writing to Huzoor for prayers.
8. Ensure 100% attendance on the Friday prayers by all Atfal.
9. Regularly advise Atfal to attend congregational prayers at the Mosque.
10. To encourage Atfal to watch MTA especially Hazoor's Programs with Atfal and Waqf-e-Nau Classes etc.
11. To guide Atfal in the field of proper use of electronic media.
12. In order to undertake these training measures it is important to have personal contacts with Atfal and their parents.

### **TAJNEED (Census Department)**

1. Following data needs to be collected and recorded in the beginning of the year: Name, Father's name, Date of Birth (month/year), address, grade, Parent's email addresses, parent's home & cell number, Please note that all children at the age of seven should enroll in Majlis Atfal-ul-Ahmadiyya.
2. Prepare the lists of the two age levels, Level One or Mayar-e-Sagheer (ages 7-12) and Level Two or Mayar-e-Kabeer (ages 13-15).
3. To record and report to the center of any Tifl who joins the Majlis or transfers out to other areas.
4. To organize 5 or 10 Atfal (based on majlis size) and create a group and appoint a Saiq for that group (for communications).

5. Those children who enter into the Majlis and are already enrolled as Waqf-e-Nau, their record should be maintained with a flag as Waqf-e-Nau Child.
6. Must enroll newly converted children into the Majlis.
7. In the Tajneed data (Census) mere age is not sufficient; date of birth is important and must be properly recorded (month and the year of birth).
8. If any child turns into the Khuddam age of 15, he would join the Khuddam on November 1st, of the new Atfal/Khuddam year.

### **MAAL (Finance Department)**

1. All Majalis should prepare their annual budget and submit to the center.
2. Chanda Majlis is fixed as \$6 and Chanda Ijtema is also \$6 per year (Total \$12). 100 % participation is required.
3. These chanda (contributions) be collected and its record must be kept. The chanda collected must be given to Nazim Maal (MKA) or Local Qaid to keep its record and send it to the center.
4. Collections should be maintained gradually.

### **WAQF-E-JADID Department:**

1. Every Tifl should participate in Waqf-e-Jadid (there is no set amount for contribution).
2. Although Waqf-e-Jadid's responsibility lies with the Jam'at yet Majlis should 100% cooperate with them in this field.
3. Efforts should be made to enroll all children in this scheme.
4. The receipts issued for Waqf-e-Jadid should be issued in the children's name on the Jama't Chanda Receipt Book.
5. Inculcate the habit that children pay this chanda with their own hands.
6. At the occasion of Eid Festivals, special efforts should be made to collect this chanda.

### **WAQAR-E-AMAL (Dignity of Labor)**

1. Inculcate the habit of working with our own hands should be carried out for all Atfal. They should be able to clean their own spaces, shoes etc. Also clean the Mosques.
2. Atfal should participate in the Monthly Waqar-e-Amal of Khuddam. If Khuddam don't have the monthly Waqar-e-Amal program then Atfal should hold their own Monthly Waqar-e-Amal programs.
3. At least one Waqar-e-Amal should be centrally organized per quarter where 75 % of Atfal join this program and spend a minimum of two hours.
4. A special effort should be made to clean the Mosques.

### **SEHAT-E-JISMANI (Health & Physical Fitness Department)**

1. In general meetings health guidelines should be discussed.
2. Special attention should be given to the nutritional needs of Atfal.
3. General hygiene of Atfal, their teeth, nails and general health should be regularly monitored.
4. Sports should be encouraged and tournaments should be held. Try to make the organized sports a part of the regular Atfal classes.
5. Quarterly sports competition should be carried out in all majalis.
6. Once a quarter eating together should be encouraged (Kulu Jami'a).
7. Inter Majalis competitions of various games must be held.

### **KHIDMAT-E-KHALQ (Humanitarian Services Department)**

1. Children should be taught the significance of social services. They should be encouraged to do various chores, like visiting the sick, getting groceries for the needy, helping in various household chores of others, etc.
2. Promote and participate in Humanity First projects, blood drives fliers distribution, etc
3. Coordinate with Khuddam and join them in their Khidmat-e-Khalq activities.

### **SANAT-O-TIJARAT (Industry and Trade Department)**

1. Atfal should be taught various vocational trades like, fixing the bikes and other small trades. They should also be taught typing, basics of computer hardware and repair, photography, etc.
2. Career Counseling workshop should be organized once a year.

### **ISHA'AT (Publication Department)**

1. Write articles for Al-Hilal, Mujahid, the Gazettee, and submission to Atfal website should be promoted and Atfal are encouraged to contribute articles, jokes, and essays in it.
2. Every Majlis should make sure that 100% Atfal subscribe to Al-Hilal.
3. An Essay competition should be held once a year.
4. Publication department should encourage children to buy their own books and study them.

### **WAQF-E-NAU Department**

1. Those Waqf-e-Nau who are age seven or above should be enrolled in Atfal Tajneed.
2. Waqifeen-e-Nau should be encouraged to participate in Majlis competitions both educational and sports.
3. The curriculum of Waqf-e-Nau children should be completed by these Waqf-e-Nau Atfal.
4. Other languages should be taught to these Waqf-e-Nau children.
5. Atfal who are Waqf-e-Nau should 100% participate in Waqf-e-Nau meetings of the Jam'at.
6. Celebrate a week for Waqf-e-Nau children and report should be sent to the center. This report should cover the following items:
  - a. Salat attendance
  - b. Daily recitation of the Holy Quran
  - c. Letter to Huzoor for prayers
  - d. Watching MTA programs
  - e. Attendance in Waqf-e-Nau classes
7. Waqf-e-Nau children should be given small responsibilities and thus prepare them for Jam'at work.
8. A tour to the Center (Jamia) should be arranged once a year.
9. In secular education, their grades should be monitored.
10. It should be monitored that no one is indulged in social evils like smoking and bad company.

## LaPel Pins (New Initiative to Recognize Atfal)

Sadr Sahib MKA USA instructed Majlis Atfal-ul-Ahmadiyya to start recognizing Atfal who perform well in different activities by giving them Lapel pins. Some initial criteria set by MAA is as follows:

Criteria	Lapel Pin	Guidance
✓ Recite Holy Quran Daily (DRC)?	DRC PIN	The PIN will be given to DRC members yearly.
✓ Listen to Huzur (aba) Friday sermons for 3 consecutive months	KHILAFAT PIN	Tifl will report to Nazim Atfal after listening to sermons
✓ Complete 100 hours of Waqar-e-Aamal/Humanitarian Services in a Year + Visit once a month to elderly home for 3 consecutive months. <i>NOTE: These could be individual activities such as: planting a tree, picking up trash from the park.</i>	PRIDE PIN	The Tifl should track hours himself and report to Nazim Atfal when criteria is met.
✓ A Tifl's mother picks a chore for a Tifl to do for 30 days. If the Tifl does that chore for 30 days the mother should report to Nazim Atfal.	MOTHER PIN	Example chores are keeping your room clean, set-up table, etc.
✓ Play a physical sport for 1 hour each day for 1 month.	ACTIVE PIN	This has to be a physical activity, not video games, etc

<ul style="list-style-type: none"> <li>✓ Complete the Recitation of Holy Quran before 10 years of age</li> </ul>	FURQAN PIN	Tifl should report to Nazim Atfal after completing recitation of Holy Quran before 10.
<ul style="list-style-type: none"> <li>✓ Memorize Holy Quran <ul style="list-style-type: none"> <li>○ Age 7 – 10: Last 7 Chapters</li> <li>○ Age 10 – 12: Last 12 Chapters</li> <li>○ Age 13 – 15: Last 15 Chapters and Chapter 87</li> </ul> </li> </ul>	MEMORY PIN	Nazim Atfal should listen to the memorized chapters before submitting a Tifl's name for this PIN.
<ul style="list-style-type: none"> <li>✓ Maintain <b>90%</b> or above for a school year.  <span style="color: green;">Note: This may mean A or above depending upon grading system.</span></li> </ul>	SCHOLAR PIN	The Tifl should show report card or something to show the academic ranking for a Tifl.

## How to Implement

- The aforementioned criteria should be printed and given to Atfal and their Parents.
- Nazim Atfal should track activities of each Tifl who participate.
- Murabi Atfal should verify if a Tifl is eligible or not by listening to the memorized Surah's, etc.
- Once a Tifl qualifies for a PIN, notify MAA USA ([atfal@mkausa.org](mailto:atfal@mkausa.org)) with the following details:
  - Full Name of Tifl and Parents
  - AMI Code of Tifl
  - Which Pin Criteria has been met
  - Complete Address, Email, and Phone of the Tifl
- Encourage Atfal who have received PINs to wear them at Jamaat Events.
- A Tifl can get multiple Pins in the same category, for example, 2 PRIDE PINS, 3 SCHOLAR PINS, etc.
- The LaPel PINS will be sent by MAA USA directly to the Nazim Atfal.
- The PINS can only be given at the following events:
  - Regional MKA Ijtema
  - National MKA Ijtema

- The PINS can only be awarded by:
  - MKA Sadr
  - Mohtamim Atfal
  - MKA Naib Sadr
  - Regional Qaid

*NOTE: The PINS should be placed on the MKA Scarf*

Please, send questions or concerns to [atfal@mkausa.org](mailto:atfal@mkausa.org)