



Majlis Khuddām al-Ahmadīyya Canada

Refresher Course Package 2016-2017

Contents

Title	Page
Departmental Plans	2
Khuddām National 'Āmila 2016-17	16
Atfāl National 'Āmila 2016-17	17
Sa'iq Form	18
User Guide for Submitting an Expense	19
Criteria for the Award of 'Alm In'ami	25
Regional Award of Excellence: Criteria - 2016-17	26

Focus 2016-2017

- Tablīgh
- Tarbiyat
- Sa'iqīn System

A'itemād

Majlis Level:

- Majlis 'Āmila meetings once a month
 - Agenda should include review of past events, planning of upcoming events, and discussion on self-reformation of Khuddām of the Majlis
- Monthly Reports, due 5th of every month
 - Create the report in reporter tool at the beginning of the month
 - Continually update reports as events and activities occur throughout the month.
 - Qā'id Majlis should review between 1st and 4th of the following month and submit
- Sa'iq forms:
 - A'itemād to have at least 40% Khuddām fill Sa'iq forms (Q1: 40%, Q2: 45%, Q3: 50%, Q4: 55%)
- Ijlās 'Ām
 - Conduct Ijlās 'Ām as per Calendar of events

Regional Level:

- Regional Ijlās 'Am and Ijtimā'at
 - Conduct Regional Ijlās 'Ām and Ijtimā'at as per Calendar of Events

Mal

- Increase awareness of the importance of the financial sacrifice
- Increase participation in number of Khuddām paying chanda by additional 30%
- Increase Jamā'at financial (chanda) system awareness
- Focus on month to month collection from Khuddām
- Ensure that all Majālis and Regions meet their targets
- Collect and submit Income budget for upcoming year

Tarbiyat

Majlis Level:

- Target to have at least 50% Khuddām offer Friday prayers
- Promote Khuddām to have a dedicated monitor / TV running MTA constantly through available messaging channels
- Increase number of Khuddām offering 5 daily prayers
- Increase number of Khuddām attending Juma' Prayer
- Offer at least one prayer in congregation at Masjid/Namāz center
- Arrange closed-door sessions with Khuddām and Murabbian to create an environment where they can freely ask any questions on their minds.
- For High Risk Khuddām, befriend and attach them with other active Khuddām

Regional Level:

- Arrange house visits in coordination with local Murabbian to address Tarbiyat issues and instill Jamā'at values.
- Arrange Murabbian Sessions at Regional Ijtimā' (A dedicated session should be held as part of the Ijtimā' where Khuddām are free to ask any questions)

National Level:

- **Fajr 40:**
 - Spiritual training of Khuddām and especially office bearers to inculcate habit of offering Fajr prayer at Masjid / Namāz centres.
- **Fajr Spirit:**
 - Increase the attendance of Khuddām at Fajr Prayer on Sunday. Insha'Allah target is to maintain attendance of at least 1,500 Khuddām and Atfāl Canada-wide in the winter months.
- **'Ashra Tarbiyat:**
 - Hold two Ashrajāt during the year (December and one in Ramadan)
- **Tarbiyati Camps:**
 - Hold Grade 10 Tarbiyati/Ta'līmi Camps across Canada (GTA and Western Canada).
- **Ijlās 'Am/Informal Session Presentations**
 - The plan is to create effective Ijlās 'Am presentations on topics of Marriage (as Per Shūrā Recommendations) and Drugs, as per instructions of Hazrat Khalīfatul-Masīh's (may Allah be His Helper!).
 - Prepare a presentation for Ijlās 'Am on importance of Friday prayers.
 - Sending weekly reminders on importance of listening to Friday Sermons via all MKAC channels

(WhatsApp, MKAC Messaging, Posters, Banners).

- Continue sending via MKAC Messaging summary of Friday sermon
- Continue to work with the Atfāl department to present Friday sermon summaries in Atfāl classes and ASL/ACC/ABL season.
- Promote and keep an updated page of locations and times of all Friday Prayer centres on Khuddam.ca/Fridayprayer
- Include Friday Prayer centre locations link in weekly Friday Sermon email.
- Coordinate with Jamā'at Department of Tarbiyat to add the relevant MKA topics to Jalsa Seertun Nabi (sa), Jalsa Masīh Mau'ūd (ra), Jalsa Khilāfat Day, etc.

Ta'lim

Namāz & Translation:

- Identify 'Āmila members and Khuddām in Majālis who do not know Namāz with Translation
- Work on 'Āmila members from December 2016 - January 2017 and Khuddām in Majālis from February 2017 - April 2017
- Local Nāzmīn to approach these Khuddām on a personal basis with the help of senior 'Āmila members, arrange one on sessions, etc.

Qur'an Nazra

- Identify 'Āmila members and Khuddām in Majālis who do not know Qur'an Nazra
- Work on 'Āmila members from May 2017 - June 2017 and Khuddām in Majālis from July 2017 - October 2017
- Arrange Qur'an Classes for 'Āmila members and Khuddām

Pearls of Wisdom

- 15 - 20 min sessions to be held at the local Majlis level once a Month on a weekday after Namāz 'Ishaa' or Maghrib
- Featuring various different topics and sayings/writings of the Promised Messiah (as) on these topics
- Presentations to be delivered on an interesting format

Educational Competitions

- Increase the participation of Khuddām in educational competitions at the Local/Regional/National Ijtimā'at

- Arrange Educational Training Rallies at the Regional level

National Essay Writing Competition

- Each Majlis to submit at least 2 entries for the National Essay Writing Competition
- 1 in Urdu and 1 in English

Tablīgh

Majlis Level:

- Bai'at Target: Local Majlis to give "Bai'at Budget". Minimum 3 for Majalis under 50 Tajnīd, 5 for Majalis over 50 Tajnīd.
- Bai'at Budget to be taken by Local Nazim via house visits and phone calls to all Khuddām in the Majlis
- 10% of Majlis participating in weekly flyer distribution
- 5 new tablīgh contacts added to central database per week
- 5 1-on-1 sittings organized per week with tablīgh contacts
- 20% of Majlis actively involved as Da'īyan Khususi
- 10% of Khuddām from Majlis sent for Waqf 'Arzi in remote missions in Canada for 2 weeks at a time
- Quarterly Tablīgh Trip: 20% minimum attendance
- 2 Holy Qur'an Open Houses in remote towns per year
- 1 flyer distribution session in remote town per month
- Keeping follow up and track with each Da'īyan Khususi in the Majlis, including following up on their contacts

Regional Level:

- Bai'at Target: See targets for Majālis above
- At least 5% of Region participating in weekly flyer distribution
- Weekly Da'īyan Khususi Sessions
- Assist Majalis in new tablīgh contacts being added to central database on a weekly basis
- Assist majalis in 1-on-1 sittings organized per week with tablīgh contacts
- Assist Majalis in achieving target of Khuddam actively involved as Da'īyan Khususi
- Assist Majalis in achieving target of Khuddām from Region sent for Waqf 'Arzi in remote missions in Canada
- Quarterly tablīgh Trip: 20% minimum attendance
- Weekly Da'īyan Khususi Meeting (Saturdays)

- Quarterly Q/A session of all contacts gathered by region for “ASK Islam” QA Series

National Level:

- 100 Bai’ats
- 5,000,000 flyers
- 2 National tablīgh Conferences
- ‘Ashra Tablīgh
- “Bai’tallions”: Remote Missions in 3 small towns
- Nationwide Campaign: “Muslim for a Day”
- Nationwide Campaign: “Islam & Coffee”
- IslamUnderstood.com: One-stop website for non-Muslims searching about Islam & Social Media Brand
- Major National Event: i.e. “GOD – What Are the Odds?”
- Tablīgh to Arabs: Bai’at focused Outreach Program for Arabs
- Tablīgh to Aboriginals: Bai’at focused Outreach Program for Aboriginals
- Contact Database Follow-up Team: Following up with all contacts from all events from past 5 years
- Da’iyan Khususi: “Callers unto Faith”

Umūr Talaba’

Majlis Level:

- Maintain and regularly update high school students database
- Arrange Table Talk sessions for students discussing topics such as how to stay away from social evils at schools, reading Namāz during school time, arranging Friday prayers at high schools

Regional Level:

- Arrange career building forums for high school students to encourage students to go into the field of research
- Arrange counseling sessions with new comers to Canada to encourage them to start/continue their education even if on a part-time basis, so that they don’t settle for less
- Establish new Friday prayer centers in schools, colleges and universities

National Level

- Organize Students Talk 2017

- Establish AMSA Canada website and setup registrations for AMSA Alumni
- Include additional inter-university competitions at the National Ijtimā' 2017
- Organize students counseling sessions at the National Ijtimā' 2017
- Try to establish AMSA's in Colleges/Universities where Ahmadī students are going
- Co-ordinate and help in organizing AMSA conferences/events in the current academic year

'Umūmī

- Ensure regular duties are performed in all prayer centres across Canada.
- Ensure coverage for all events: Friday prayers, Maghrib / 'Ishaa' prayers, Eid, Ijlāsāt, Ijtimā'at and other Jamā'at events.
- Ensure surveillance of Anti Ahmadiyya activities in Canada and report any issues to Sadr Majlis.
- Increase training sessions throughout the year:
 - Training Session(Basic & Advance) in every Region on a Quarterly basis.
 - 1 Major training camp at 'Ilāqa level within the year.
 - Ensure 500 Khuddām are trained through the year in Canada.
 - Increase monitoring circle and report any Khuddām with Tarbiyat issues to Sadr Majlis and Department of Tarbiyat for further counselling and corrective measures.
- Ensure online surveillance is being conducted and any Anti Ahmadiyya propaganda is reported to Sadr Majlis and Markaz as soon as possible.
- Enforce all instructions of Sadr Majlis for security and 'Umūmī duties.
- Initiate different activity clubs under guidance of Sadr Majlis.
- Increase National 'Umūmī and Security Team to 100 Khuddām.

Khidmat Khalq

Charity Walk:

- As per instructions of Huzoor Anwar (may Allah be His Helper!), Khidmat Khalq department is planning to have Charity walks during summer 2017 in following cities: Calgary, GTA, Montreal, Ottawa, Edmonton, Saskatoon, Vancouver. Insha'Allah!

Langar khana team:

- Department is planning to train 10 Majālis in langar khana food preparation. Insha'Allah

Blood Donor clinics:

- Will insha'Allah collect 1000 units of blood. Clinics to be held in Aiwan Tahir and Calgary mosque, Edmonton. Also Khuddām will donate in local blood clinics held by Canadian Blood Services. Meeting to be held with CBS to discuss about AMYA member ID (for total number of units) which Khuddām can use across Canada to donate blood. Insha'Allah

Food Drive:

- 'Ashra Food drive will be held from December 9th to 18th, 2016. Insha'Allah

Hospitals & Seniors visits:

- Volunteer at local hospitals by Majālis, local Majālis visits at senior homes (old homes) during the holidays. Insha'Allah

Ishā'at

Majlis Activities:

- Provide help in National and Regional Activities
- Produce a local newsletter on monthly bases (at least 6 in a year) highlighting the events of the Majlis and other subjects of interest.
- Encourage Khuddām to write articles for An-Nida and other magazines. (at least 6 articles from Majālis in a year)
- All local publications should be sent to Markaz (Muhtamim Ishā'at), for approval, before printing and distribution.

Regional Activities:

- Create Quarterly Newsletters (4 per Year)
- Arrange graphic design session for Khuddām of the Region

National Activities:

- Produce 6 editions of An-Nida in current fiscal year, 2016-17
- Increase readership of An-Nida
- Increase Advertisement
- Fix & update An-Nida website
- Develop Mobile App for An-Nida

Sehat Jismani

Majlis Level:

- Every Majlis should have availability to a gym
- Attendance should be a minimum, 40 % of Tajnid
- Attendance must be reported to National Markaz Weekly
- Encourage Khuddām to exercise on a personal level
- Attendance should be aimed at 100% of Tajnid
- Invite Khuddām to join sport clubs
- Report must be collected and reported to National Markaz monthly
- Organize competitions for different sports (i.e. Badminton, Table Tennis, etc.)
- Arrange the sports which will be assigned for each quarter by National Markaz
- Winners should be sent to play at the Regional level
- Organize picnics twice a year
- Organize a potluck (*Kulu Jimia*) every quarter
- Distribute packages about healthy eating and exercise tips received by Markaz amongst all Khuddām
- Ensure congregational prayers are held and Jama'at traditions are respected at all events

Regional Level:

- Hold a meeting with local Nazimeen once a month to follow-up on their local activities and to convey activities' plan received by National Markaz
- Organize a sports tournament for different sports (i.e. Badminton, Table Tennis, etc.)
- Sports will be assigned for each quarter by National Markaz
- Competition amongst the winners of local level
- Organize Musleh Mau'ūd Tournament in February
- Assign a president for each sports club to liason with president of club at National level
- Maintain teams for ABL and ASL, and Masroor Cricket Tournament
- Ensure congregational prayers are held and Jama'at traditions are respected at all events

National Level:

- Appoint presidents for different sport clubs (Badminton, Table Tennis, Hiking, etc.)
- Appoint members to manage different leagues (ASL, ABL, ACC, etc.)
- Appoint team to monitor website
- Hold Nasir Tournament (Basketball, Badminton, Table Tennis, Soccer, etc.)
- Hold Masroor Cricket Tournament
- Prepare and send team for MIST USA and Masroor International Cricket Tournament UK
- Organize sport tournaments with different communities (hosted by Majlis Khuddamul Ahmadiyya Canada)
- Introduce different sports at Nationa Ijtima'
- Create packages and videos/presentations about healthy eating and exercise tips
- Ensure congregational prayers are held and Jama'at traditions are respected at all events

Nau Mubā'ī'īn

Majlis Level:

- Nāzmīn Majālis should meet each Nau Mubā'ī'īn in person at least on a bi-weekly basis.
 - They can meet by themselves or **develop a “buddy” system**.
- Engage Nau Mubā'ī'īn in Majlis activities such as Ijlāsāt, Ijtimā'at, sports, etc.
- Each Nau Mubā'ī'īn should contribute something in the financial system.
- Track and submit a monthly report of each Nau Mubā'ī'īn.

Regional Level:

- Assist local Majālis for the above mentioned activities.
- Assist in 'Ilāqa level Tarbiyati class (once in each quarter), topics:
 - The Holy Qur'ān, Namāz, System of Jamā'at, importance of financial sacrifices, and blessings of Khilāfat.
- Arrange a *Ziyārat (visit) Markaz* program.
 - Motivate and convince all Nau Mubā'ī'īn in the region to visit Markaz for two days in a group.
 - Regional and Local Nāzmīn Tarbiyat Nau Mubā'ī'īn should accompany the Nau Mubā'ī'īn during the program.

National Level:

- Personal meeting with all Nau Mubā'ī'īn at least once in each quarter.
- Individual monitoring of each Nau Mubā'ī'īn with the help of regional and local Nāzmīn.
- Hold a National Ijtimā' of Nau Mubā'ī'īn.
- Encourage and organize Nau Mubā'ī'īn to attend Jalsa Sālāna UK in a group.

Tajnīd

Objectives

- Strong Sa'iqīn System
- Majālis Tajnīd Differences Resolution
- MKAC Tajnīd Database
- Personal Information Form (PIF)
- Secure Tajnīd System for Majālis

Sa'iq System:

- Target to have 543 Sa'iqin & 543 Ahzab in Canada
- Uniform Hizb names in Canada
- 1 to 1 Personal Contact with Every Khadim
- Strengthening of the Nizām
- Weekly Contact and Meetings

Tajnīd Differences:

- Collect 600 Differences from All Majālis by Dec 15, 2016
- Resolve at least 300 Differences this year (50%)
- Agree to Official Tajnīd w/All Majālis
- National Team (5 Members)

MKAC Database:

- Database with MKAC control
- Include MKAC Majālis Boundaries
- Have Detailed Notes per Majlis
- Central data source for all National Departments to access.
- Compile data from multiple sources (Sa'iq Form, PIF, Qā'idīn, AMJ, etc.)

Waqār 'Amal

Goal – To inculcate the habit of doing one's own work with one's hands and to get rid of slackness among the Khuddām

Majlis Level:

- Majlis to participate in the Adopt-a-Road and/or Adopt-a-Park program (Target:1)
- Majlis to organize exemplary Waqār 'Amal activity (Target:1)
- Majlis to clean mosque or Namāz centre (Target:12)

Regional Level:

- Organize one Exemplary Waqār 'Amal activity (Target:1)
- Organize team for snow cleaning during winter at (Mosque, Namāz centre, properties, streets, for people in need) (Target:4)
- Organize spring clean-up activities (Target:1)
- Hold monthly meeting of local Nāzmīn

National Level:

- Organized tree planting within various cities (target:1000 trees)
- Hold monthly meetings of regional Nāzmīn
- Organize Waqf 'Ārdi program to **renovate/build** mosques
- Assist in setup and windup and other preparation of Jalsa Sālāna and National Ijtimā'at
- Provide set up/ wind up support to Jamā'at and other auxiliary organizations events
- Training of Khuddām in different fields (Paint, Floor, Tiles and bobcat operation)

Tahrīk Jadīd

Majlis Level:

- Create a standard form and distribute to all Khuddām
 - Have different options on form (duration, location, comments, etc.)
- Get commitment and pool of Khuddām who wish to sign up for Waqf 'Ārdi including dates. Encourage and promote Waqf 'Ārdi and sacrifice of time for the sake of service of Jamā'at
- Collect pledges for Khuddām for collection of Chanda Tahrīk Jadīd

Regional Level:

- All regions should target regular Waqf 'Ārdi trips on consistent basis
- Continue campaign of "lets visit places" and make this trip on a regional level
- Regional Nazim to coordinate with regional and local Nazim mal to increase the participation of Khuddām in Chanda Tahrīk Jadīd
- Create a presentation about the blessed scheme of Tahrīk Jadīd. Distribute to Khuddām at regional level through Ijlās 'Ām
- Create list of categories of Khuddām and keep track
 - Daftar Saum 1965 – 1985
 - Daftar Chauhram 1985 – 2004
 - Daftar Punjam 2004 – Onward

National Level:

Targets for the year

- Target of 313 Khuddām for Waqf 'Ārdi at UK
- Target one trip of Waqf 'Ārdi per month including the following destinations
 - Belize

- Jamaica
- Ecuador
- Any other suitable location as per guidance from Jamā'at
- Hold monthly meetings with Nāzmīn to bring them in line with our targets
- Focus on the principles and objectives as outlined in the handbook
- Prepare motivational video to promote and educate Khuddām on what Waqf 'Ārdi means. Include footage from past trips
- Increase participation and collection of Chanda Tahrīk Jadīd contribution from all Khuddām.

San'at-o-Tijārat

Majlis Level:

- Maintain a database capturing details of all Khuddām in Majlis. Details include:
 - Occupation
 - Skill Sets
 - Career Ambition
 - New to Canada?
- Identify Khuddām who require help in finding a job, setup a business or needs career counselling

Regional Level

- Maintain database that the Majālis have collated
- Hold one career/job fair for all students and job seekers
- Hold Targeted Counselling Sessions for:
 - New Immigrants
 - Young Students
 - Mature Students
 - Unemployed

National Level

- Organize at least one career/job fair in each region
- Maintain database of all Khuddām with the relevant information
- Teach at least 500 Khuddām a new skill via the Khidmat Institute
- Create a central repository for information regarding all universities across the country
- Create a counselling group with skill sets in Information Technology, General Business, Finance, Medicine, Law, Skilled Trade, Real Estate providing Khuddām with guidance when needed

Muhāsib

Local Level:

- Collect original receipts of all Majlis expenses for audit purposes

Regional Level:

- Collect all original receipts for Regional expenses for audit purposes
- Audit and collect original receipts for local Majālis expenses on a quarterly basis
- Update and maintain Preferred Vendors list

National Level:

- Audit and collect original receipts for Local and Regional expenses on quarterly basis
- Audit Markaz expenses on a monthly basis
- Review Markaz expenses prior to reimbursement.
- Upon receipt of all original receipts, process all Markaz expenses within 2-3 days
- Update and maintain Preferred Vendors list
- Quarterly audit of Markaz inventory (electronics, banners etc.) and other items with more than \$50 of value.
- Work with expense tool development team to continually improve system
- Implement instructions from Markaz for registered charitable organizations
- Implement and enforce polices for expenditures (such as printing, refreshments...)

Atfāl

Focus of the Year

- Offer Five Prayers Daily
- Recite Holy Qur'an Daily
- Hold Classes Weekly
- Hold at least 1 Organized Sports Activity every Month

Majlis Level:

- Make an active 'Āmila & hold 'Āmila meetings regularly (at least once / month)
- Hold Ijlās 'Ām (at least once / month)
- Submit all monthly reports on time by 5th of each month
- Hold weekly Ta'līmi classes
- Hold weekly Sports / Gym activities
- Run Misali Tifl / Namāz competitions regularly throughout the year
- Teach Namāz with translation to all Atfāl
- Get PIF form filled from all Atfāl by the end of the first quarter

Regional Level:

- Visit all Majālis (such as during Ta'līmi classes) at least once per month
- Hold meetings with local Nāzmīn (at least once per month)

- Assist in arranging meetings and Markaz visits to all Majālis
- Assist Majālis in achieving their goals
- Hold Tarbiyati Camps with at least 80% attendance
- Hold Parents Day (once every quarter) with help from Regional Murabbī Atfāl

National Level:

- Visit central regions and Majalis at least once every month.
- Focus on training Nāzmīn Atfāl to manage their Majālis effectively.
- Assist regions in holding regular Ta'īmi Classes & weekly Gym activities
- Assess the educational level of all Atfāl systematically and achieve 70% as a minimum in all areas (such as number of Atfāl who know Namāz, recite Holy Qur'an daily, etc.)
- Have a stronger follow up with the Regions and Majālis for regular activities and 'Ashrajāt
- Keep a better record of Majālis activities (e.g. monthly reports, Atfāl Classes schedule, gym activities)
- Publish and print Hadiqatul Atfāl regularly
- Finish publication of Book 4 of the National Syllabus
- Prepare at least 5 new Atfāl Books (including storybooks)

National Majlis 'Āmila Khuddāmul Ahmadiyya Canada 2016-17

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Sa'iq Form



Majlis Khuddammul Ahmadiyya Canada

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ
In the name of Allah, the Gracious, the Merciful

Khadim Name

Member Code

Majlis Name

How many prayers do you offer in a day?

How often do you offer prayers at the Mosque / Namaz Center Monthly?

How many Friday prayers do you offer in Mosque / Namaz Center during a month?

How many Friday Sermons of Huzur (aa) do you listen to in a month?

Have you read a portion of the book of the Promised Messiah(as)

Did you attend an Ijlas `Aam?

Did you distribute Tabligh Literature / Flyers (Number please)?

Did you write a letter to Huzur (aa)?

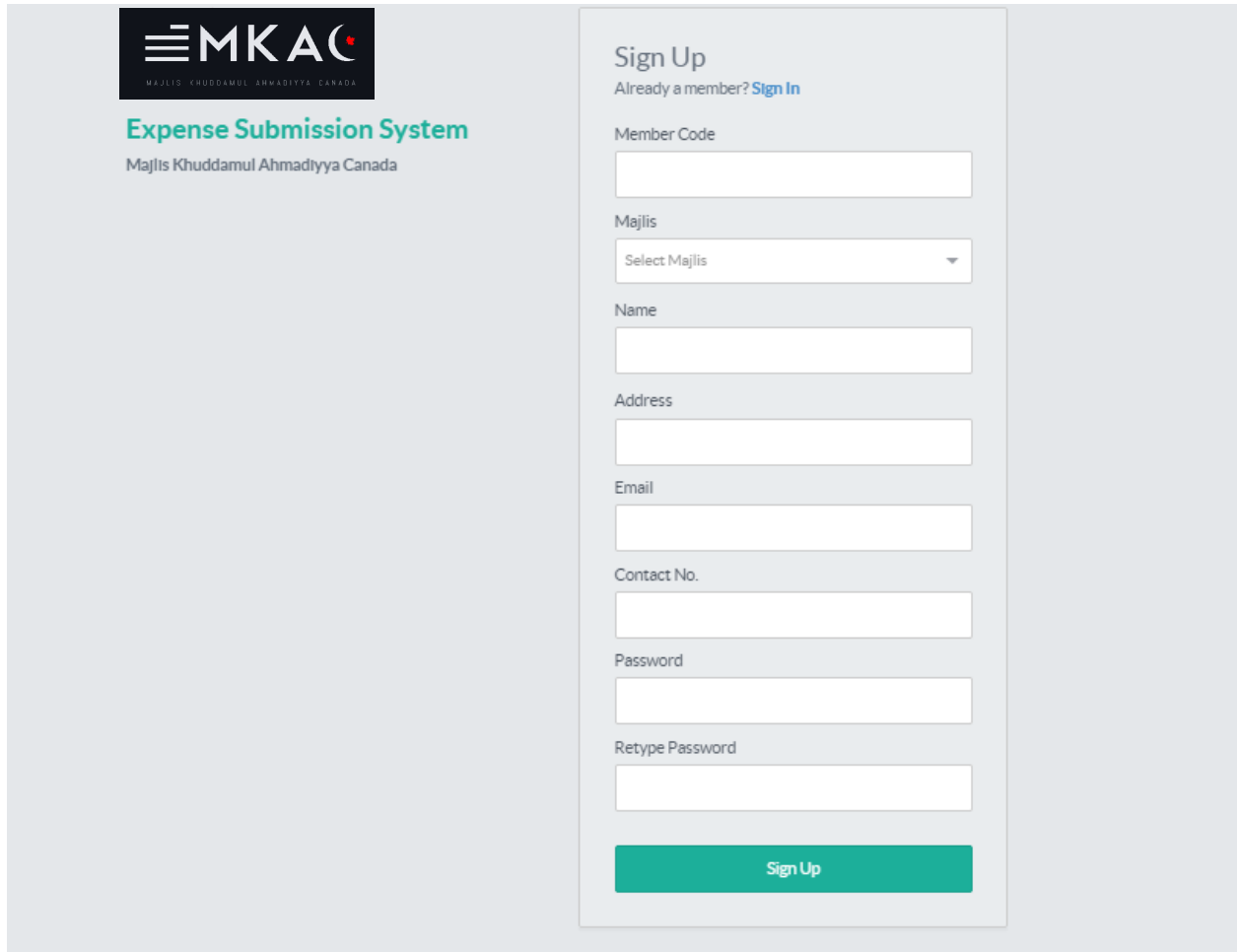
How many days of the month do you recite The Holy Qur'an in a month?

Did you participate in any sports session this month?

Did you offer two Nawafil daily?

User Guide for Submitting an Expense

1. Login to <http://expense.Khuddām.ca>
2. Don't have an account? Go to the signup page: <http://expense.Khuddām.ca/auth/signup>



The screenshot shows the 'Sign Up' page of the Expense Submission System. On the left, there is a logo for MKAC (Majlis Khuddamul Ahmadiyya Canada) and the text 'Expense Submission System' and 'Majlis Khuddamul Ahmadiyya Canada'. The main content area is a sign-up form with the following fields:

- Member Code:
- Majlis:
- Name:
- Address:
- Email:
- Contact No.:
- Password:
- Retype Password:

At the bottom of the form is a green button labeled 'Sign Up'. Above the Member Code field, there is a link for 'Already a member? Sign In'.

3. Please pick Account Type

Claim Expense: To enter a new expense

Manage Expense: To manage any previously entered expenses or to approve an expense entered by someone else.

MKAC Expense System Don't have account: [Sign Up](#)

Step 1: Select Account Type **Step 2: Enter Credentials**

Pick an option:

Claim Expense

Manage Expense

Previous Next

4. Enter Credentials:

MKAC Expense System Don't have account: [Sign Up](#)

Step 1: Select Account Type **Step 2: Enter Credentials**

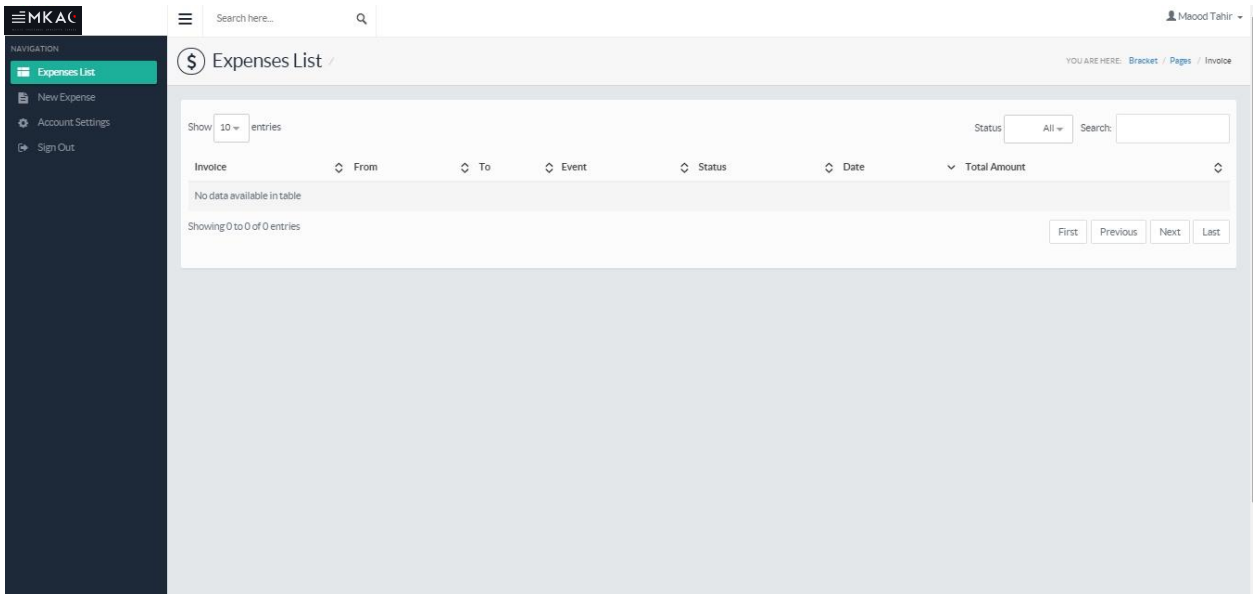
Email

Password

LOGIN

Previous Next

5. This screen shows all previously entered expenses



6. Click on “New Expense” to enter new expense

New Expense ...

From: Maood Tahir
 Member Code: ██████████
 Email: ██████████
 ██████████

Expense To: Majlis Region Markaz

Select Majlis: Woodbridge

Event:

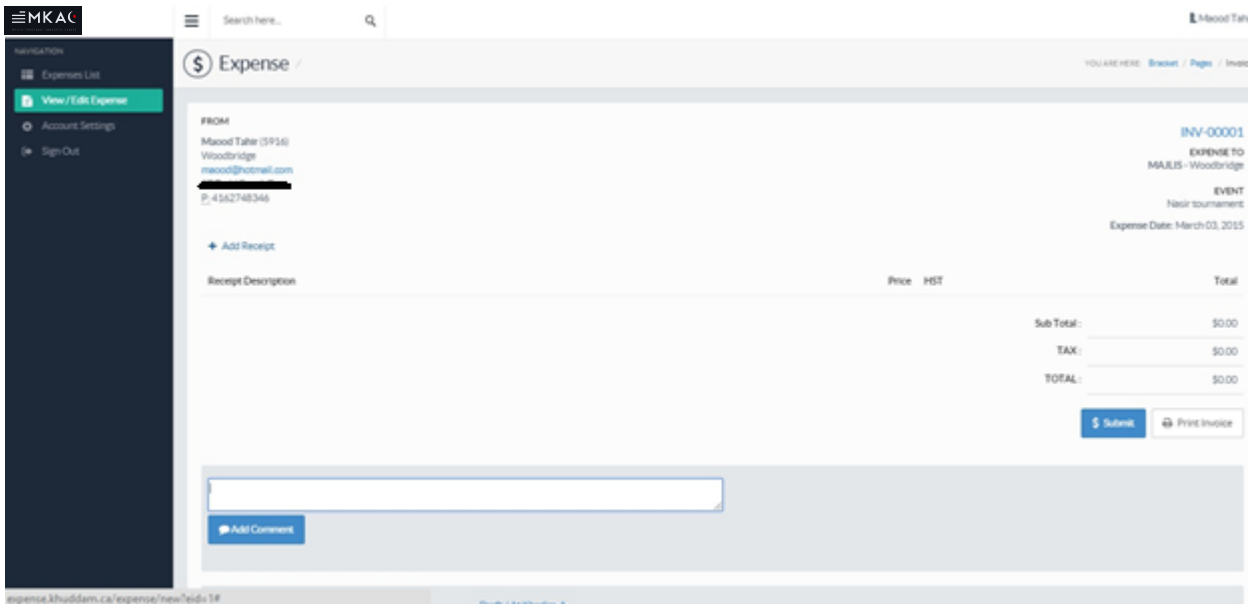
Event Date:

Check to see if you want to expense to Local Majlis, Region or Markaz level

Hint: are you an office bearer of local level, regional level or Markaz. Otherwise which level was the event based in.

Enter Event description and Event Date

7. Enter Bill details by clicking on Add Receipt



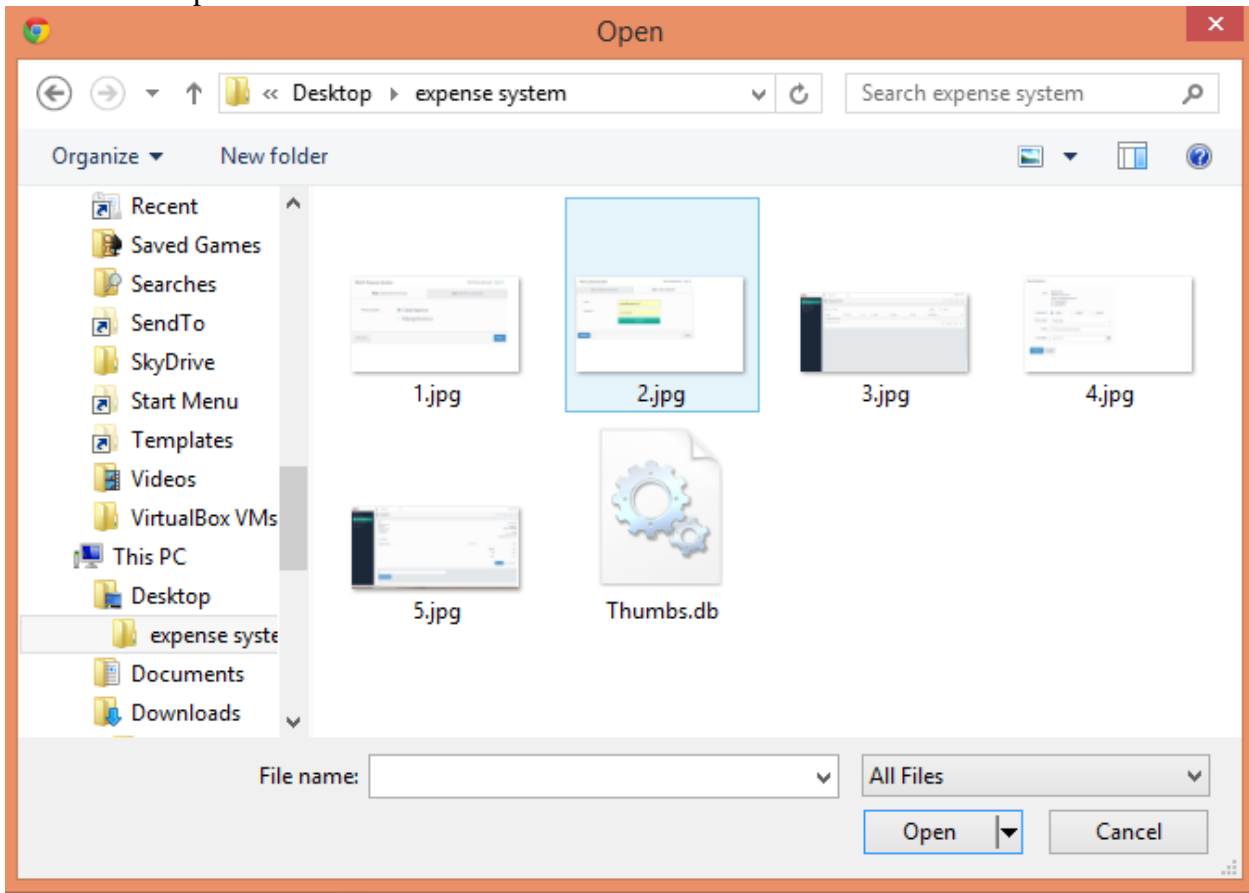
8. Add Receipt

Add Receipt ...

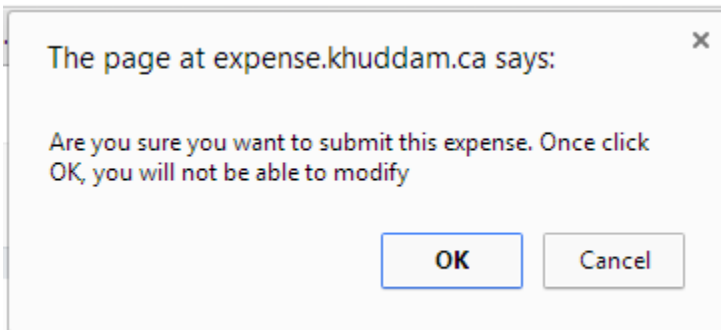
	Price before Tax	Tax	Total
Amount:	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Short Description:	<input type="text" value="Enter short description of event"/>		
Attach Receipt:	<input type="button" value="Choose File"/> No file chosen		

Enter amounts, tax and description i.e. #of Volunteers

Attach a Receipt



Click on submit



Click OK to confirm

Congratulations! Your expense has been submitted. Your

You may Logout

To change password Goto Settings on the following screen.

Enter Password Retype Password **Change Password** Reset

Personal Information — ×

Majlis: Woodbridge ▼

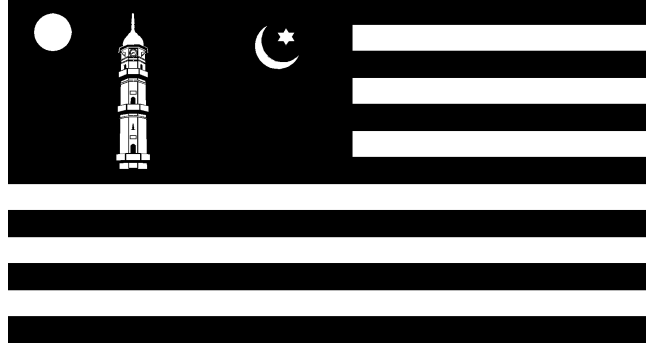
Address: ██████████

Contact No: ██████████

Submit Reset

For any additional Help or information Please email mal.expense@Khuddām.ca

Criteria for the Award of 'Alm In'ami



Basic Criteria

Following are the basic criteria for award of 'Alm In'ami. Only those Majālis complying with these basic standards will be included in the competition.

- All twelve (12) monthly reports must be submitted to Markaz. Ten (10) out of these twelve reports sent by Majlis must be on time. A report is considered on time if received by 5th of the following month
- Representation in the National Ijtimā' should be 60% for the Majālis in Central Regions, 50% of the total Tajnīd for Majālis in Eastern Region, 5% of the total Tajnīd for Majālis in Prairie, Calgary and BC Regions (60% attendance in Eastern, Prairie, Calgary and BC Regional Ijtimā')
- 50% of the Tajnīd must offer Namāz 5 times regularly
- At least 50% of the Tajnīd must listen to the Friday sermon of Hazrat Khalīfatul Masih^{aa} regularly
- 5% of the Tajnīd must meet the Criteria of Da'īyan Khususi
- Submission of Majālis' 100% Sa'iq forms
- 20% of the Tajnīd submit the National Ta'līm Exam for the current year
- Submission of Annual Budget [Income and Expense] before July 15th and its 70% collection before May 31st with 100% budget collected by October 15th
- Majālis that perform regular Waqār 'Amal / Khidmat Khalq duties at Mosques/Namāz centers will be given extra consideration

Criteria for the Regional Award of Excellence

- All twelve (12) monthly reports must be submitted, out of which ten (10) must be on time; 80% reports from Majālis of the Region should be received (to participate)
- 50% attendance is mandatory in Regional Ijtimā'at for Eastern & Western Canada; 50% attendance is mandatory in National Ijtimā' from Central Canada Regions
- All Majālis of the Region must hold local Ijtimā'at
- 50% of the Region's Tajnīd must offer 5 times daily prayers
- 100% of both Chandajāt must be collected by Oct 15th
- Internal visits of Majālis must be completed (every Majlis in the Region should be visited at least three times a year)
- Participation in the exams of quarterly books must be 20% of the Regional Tajnīd and all Majālis must participate
- All Majālis of the Region must have Da'īyan Khususi
- One exemplary Waqār 'Amal on Regional level must be held