



Majlis Atfalul
Ahmadiyya USA

ESTABLISHING AND ORGANIZING LOCAL ATFAL AMILA

National Umoomi Department
Majlis Atfalul Ahmadiyya USA

IMPORTANCE OF AMILA

- According to the Majlis Atfalul Ahmadiyya Constitution, “Every Nazim Atfal with the approval of the local Qaid should appoint the following secretaries:
- **Umoomi**
- **Tarbiyyat**
- **Taleem**
- **Sehet-e-Jismani**
- **Maal**
- **Tajneed**
- **Waqar-e-Amal**
- **Khidmat-e-Khalq**
- **Sanat-o-Tijarat**
- **Ishaat**
- **Waqf-e-Jadid**
- **Waqf-e-Nau**



RESPONSIBILITIES OF SECRETARIES

- **Umoomi:** Submitting monthly report form by the 5th of each month at atfalusa.org/report. Hold monthly Amila meetings and record their minutes.
- **Tarbiyyat:** Improve moral standard of Atfal by encouraging them to offer five daily prayers, listen to Friday Sermon, attend weekly classes, write letters to Huzoor (aba), etc.
- **Taleem:** Make sure Atfal read and finish the Holy Quran, memorize the pledge, learn religious beliefs from the syllabus, excel in their school studies, etc.
- **Maal:** Keep track of Chanda and make appropriate collections from all Atfal.
- **Sehat-e-Jismani:** Promote healthy diet and keep Atfal active with sports/outdoor activities.



RESPONSIBILITIES CONTD.

- **Tajneed:** Keep an updated record of all details of each Tifl.
- **Waqar-e-Amal:** Establish the dignity of labor in Atfal by encouraging them to work with their hands and inculcating the habits of cleaning after themselves and doing household chores. Plan regular Waqar-e-Amal activities.
- **Khidmat-e-Khalq:** Feelings of empathy should be created in Atfal by encouraging them to serve humanity through acts like feeding the hungry, helping the needy, tending to the sick, donating to the poor, etc.
- **Sanat-o-Tijarat:** Atfal should be taught different useful skills like fixing things, computer skills, photography, etc.
- **Ishaat:** Atfal should be encouraged to get Al-Bashir magazine, send essays and other material for publication.
- **Waqf-e-Jadid:** Enroll all Atfal as well as children below the age of 7 in the blessed scheme of Waqf-e-Jadid.
- **Waqf-e-Nau:** Make sure Waqf-e-Nau Atfal participate in Atfal Chanda and other activities by Atfal and Jamaat.



DEPARTMENT OF UMOOMI

Some responsibilities of local Secretary Umoomi include:

- Hold Amila meeting at least once a month and call all Amila members to inform them.
- Keep an attendance record of the meeting and the meeting minutes in a register.
- Assist Nazim Atfal in submitting the monthly report to the National at atfalusa.org/report.



DEPARTMENT OF TARBIYYAT

Some responsibilities of local Secretary Tarbiyyat include:

- Encourage members to offer five daily prayers and offer in congregation as much as possible in the Mosque or nearest Namaz Center.
- Help Nazim Atfal organize Atfal classes regularly. If Tahir academy is going on, make sure that Atfal class gets a time slot.
- Help Atfal write letters to Huzur (aba) regularly.



DEPARTMENT OF TALEEM

Some responsibilities of local Secretary Taleem include:

- Encourage Atfal to recite Holy Quran regularly.
- Help Nazim Atfal in getting Atfal to complete their Taleem exams.
- Make sure Atfal attend Atfal classes to learn religious knowledge (and Tahir academy if available in your Majlis).



DEPARTMENT OF MAAL

Some responsibilities of local Secretary Maal include:

- Remind Atfal to bring Chanda to Atfal classes or meetings.
- Keep track of Atfal that have not yet paid their Chanda. Encourage them to pay their Chanda.
- Help Nazim Atfal in collecting Chanda from Atfal.



DEPARTMENT OF SEHET-E-JISMANI

Some responsibilities of local Secretary Sehet-e-Jismani include:

- Hold Atfal sports and other outdoor activities after Atfal classes.
- Help Nazim Atfal organize the sports activities.
- Maintain sports equipment like balls, bats, etc. that local Atfal Majlis owns.



ORGANIZE YOUR AMILA

- Each Nazim should assign these roles to Atfal from his Majlis that are best suited for each role. At least, these first 5 departments should be assigned to local secretaries:

Umoomi, Tarbiyyat, Taleem, Sehet-e-Jismani, Maal

- Try to utilize all Atfal in Mayar-e-Kabir (aged 13-15) as they are older and can be entrusted with responsibilities.
- Each Nazim should define specific goals pertaining to each department, according to the guidance from the National secretaries of the respective departments.
- Assign these goals to secretaries and follow up with them.
- Hold at least one Amila meeting per month and make sure everything is on track.
- Work with secretaries to train them and make the system more effective. Be patient with them.
- Appoint a khadim as Naib Nazim Atfal to help you in managing Atfal and the local Amila.



SUBMIT YOUR AMILA

- Once Amila is complete, submit the Amila to local Qaid for approval.
- After approval, submit the Amila to National Umoomi department for record keeping purposes. Follow the template give at the following link:

<https://www.atfalusa.org/submit-amila>



ASSISTANCE

In case of any information, help or assistance, contact National Umoomi department email at the following:

umoomi@atfalusa.org

