



Atfal Handbook by Majlis Atfal Ul Ahmadiyya

Preface

Majlis Atfal Ul Ahmadiyya was established in 1938 by Hazrat Musleh Maud RA. The objectives & purposes of Majlis Atfal Ul Ahmadiyya as described by the Lah-e-Amal are:

- Make arrangements for spiritual fitness of Atfal.
- Impart basic Religious & National knowledge to Atfal.
- Arrange activities & exercises for physical well being of Atfal.
- Devise plans to keep Atfal safe from evils in the Society & to inculcate high morals in themselves.
- To help Atfal follow educational deadlines.

The purpose of this Atfal Handbook is to document information & best practices for Majlis Atfal Ul Ahmadiyya office bearers to help them in their duties. The first section of this book will provide information on MAA, organizational structure & the roles of office bearers at local & National level. The second section will include a 'How to guide' which will include answers to frequently asked questions & guidance on various scenarios.

Introduction

In order to properly follow any system, it is of utmost importance to understand and comprehend its fundamentals. The Handbook of Majlis Atfal-ul-Ahmadiyya USA has been designed to help and understand the basic structure of the organization from the grass root up. This Handbook is an excellent source of information about the functions of various departments in Majlis Atfal-ul-Ahmadiyya and their roles within the organization.

In this publication, the focus is to teach the office bearers of Regions and Halqa on how to execute their responsibilities in the best possible manner.

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Introduction to Atfal ul Ahmadiyya

History

Majlis Atfal-ul-Ahmadiyya (MAA) was established in 1938 by Hadhrat Mirza Bashiruddin Mahmud Ahmad, Khalifatul Masih II (May Allah be Pleased with Him). It is an auxiliary of Majlis Khuddam-ul-Ahmadiyya (MKA) for Ahmadi boys between the ages of 7 and 15. The word "Atfal" is derived from the Arabic word for "young children". MAA USA comprises 60 Majalis in 12 regions.

The year of Atfal-ul-Ahmadiyya starts on November 1st and ends on October 31st of the following year. Those boys, who turn seven years of age during the year, join Majlis Atfal-ul-Ahmadiyya at the start of the year on November 1st and those Atfal who turn fifteen years of age become members of Majlis Khuddamul Ahmadiyya from November 1st.

Purpose

The purpose of Majlis Atfal-ul-Ahmadiyya, 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.

Organization of Majlis Khudaam Ul Ahmadiyya

Majlis Atfal Ul Ahmadiyya works as a branch of Majlis Khudaam Ul Ahmadiyya. The head of Majlis Khudam Ul Ahmadiyya is called Sadr Majlis. Sadr Majlis reports directly to Huzur ABA. There are various departments in Majlis Khudaam Ul Ahmadiyya. The heads of these departments & branches are members of Sadr Majlis Amila.

Majlis Atfal Ul Ahmadiyya, is an organization that works under Majlis Khudaam Ul Ahmadiyya. The head of Majlis Atfal Ul Ahmadiyya is called Mohtamim Atfal & he is a member of Sadr Majlis Khudaam Ul Ahmadiyya Amila.

Organization of Majlis Atfal Ul Ahmadiyya

Majlis Atfal Ul Ahmadiyya has a multi-layered & multi-faceted hierarchy. The head of National Amila is called Mohtamim Atfal. Amila starts with Mohtamim & he constitutes his to help him with various departments & functionalities.

Following are the key roles in National Atfal Amila:

1. Mohtamim Atfal: Head of National Atfal Amila.
2. Naib Mohtamim: Assist Mohtamim Atfal in managing 1 or more departments.
3. Secretary of Department: Head of a department.
4. Murabbi Atfal
5. Regional Nazim Atfal
6. Muavin Mohtamim

Following are the departments in Majlis Atfal Ul Ahmadiyya.

- Umoomi
- Tarbiyyat
- Ta'lim
- Maal
- Khidmat-e-Khalq
- Tajneed
- Sehat-e-Jismani
- Sanat-o-Tijarat
- Waqr-e-Amal
- Waqf-e-Nau
- Waqf-e-Jadid
- Isha'at

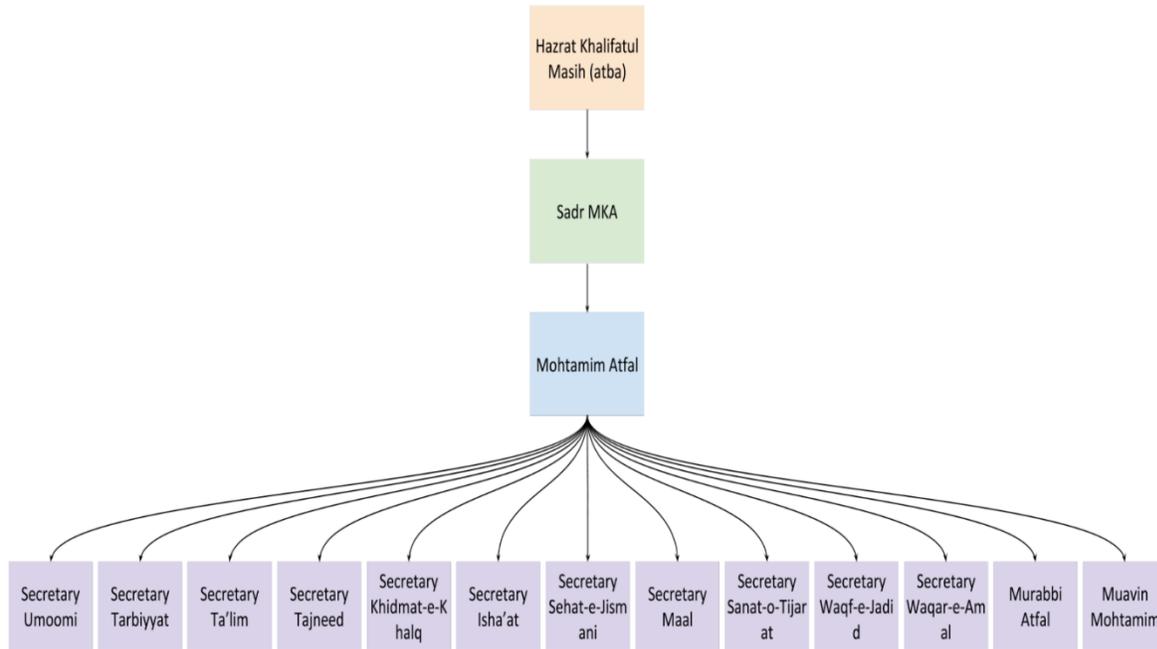
Regional Atfal Nazimeen are considered a part of Atfal National Amila though they are appointed by Regional Qaideen. In addition, National Murabbi Atfal office also functions as a separate department of Atfal National Amila.

Regional Atfal Nazimeen

There are 12 regions in United States. Sadr Majlis Khudaam Ul Ahmadiyya appoints Regional Qaideen for every region, who helps local office bearers achieve their goals. To do that, Regional Qaid constitutes his Regional Amila. For overseeing Atfal activities for the region, Regional Qaid

appoints a Regional Atfal Nazim. The Regional Atfal Nazim works closely with Atfal National Amila & Local Atfal Nazimeen.

Organizational Heirarchy of Majlis Atfal Ul Ahmadiyya

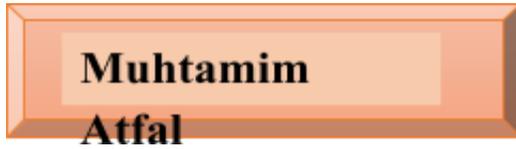




ROLES & RESPONSIBILITIES



The following section explains the roles & responsibilities of various office bearers in Majlis Atfal Ul Ahmadiyya.



Constitutional Role of Mohtamim

“The Muhtamim Atfal shall supervise all affairs of Majlis Atfal-ul-Ahmadiyya”

Roles & Responsibilities

- Constitute Atfal National Amila.
- Seek guidance from Huzur ABA & Sadr Majlis MKA.
- Develop & share high level yearly policy for different departments.
- Develop, monitor & advise on monthly, quarterly & yearly departmental goals.
- Monitor the performance of all departments & provide guidance as required.
- Ensure that objectives & purposes of constituting Majlis Atfal Ul Ahmadiyya are being met.
- Visit 3-4 general qiadat meetings.
- Visit 1-2 qiadats every month.
- Ensure training of local secretaries in the first 3 months of the year.
- Develop personal relationships with local secretaries & should contact local secretaries regularly, at least once a month.
- Submit Atfal Majlis-e-Amila meeting minutes to Sadr Majlis.
- Ensure that the Annual Atfal Syllabus is set up.
- Send copies of Tahir Magazine to previous Mohtamimeen Atfal.

Murabbi Atfal

A Murabbi Atfal is responsible for the spiritual & moral training of all Atfal.

Appointing a Murabbi Atfal

While appointing someone as a Murabbi Atfal, following attributes should be considered:

- The person should be an active Nasir.
- He should be sincere, hardworking, trustworthy & kind.

Local & National Murabbi Atfal

The role of Murabbi Atfal exists at National & Local level. At National Level, Murabbi Atfal is part of Atfal National Amila & reports to Mohtamim Atfal whereas on a Local Level Murabbi Atfal is a part of Local Qaid's Amila.

It is necessary to break down the role & responsibilities of Murabbi Atfal at National & Local level for understanding the roles at both levels.

Roles & Responsibilities – Local Murabbi Atfal

- Every Murabbi Atfal should work according to the Lah-e-Amal provided by the center and be responsible for the performance of the Atfal in his Majlis.
- In addition to fulfilling his duties, he should give utmost importance to the responsibilities mentioned below. He should do so while being gentle, wise & by exhibiting his own examples. The responsibilities are as follows:
 - Inculcate the habit of performing the Salat 5 times a day and monitor their attendance in Mosques or Salat centers.
 - Take personal responsibility for the religious & secular education and training of all Atfal.
 - Make sure that All Atfal learn to read the Quran & its translation. To fulfil these objectives, Murabbi Atfal should have an active communication with the parents of 100% of Atfal.
 - Ensure that Atfal are listening to the Friday sermon of Huzur ABA. Make sure they are not playing any games during the Friday sermon.
 - Keep Atfal safe from roaming around without any purpose or wasting time in any other way. Monitor Atfal when they are playing outside & observe their moral etiquettes. Murabbi Atfal should ensure that a Tifl is playing with Atfal of his age group.

- o Ensure that all Atfal wear proper clothing & use appropriate language.
- o Ensure that Atfal don't do any duty with Khudaam.
- o Identify those Atfal who need help & give special attention to their training.
- o Develop a close relationship & ensure active communication with Local Nazim Atfal.

Roles & Responsibilities – National Murabbi Atfal

The purpose of National Murabbi Atfal is to ensure that Lah-e-Amal guidelines are being followed at local level. Following are some key responsibilities of a National Murabbi Atfal:

- o Develop Murabbian Atfal infrastructure in All majalis.
- o Develop a reporting mechanism for Murabbian Atfal as per the guidelines from Mohtamim Atfal.
- o Ensure that all Murabbian Atfal are trained on reporting mechanisms & all events related to them
- o Conduct Murabbian Atfal Conference calls at least every other month.
- o Conduct Quarterly Parent day webinar.



Umoomi department acts as general secretary of the Majlis both at Local & National level. The duties however differ slightly at both the levels.

At National Level, the head of Umoomi department is a member of Atfal National Amila & reports to Mohtamim Atfal, whereas on a local level Secretary Umoomi is part of Amila of Nazim Atfal.

Roles & Responsibilities of Local Secretary Umoomi

- Secretary Umoomi should assist Nazim Atfal in submitting the monthly report to National.
 - o The monthly report form for Majlis Atfal-ul-Ahmadiyya should be sent on the standard report form regularly to the center. This is so that the center is aware of the situation and better able to guide the Qiadat.
 - o The report form should reach the center by the 5th of the next month. This should be sent whether or not there has been any activity.
 - o The report should be submitted at <http://www.atfalusa.org/report/>
 - o A copy of the report should be kept locally for record keeping purposes.

- Apart from what is reported in the standard monthly report form, other important activities should be shared with National in an additional report. However, these activities should be briefly mentioned in the Atfal monthly report form if possible.
- Umoomi Secretary should schedule at least one meeting every month. It is his responsibility to call/gather all Amila members.
 - Secretary should keep an attendance record of the meeting, note down & share meeting minutes. Before the meeting, the agenda should be set under the guidance of Local Nazim Atfal.
 - Secretary should share previous meeting minutes with all Amila members.
- Every week or every fifteen days a general meeting of the Atfal should be held.
 - Efforts should be made to make this meeting more interesting and useful.
 - Ensure that every Tifl participates in this meeting in some way.
- A parent's day should be held every six months at Qiadat level.
 - Secretary should assist Nazim Atfal in reaching out to the parents of All Atfal.
 - Parents should be introduced to programs being organized by Majlis.
- In every quarter an Ashra (week) for Atfal needs to be held. The purpose of this Atfal week must be to evaluate all Atfal programs & plans should be devised to make all Atfal programs successful. The Secretary should send the report of the Atfal Week to the National.
- Secretary Umoomi should nominate assistants who should be trained as future secretaries.

Departmental Goals

National	<ul style="list-style-type: none"> ▪ 100% Tajneed update by Quarter 2 ▪ Collect Atfal and parent contact info for National Database ▪ Explore options for Tajneed system
Local	<ul style="list-style-type: none"> ▪ Update 100% of your Tajneed with the National system ▪ Collect Atfal and parent contact information with Tajneed updates
Alm-e-Inami	<ol style="list-style-type: none"> 1. Submitting monthly report - 5 points <ol style="list-style-type: none"> a. Submitting monthly report - 10 points b. Total maximum possible points will be 120 which can be scaled as appropriate. 2. Held Amila Meeting -10 <ol style="list-style-type: none"> a. Maximum points 120 for the whole year- to be scaled later. 3. Participation in National/Regional Programs(Atfal Refresher Course) - 60 (to be divided with respect to events) 4.

Roles & Responsibilities of National Secretary Umoomi

Secretary Umoomi at National level is part of Atfal National Amila. He reports directly to Mohtamim Atfal. The role of Secretary Umoomi at National level is to work like a general secretary. Following are the key responsibilities of National Secretary Umoomi.

- Secretary Umoomi should develop a reporting mechanism. Umoomi department is responsible for gathering information through reports.
- Ensure that All Nazimeen Atfal have established local Atfal Amila in their majalis.
 - Make sure that All positions are filled by Atfal of mature ages.
 - In case, if all positions cannot be filled, ensure that All majalis have local secretaries for Umoomi, Tarbiyyat, Taleem, Sehat-e-jismani & Maal.
- Conduct a refresher course & training for Nazimeen Atfal in the first quarter of the year.
 - Ensure that all Nazimeen Atfal are trained on their responsibilities.
 - Ensure that all secretaries introduce their respective departments.
- Conduct monthly Amila meetings.
 - Make efforts to set the meeting agenda beforehand under the guidance of Mohtamim Atfal & share it with all attendees.
 - Take notes of the meeting & review notes from the previous meeting as necessary.
 - Ensure that all Amila members attend the meeting & keep track of attendance.
- Coordinate with all departments of National Amila.
- Assist Mohtamim Atfal for compiling a monthly report to be sent to Huzur ABA.
- Coordinate with Markaz under the guidance of Mohtamim Atfal.



The purpose of the Tajneed department in Atfal Ul Ahmadiyya is to keep a record of all children who are between the ages of 7 & 15. Hazrat Musleh Maud RA said “If there is a child who has the age of being a Tifl & his parents have not included him in Atfal Ul Ahmadiyya then they have committed a National Crime”.

National & local Tajneed secretaries work in close coordination to keep a record of All atfal & make plans accordingly.

Roles & Responsibilities of Local Tajneed Secretary

Local Tajneed secretary is responsible for collecting data on Majlis level & sends this information to the National Secretary. Following are some key duties in this regards:

- Every Majlis should keep the details of their Atfal in a register Tajneed.

- o A copy of this should be sent at the beginning of the year to the center.
- o This should include the name, father's name, the date of birth, their educational level, whether they can recite the Holy Qur'an, their father's name, level of cooperation with the Jama'at.
- o It should be remembered that boys who are seven years old must be made a part of Atfal-ul-Ahmadiyya.
- Separate lists of Atfal between seven to twelve (Mayar-e-Saghir) and the Atfal between thirteen to fifteen (Mayar-e-Kabir) should be made. In the United States, there are 4 age groups, Sitara, Qamar, Badar & Hilal therefore, lists of Atfal with respect to these age groups should be maintained as well.
- If during a year a Tifl leaves or a new Tifl joins, then within a month the center needs to be informed.
- If a Tifl becomes a Khadim in the year he should remain a Tifl for the whole year. In the next year he should be made a part of the Tajneed of Khuddam-ul-Ahmadiyya from the 1st of November.
- Make groups of 10 Atfal with respect to their location & nominate a Saiq on them. The Saiq must develop a friendship with all Atfal in his group.
- Maintain lists of Atfal who are part of the blessed scheme of Waqfe-Nau.
- Add the converted children into tajneed & add information to indicate they are newly converted so that arrangements for their moral training can be made accordingly.

Departmental Goals

National	<ul style="list-style-type: none"> ▪ 100% Tajneed update by Quarter 2 ▪ Collect Atfal and parent contact info for National Database ▪ Explore options for Tajneed system
Local	<ul style="list-style-type: none"> ▪ Update 100% of your Tajneed with the National system ▪ Collect Atfal and parent contact information with Tajneed updates
Alm-e-Inami	<ul style="list-style-type: none"> ▪ Ranking to be provided by the Secretary Tajneed. ▪ * Secretary sb needs to have some mechanism to reward majalis based on the percentage of updated data.

Khidmat-e-Khalq

Roles & Responsibilities

- Sympathy for the creatures of God should be created in Atfal. They should be encouraged to do Khidmat-e-Khalq. e.g helping the needy, looking after the sick, feeding the hungry, giving water to the thirsty, not giving pain to anyone and helping others remove their pain. It also means donating spare items, books and clothes to needy children.
- As many Atfal as possible should be taught first aid, scouting and self-defense.
- On Eid Atfal should visit their poor brothers and make them a part of the happiness that they are experiencing.
- At the time of natural disasters, floods or other natural disasters they should raise funds and help the affected.

Departmental Goals

National	<ul style="list-style-type: none"> ▪ Educate Atfal on the importance of serving the creation of Allah ▪ Partner with Khuddam-ul-Ahmadiyya on Walk for Humanity to create fundraising competitions for Atfal ▪ Encourage regular Khidmat-e-Khalq activities
Local	<ul style="list-style-type: none"> ▪ Raise awareness on the importance of service of Allah's creation ▪ Partner with Khuddam-ul-Ahmadiyya and other Khidmat-e-Khalq drives to instill passion for service ▪ One local Atfal Day: Khidmat-e-Khalq Day (See Atfal Day page for details) ▪ Two food drives per year (Eid, Hunger Awareness Month)
Alm-e-Inami	<ul style="list-style-type: none"> ▪ 10 points per Khidmat-e-Khalq activities – [50 points max per month] ▪ 100 points per majlis will be provided by the National team.



Roles & Responsibilities

- Efforts should be made that 100% of all Atfal listen to the Friday sermon given by Huzur-e-Anwar (atba). The Nazimeen should try to summarize the sermon for the Atfal and make them understand it.
- Efforts should be made that the Atfal perform Salat in congregation, pray, tell the truth, are honest and do not use abusive language. They should respect and obey their parents, teachers and elders. They should be well-mannered and have good etiquettes when in a gathering. To achieve this elders and knowledgeable people should be asked to give speeches for training the Atfal. The Murabbi Atfal should take special responsibility for the training of Atfal.
- Every day or at least weekly an Atfal Tarbiyyat classes should be held. Special efforts should be made to make all Atfal attend this class.
- Every Tifl should be made to get into the habit of saying “Assalamo Alaikum”
- Atfal should be made to get into the habit of wearing a cap
- In his Friday sermon on November 24, 1999 Khalifatul Masih IV (rh) elucidated five important moral qualities. Special efforts should be made to create the following moral qualities in Atfal:
 - Truthfulness
 - The use of gentle and pure language
 - Tolerance
 - To feel the pain of others and to try to remove it
 - Willpower and firm intent
- Atfal should be gotten into the habit of writing to Huzur-e-Anwar (atba) whenever they need guidance and prayer.

- Efforts should be made to increase attendance in Friday prayers by Atfal
- As per Huzur-e-Anwar (atba)'s instructions different programs e.g. sports should be made to bring Atfal to the mosque
- Atfal should be encouraged to watch MTA programs especially programs in which Huzur-e-Anwar (atba) meets Atfal, Nasirat or Waqf-e-Nau.
- Atfal should be monitored in the use of the internet and they should receive appropriate guidance
- To fulfil all these Tarbiyyat goals a relationship should be established with the parents and children by contacting them individually.

Departmental Goals

National	<ul style="list-style-type: none"> ▪ Prepare / Refresh Tarbiyyat content ▪ Conduct and drive the success of Tarbiyyat challenges ▪ Focus on driving increase in basic Tarbiyyat metrics
Local	<ul style="list-style-type: none"> ▪ Present monthly Tarbiyyat topics & discuss Friday Sermon summaries ▪ Letters to Huzur-e-Anwar (atba) – Once a month ▪ Atfal Tarbiyyat surveys (Both Atfal & parents should participate) ▪ 10 x 10 Tarbiyyat challenge ▪ Ramadan Challenge ▪ Jalsa USA & Jalsa USA West Coast challenges
Alm-e-Inami	<ul style="list-style-type: none"> ▪ Participation in MATTC 10 points for each 25%. ▪ 200 points in total for Friday sermon quiz. ▪ Participation in 10 x 10 & Ramadan challenge – [10 points per 25% <ul style="list-style-type: none"> o Total maximum points for challenges on different occasions are 200. <p>** 0 % participation in any point means 0 points.</p> <ul style="list-style-type: none"> ▪ Qamar & Badar Prayers 5 times <ul style="list-style-type: none"> o 1-25% Qamar/Badar Tajneed offers 5 prayers - 5 points. o 26%-50% Qamar/Badar Tajneed offers 5 prayers - 10 points. o 51- 74% Qamar/Badar Tajneed offers 5 prayers - 15 points o 75%+ Qamar/Badar Tajneed offers 5 prayers - 20 points.

- Qamar & Badar Congregation Prayers
 - 1-25% Qamar/Badar Tajneed offers - 5 points
 - ≤ 50% Qamar/Badar Tajneed offers - 10 points.
 - 51- 74% Qamar/Badar Tajneed offers - 15 points
 - 75%+ Qamar/Badar Tajneed offers - 20 points.
- Sitara & Hilal Prayers 3 times daily
 - 1-25% Sitara/Hilal Tajneed offers 3 prayers- 3 points
 - 26-50% Sitara/Hilal Tajneed offers 3 prayers - 5 points.
 - 51- 74% Sitara/Hilal Tajneed offers 3 prayers - 8 points
 - 75%+ Sitara/Hilal Tajneed offers 3 prayers - 12 points.
- Sitara & Hilal Congregation Prayers
 - 1-25% Sitara/Hilal Tajneed offers -3 points
 - 26-50% Sitara/Hilal Tajneed offers - 5 points.
 - 51- 74% Sitara/Hilal Tajneed offers - 8 points
 - 75%+ Sitara/Hilal Tajneed offers- 12 points.
- Quran Recitation
 - 1-25% Tajneed - 5 points.
 - 26%-50% Tajneed - 10 points.
 - 51- 74% Tajneed - 15 points
 - 75%+ Tajneed - 20 points.
- Atfal Listened to 3 Friday Sermons
 - 1-25% Tajneed - 5 points.
 - 26%-50% Tajneed - 10 points.
 - 51- 74% Tajneed - 15 points

	<ul style="list-style-type: none">▪ 75%+ Tajneed - 20 points.▪ Atfal attended Friday Prayer<ul style="list-style-type: none">▪ 1-25% Tajneed - 5 points.▪ 26%-50% Tajneed - 10 points.▪ 51- 74% Tajneed - 15 points▪ 75%+ Tajneed - 20 points.▪ Parents Contacted By Nazim Atfal<ul style="list-style-type: none">▪ 1-25% Tajneed - 10 points.▪ 26%-50% Tajneed - 15 points.▪ 51- 74% Tajneed - 20 points▪ 75%+ Tajneed - 25 points.



Roles & Responsibilities

- Every Tifl should according to Huzur-e-Anwar (atba)’s wish finish the Qaida Yassarnal Qur’an and the Holy Qur’an in Arabic
- Every Tifl should be taught the Kalima and trained to recite it regularly. They should first be taught the Arabic and then the translation
- The Atfal pledge, the first seventeen verses of Surah Al-Baqarah and the last ten Surahs of the Holy Qur’an should be memorized.
- Every Tifl according to his age group should be made to do the tests sent by the center.
- Arrangements should be made for the teaching of appropriate religious beliefs to Atfal. They should also receive appropriate guidance in spreading the message to others. Atfal should also take part in the Tabligh programs of Atfal. This is so they become familiar with different issues and the different situations that they could face. Regarding certain important issues all Atfal should be taught one verse of the Qur’an, one hadith and how to prove this issue through logic.
- Tuition classes should be started to help the Atfal with their education
- A monthly book should be set for the Atfal to read and the Atfal should be encouraged to read it. Qiadat should check whether this is being carried out.

Departmental Goals

National	<ul style="list-style-type: none"> ▪ Ensure regular classes are being held in every majlis ▪ Publish syllabus for Regional and National Ijtema ▪ Conduct 2 Ta’lim exams per year
Local	<ul style="list-style-type: none"> ▪ Hold regular Ta’lim classes ▪ 4 hours of classes per month; if Tahir Academy is not established ▪ 40 minutes session in every Tahir Academy meets; if TA is established ▪ Maximize participation in all Ta’lim competitions at Ijtima’at ▪ Evaluate Atfal progress with respect to Ta’lim syllabus
Alm-e-Inami	<ul style="list-style-type: none"> ▪ 10 points per class – [Max 40 points per month] ▪ Participation in Atfal Class - Max - 80 points

	<ul style="list-style-type: none"> o 5 points for 0-25% participation. o 10 points for 26-50% participation. o 15 points for 51-75% participation. o 20 points 76%-100% ▪ Attendance in Online Atfal Classes - 1 point per 1% tajneed. ▪ Events, Taleem Competitions - Max marks 200- Rankings to be provided by Secretary Taleem. ▪ Book Reading of Assigned pages <ul style="list-style-type: none"> o 5 points for 0-25% Tajneed participation. o 10 points for 26-50% Tajneed participation. o 15 points for 51-75% Tajneed participation. o 20 points for 76-100% Tajneed participation. ▪ Participation & Performance in Exam - Max 400 points. <ul style="list-style-type: none"> o 100 points for 50% per exam. o 150 points for 75% per exam o 200 points for 100% per exam
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Roles & Responsibilities

- Atfal should be encouraged to subscribe to the Al-Bashir magazine. They should read it and send essays, stories, jokes and questions. In this regard they should be encouraged and guided.
- Every Majlis should have a 100% subscription to the Al-Bashir Magazine. The Nazim Atfal is responsible for making sure that every house with Atfal receives the Tahir Magazine.
- Every year there should be an essay writing competition.
- The buying and reading of books published by the Isha'at department should be emphasized.

Departmental Goals

National	<ul style="list-style-type: none"> ▪ Publish at least 3 issues of Al-Bashir magazine in the year ▪ Publish Atfal Digest every 3 weeks ▪ Publish / Translate a book for Atfal ▪ Keep atfalusa.org refreshed and updated with all things Atfal
Local	<ul style="list-style-type: none"> ▪ Ensure Atfal write articles / stories for Al-Bashir magazine ▪ Ensure Atfal participate in the Essay Competition at National Ijtema ▪ Regularly share pictures of Atfal activities in the National Atfal Telegram group ▪ Encourage Atfal to frequently visit the Atfal website
Alm-e-Inami	<ul style="list-style-type: none"> ▪ Submission to Al-Bashir – [3 points per article submitted – Max 30 points for each quarter]



Roles & Responsibilities

- All Qiadat should create their budget with Atfal chanda at the beginning of the year and send it to the center
- The chanda Majlis will be \$20.00. The Chanda of the Ijtema will be \$12.00 and chanda Atfal is \$8.00. Payment should be taken from 100% of Atfal and sent to the center.
- This chanda should be received on the Khuddam receipt book. The receipts should be dated and in consecutive order. Separate records should be kept for each Tifl so that they can be looked at any times.

- Efforts should be made to increase the amount of chanda

Departmental Goals

National	<ul style="list-style-type: none"> ▪ Participation Goal: 1,000 Atfal ▪ Educate Atfal about importance of Financial sacrifice ▪ Drive Majalis towards quarterly goals
Local	<ul style="list-style-type: none"> ▪ Educate Atfal about the importance of Financial sacrifice. ▪ Remind and collect often.
Alm-e-Inami	<ul style="list-style-type: none"> ▪ Points are for participation percentage at Year end: <ul style="list-style-type: none"> ○ 50 points for <=25% ○ 100 points for 26-50% ○ 150 points for 51-75% ○ 200 points for 76-100%



Roles & Responsibilities

As per the instruction of Khalifatul Masih III (rh) all Atfal should be recruited into Waqf-e-Jadid. A promise should be taken from each Tifl and a list of this should be sent to both the center and to the local Jama'at.

- The responsibility for Waqf-e-Jadid rests on the local Jama'at but it is important that Atfal-ul-Ahmadiyya cooperates fully with the local Jama'at in this regard.
- All Atfal should be made part of Waqf-e-Jadid. Those children should also take part which are younger than seven. The office of Atfal Waqf-e-Jadid covers everything from Atfal who are one-day old to those who are fifteen years of age.
- Children should be inculcated into the habit of paying their chanda themselves
- Try to make 100% of your Atfal into "Young Mujahid" (a higher standard which is a higher amount of chanda and send a list to Huzur-e-Anwar (atba) with the names for prayer)

National	<ul style="list-style-type: none"> ▪ Educate Atfal about Waqf-e-Jadid ▪ Increase participation of Atfal in Waqf-e-Jadid ▪ Increase number of Nanhe Mujahid
Local	<ul style="list-style-type: none"> ▪ Raise awareness regarding Waqf-e-Jadid through class presentations ▪ Increase participation of Atfal in Waqf-e-Jadid ▪ Increase number of Nanhe Mujahid
Alm-e-Inami	<ul style="list-style-type: none"> ▪ Points on Participation % for majlis. ▪ Year end: 50 points for <=25%, 100 points for 26-50%, and 150 points for 51-75%, 200 points for 76-100% ▪ Number of Nanha Mujahideen 5 points per Nanha Mujahid (Max 100 for each Majlis per year)

Departmental Goals



Roles & Responsibilities

- Atfal should get into the habit of working with their own hands. e.g polishing shoes, washing clothes, ironing, mopping the floor, buying the household shop, cleaning ones' own house, keeping clean ones' neighborhood.
- Once a month a group Waqar-e-Amal should be conducted. It is better if the Atfal take part in the Khuddam Waqar-e-Amal. If there is no such program from the Khuddam then the Atfal should conduct their own program.
- Twice a year a tree planting campaign should be conducted.
- Every three months an example of Waqar-e-Amal should be conducted in which two hours are spent. 75% of the Tajneed should take part.
- Atfal should pay special attention to the cleaning of the mosque

Departmental Goals

National	<ul style="list-style-type: none"> ▪ Encourage the habit of working with hands ▪ Ensure that all Majalis are doing regular Waqar-e-Amal activities
Local	<ul style="list-style-type: none"> ▪ Educate Atfal on the dignity of working with hands ▪ Educate Atfal on the importance of conservation and protecting the environment using the material provided by the National Department ▪ Do regular small cleanups at the mosque after meeting and classes ▪ One local Atfal Day: Waqar-e-Amal Day
Alm-e-Inami	<ul style="list-style-type: none"> ▪ 5 points per Waqar-e-Amal activity – [Max 20 points per month] ▪ Points for participation: <ul style="list-style-type: none"> ▪ 1-25% Tajneed - 5 points. ▪ 26%-50% Tajneed - 10 points. ▪ 51- 74% Tajneed - 15 points ▪ 75%+ Tajneed - 20 points.

Sanat-o-Tijarat

Roles & Responsibilities

- Atfal should be taught different skills such as mailing envelopes, binding books or documents, fixing bikes and basic IT. They should also be taught about computer hardware, photography, good handwriting, etc.
- Once in the year a crafts class should be held, a crafts exhibit should be held and the center should make efforts for a central crafts exhibit.

Departmental Goals

National	<ul style="list-style-type: none">▪ Create opportunities to impart skills / crafts for Atfal▪ Maximize participation in the Abdus Salam Science Fair▪ Refresh Atfal Store at atfalusa.org and Jalsa Salana USA▪ Manage Atfal Welcome Package program
Local	<ul style="list-style-type: none">▪ Maximize participation in the Abdus Salam Science Fair▪ Ensure all 7 year old Atfal receive Welcome Package▪ Implement skill training program in your majlis through the Atfal Day (e.g. Day of Code)
Alm-e-Inami	<ul style="list-style-type: none">▪ Submissions to Science Fair – [3 points per submission – Max 15 points]▪ ** Need to check for other competitions.

Sehat-e-Jismani

Roles & Responsibilities

- For the improvement of the health of the Jama'at it is important to follow the standards of cleanliness and taking care of health that our religion teaches us. We should also get them to understand the basic principles of keeping healthy and to avoid things that damage our health. This is why in general meetings Atfal should be taught the basic principles of keeping healthy.
- We should take special care in the diet of Atfal. They should be in the habit of eating strength building foods.
- The general health of Atfal should be inspected. Their standards of hygiene regarding their clothes, teeth and nails should be continuously looked at.
- For the health and health of children it is important that they play sports which stops them from wasting time. Attempts should be made that apart from individual sports, group sports such as football, basketball, cricket and horse riding should be organized. Physical exercises, swimming and other sports should be emphasized. According to Huzur-e-Anwar (atba)'s instruction indoor games should also be organized.
- A tournament with sports competitions should be organized every 6 months. Trips and other fun programs should also be organized at intervals. Trips should be organized once a year.
- Atfal should be taught how to ride a bicycle.
- Every quarter a Kulu Jumia (Pot luck) should be organized
- Friendly matches between different Majalis should be organized.

National	<ul style="list-style-type: none"> ▪ Engage Atfal through sports and physical fitness activities to build a healthy body for a healthy mind ▪ Manage sporting activities at National Ijtema & Atfal Rallies ▪ Create fitness / healthy lifestyle challenges for Atfal
Local	<ul style="list-style-type: none"> ▪ Hold monthly short Sehat-e-Jismani activity with classes / meetings at / near the mosque ▪ Plan hike as per Atfal Day schedule ▪ Maximize participation in Regional & National Ijtema Sporting competitions

	<ul style="list-style-type: none"> ▪ Encourage Atfal to participate in fitness / healthy lifestyle challenge conducted by the National Department
Alm-e-Inami	<ul style="list-style-type: none"> ▪ 3 points per sporting activity – [Max 6 points per month] ▪ Points for participation in Sports Activities: <ul style="list-style-type: none"> ○ 1-25% Tajneed - 5 points. ○ 26%-50% Tajneed - 10 points. ○ 51- 74% Tajneed - 15 points ○ 75%+ Tajneed - 20 points. ▪ Bonus: Participation of Atfal completing Health challenge

Departmental Goals



HOW TO GUIDE

How to guide