



Local Atfal Ijtema Guidelines 2019

Planning

- All Majaalis should hold a local Atfal Ijtema.
- If there are more than 10 Atfal present in a Majlis, the Atfal Ijtema should be held separately from the Khuddam ijtema.
- If held separately, consult with Qaid Majlis and Local Sadr about best date and venues to hold Ijtema.
 - Date and venue should:
 - not conflict with other Jamaat events
 - be held before Regional Ijtema
 - be easily accessible (e.g. mosque, park, sports facility, etc.)
 - have suitable cooking, sleeping (if needed), showering (if needed), and bathroom facilities
 - Depending on the situation or preference, Ijtema could be a one day event or have a sleepover, especially for larger Majaalis.
 - Ensure alternative arrangements for Sports in case of inclement weather
- Distribute syllabus and Local Ijtema date to parents and Atfal on time, preferably several months in advance.
 - Inform parents and Atfal of Ijtema through Email, phone, Jummah announcements, posters, Atfal classes, etc.
 - Logos, judging sheets, templates and other materials are provided with this document at <https://goo.gl/UDZRTq>
- Nazim Atfal should consult with Qaid Majlis, Murabbi Atfal, and the local missionary in planning the program
 - Program should include Taleem and Sports competitions
 - Determine what food will be served and/or ordered for different meals
 - A copy of the program can be sent to Mohtamim Sahib for feedback at least one week ahead of the Ijtema.
 - Please see sample program at the end of these Ijtema guidelines
- Elder Atfal/Local Atfal Amila can be given duties during the Ijtema, e.g.
 - Nazim e alaa
 - Tarbiyyat
 - Assign person for calling Adaan
 - Be in charge of bringing Atfal together for events and prayer
 - Assign Atfal for leading prayer (for training purpose)
 - Ziafat
 - Make sure food is ready for serving
 - Other supporting roles in food preparation

- Sports – note names of teams and players
- Registration – update Tajneed
- Involvement
 - Send invitations to special guests (e.g. local/regional Missionary, Regional Nazim, Regional Qaid, National Atfal Amila, etc.), especially if large majlis
 - Request Khuddam for help in organization and facilitation of Local Ijtema (e.g. setup, judging, chaperoning, cooking, etc.)
 - Khuddam preferred for help in all areas in order to train them but also ask Ansar for help if needed.
 - Competition Judges
 - Involve local/regional Missionary, Murabbi Atfal and any National Representatives in judging
 - Knowledgeable Khuddam who don't have children competing in competitions preferred for judges

Opening and Closing Sessions

- The highest officer of Majlis Atfalul Ahmadiyya should preside the event.
- The Local Sadr and missionary should also be requested to participate and be seated at main table.
- If the Qaid Majlis is present, he should also be seated on the main table as well.
- All Atfal should be in main area during sessions and should participate in Atfal pledge

Taleem Competitions

- See Syllabus for further details

Sports

- For Local Ijtema, teams may combine age groups due to low Tajneed.
- Mayar-e-Sagheer (7 – 11 years) and Mayar-e-Kabir (12 – 15 years)
 - soccer (7 vs 7)
 - basketball (6 vs 6)
 - tug of war
 - 100m dash
 - relay race

Etiquettes

- Ijtema is a great opportunity for Tarbiyyat.
- Atfal should
 - Wear caps and scarves
 - Obey organizers whether they are Atfal or older
 - Be on best behavior, in actions and language
 - Clean up after themselves wherever they are (e.g. bathroom, sleeping area, outside, prayer area, etc.)
 - Not bring video games, fireworks, or other dangerous or valuable items.
 - Report lost and found items but do not keep or take anything that is not their own, theft will not be tolerated
 - Keep track of their personal belongings
 - Report suspicious activity to Nazim Atfal or other officer holder
 - Not bully, especially younger children, and should seek intermediation of adults if bullying happening
 - Sleep on time (if sleepover part of ijtema) and not stay awake after lights out

Discipline

- Minor issues will be reported to Nazim Atfal and/or Qaid
- Major issues will involve parents and may lead to expulsion from ijtema

Post Ijtema

- Report and names of the winners of the competitions should be submitted to Regional Nazim
- Redbook conference held with local Atfal Amila and submit findings to Regional Nazim Atfal

Contact

- In case of any questions, write to: taleem@atfalusa.org

Sample Single Day Atfal Ijtema Programs

Opening Session – Presided by Highest Majlis Atfal-ul-Ahmadiyya Office Holder (National) or Local Qaid Majlis

1. Tilawat – Previous Year First Place
2. Atfal Pledge – Presiding Officer - Highest Majlis Atfal-ul-Ahmadiyya Office Holder
3. Nazm – Previous Year First Place
4. Welcome – Nazim Atfal or Qaid Majlis
5. Remarks:
 - a. “Expectations from Atfal” – President
 - b. “Purpose of Ijtema” – Missionary
6. Remarks – “Salat – Theme” – Presiding Officer
7. Dua

Educational Competitions

Educational Competitions should be conducted when Atfal are fresh. In small Majalis effort should be made to involve all Atfal in the basic competitions including:

1. Tilawat
2. Memorization of the Holy Quran
3. Poem
4. Religious Knowledge
5. Adhan (Sitara and Hilal)
6. Prepared Speech

This is so to encourage Atfal to compete and build their confidence but also to see where improvements needs to made with regards to Taleem of Atfal, and this is only possible at local level Ijtemas.

Sports Competitions

All Atfal should be encouraged to take part in both Team and Individual sport competitions. Such sports include:

1. Soccer
2. Basketball
3. Relay Race
4. 100 meter dash

5. Tug of War

Closing Session – Presided by Highest Majlis Atfal ul Ahmadiyya Office Holder (National) or Local Qaid Majlis

1. Tilawat – First Place Winner
2. Atfal Pledge – Presiding Officer
3. Nazam – First Place Winner
4. Report – Nazim Atfal or Nazim-e-Ala Ijtema (Tifl)
5. Prize Distribution – Distributed by Presiding Officer along with President and Missionary
6. Concluding Address – Presiding Officer
7. Dua

If the local Ijtema is being held at a masjid, the sessions should be arranged around the set prayer times for the masjid. Prayers can be combined if Ijtema is being done offsite or with consultation of the local Imam.