

# Business Card Policy

Prepared by the Isha'at Department

## Business Card Program

MKA USA has partnered with Moo.com to provide the Majlis business cards that can be created on demand. Only MKA USA email addresses will be added to this account, and only the owners of those accounts should access the system and place orders.

## Designs

MKA USA will use Moo.com to supply the entire Majlis as well as any of its sub organization business cards. Though all accounts may have access to all designs, orders should only be placed with the design pertaining to your position. Hence, AMSA members should never print MKA card or vice versa.

Financing All business cards orders will be paid at the expense of the individuals placing the order. Cards may be paid for from a budget at the discretion of the budget owner (Local Qaid, Mohtamim, etc.)

## Contact Info

The use of personal email addresses on business cards is strongly discouraged. If the order placer has an official email address, he must use the email address provided by the Majlis. If for any reason the individual in need for cards does not have an official email, a case should be presented to Sadr sahib, Naib Sadran, or Mohtamim Isha'at as to why business cards are needed for the individual in question, and whether or not an official email account should be created for the individual in question.

## Who Can Order

Any office holder who maintains an official email address issued by the Majlis and has access to the Moo.com account may print business cards. Mohtamimeen, Regional Qaideen, and Local Qaideen may use their accounts to place orders for any approved

member of their Amila. If any individual who does not meet this criterion is in need of cards, a request by the office holder should be presented to Sadr sahib, Naib Sadran, or Mohtamim Isha'at detailing who this individual is, why they need official business cards, if they will be in need of an official email account, and any other relevant information. Upon approval, the individual in question may have card printed by the requester.

## How To Order

1. Go to <http://moo.com>
2. Log in using your MKA USA email account
3. Click on “Your Account” or “Account” from the top navigation menu
4. Click “Create a new pack” from the account navigation menu
5. Choose an available MKA USA business card template
  - a. Choose “Ahmadiyya Muslim Youth Association – Editable” for external cards with @muslimyouth.org email addresses
  - b. Choose “MKA USA – Editable” for internal cards using @mkausa.org email addresses
6. Click “Create new pack of cards” button
7. Fill out your information and follow the website steps to check out.