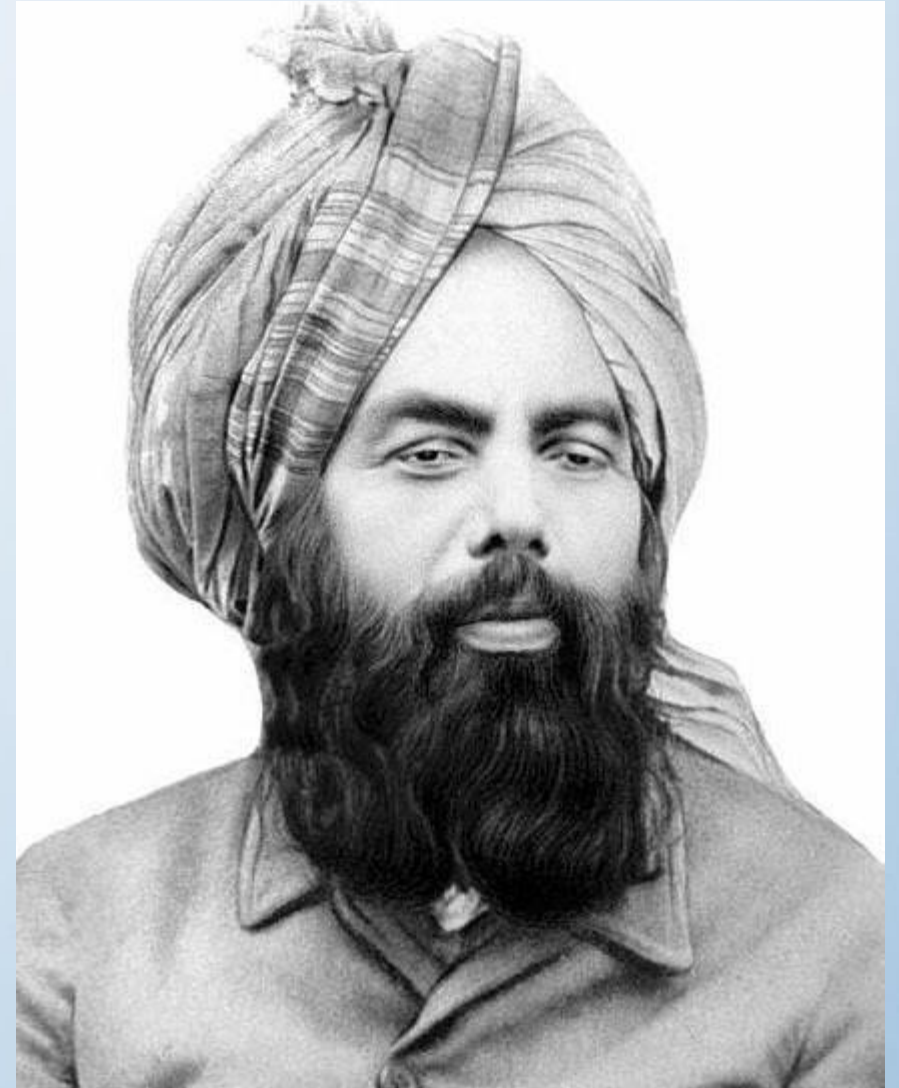


# Majlis Atfalul Ahmadiyya

Atfal Handbook 2017-18

# Mission

*Raise a generation of Atfal  
who will be **responsible for  
carrying forward the mission  
of the Promised Messiah (as)**  
i.e. reformation of the world.*



# Divine Guidance

- Since a period of time I have divided the Jam'at into three parts. This is so the entire strength and effort of the Jam'at is concentrated toward the spread of Ahmadiyyat. That they should spend all their efforts in the establishment of their beliefs and in the spread of good works. These three important parts are Ansarullah, Khuddamul Ahmadiyya and Atfalul Ahmadiyya. *(Al Fazl 11th October 1944)*
- My purpose in organizing the organizations of Ansarullah and Khuddamul Ahmadiyya is to complete the four walls of our building. One wall is Ansarullah. The second wall is Khuddam ul Ahmadiyya and the third wall is Atfalul Ahmadiyya. The fourth wall is Lajna Imaillah. *( Address 23rd August 1940)*
- The Atfal of our Jam'at have to grow up, spread our message and be responsible for the training of nations. This is why it is important that you learn about your religion at this age. Create the love of God and his Holy Prophet saw in your hearts. To fulfill this wish of yours the Atfalul Ahmadiyya organization had been founded. I hope that you will continue to take part in its programs with eagerness. May Allah give you the strength to do this. Ameen." *(Hadhrat Khalifa ul Masih III)*

# Qaid Majlis

1. Atfalul Ahmadiyya is responsibility of Khuddamul Ahmadiyya
  - Ultimate responsibility is with the Qaid
  - Train your future Khuddam
2. Appoint a Mature & Responsible Khadim as Nazim Atfal
  - Should have the passion for Atfal
  - Should have time to dedicate – this is an auxiliary
  - 12 departments in Atfalul Ahmadiyya
3. Appoint Murabbi Atfal
  - Should be Nasir who has passion for Tarbiyyat
  - Must be dedicated, trustworthy, and caring
  - Murabbi Atfal is also part of your amla – Engage him
4. Regularly review progress
5. Part of Tahir Academy Board

# Nazim Atfal

1. You are the “Qaid” (Nazim Atfal)
2. **12** Departments
3. Carry out all the tasks of Atfalul Ahmadiyya – everything in this handbook
4. Reporting is **must** - No Excuses!
5. Attend Monthly Regional Calls
6. Atfal Day – Announce at the beginning of every month
7. Communicate
  - Parents
  - Atfal
  - Regional Nazim Atfal & National Team
  - Qaid Majlis

# Murabbi Atfal

## 1. Everything to do with **Tarbiyyat**

- Regularity in **Salat**
- Recitation of the **Holy Quran**
- Attachment to **Khilafat**
- Attachment to **Mosque & Atfalul Ahmadiyya**

## 2. Take an Active Role

- Support Nazim Atfal
- **Atfal Day** – make it a success
- Classes & Tarbiyyat Sessions

## 3. Engage Parents & Elders of Jama'at

- Become a champion of the mission of Atfalul Ahmadiyya
- Nudge parents – focus on parents of Inactive Atfal

# Department Plans

# Umoomi

<b>National</b>	<ul style="list-style-type: none"><li>• Compile Monthly Reports for Huzoor (aba)</li><li>• Train &amp; Remind Nazimeen about reporting</li><li>• Provide support and training to help establish Local Amila</li><li>• Update/Replace reporting Center</li></ul>
<b>Local</b>	<ul style="list-style-type: none"><li>• Establish Atfal Amila<ul style="list-style-type: none"><li>- Positions filled by Atfal</li><li>- Focus on 4 depts: Umoomi, Tarbiyyat, Taleem, Maal</li></ul></li><li>• Hold monthly Amila Meeting</li><li>• Submit Monthly reports <u>by 8<sup>th</sup> of the month</u></li></ul>
<b>Alm-e-Inami</b>	<ul style="list-style-type: none"><li>• Held Amila Meeting: 5 points</li><li>• Submitted report on time: 5 points</li></ul>

# Murabbi Atfal

<b>National</b>	<ul style="list-style-type: none"><li>• Establish the Murabbian Atfal(MA) Infrastructure in Majalis</li><li>• Frequent Communication &amp; Review Feedback/Reports from MAs</li><li>• Coordinate Quarterly MA Conference Calls</li><li>• Visit Majalis &amp; Plan Parents Meeting with visits</li></ul>
<b>Local</b>	<ul style="list-style-type: none"><li>• Focus on everything <b>Tarbiyyat</b> (see department slide)</li><li>• Submit MA Monthly reports <u>by 8<sup>th</sup> of the month</u></li><li>• Attend Quarterly Conference Call</li><li>• Ensure the success of Atfal Day and Atfal Classes</li><li>• Hold informal Q&amp;A sessions with Atfal (during Atfal Day)</li></ul>
<b>Alm-e-Inami</b>	<ul style="list-style-type: none"><li>• Attended Quarterly Conference Call: 5 points</li><li>• Submitted MA report on time: 2 points</li></ul>

# Tarbiyyat

<b>National</b>	<ul style="list-style-type: none"><li>• Prepare/Refresh Tarbiyyat Content</li><li>• Conduct and drive the success of Tarbiyyat Challenges</li><li>• Focus on driving increase in basic tarbiyyat metrics</li></ul>
<b>Local</b>	<ul style="list-style-type: none"><li>• Present Monthly Tarbiyyat Topics &amp; discuss Friday Sermon Summaries</li><li>• Letters to Huzoor – Once a month</li><li>• Atfal Surveys (Both Atfal &amp; Parents should participate)</li><li>• Tarbiyyat 10 Challenge</li><li>• Ramadan Challenge</li><li>• Establish Atfal Amila<ul style="list-style-type: none"><li>- Daily Salat</li><li>- Daily Recitation of the Holy Quran</li><li>- Listening to Friday Sermons</li></ul></li></ul>
<b>Alm-e-Inami</b>	<ul style="list-style-type: none"><li>• Number of Atfal who wrote letters to Huzoor (aba): 3 points per 25%</li><li>• Presented Tarbiyyat Topics: 2 points per topic</li><li>• Discussed Friday Sermon Summaries: 1 point per sermon</li></ul>

# Taleem

<b>National</b>	<ul style="list-style-type: none"><li>• Ensure regular classes are being held in every majlis</li><li>• Publish syllabus for Regional &amp; National Ijtema</li><li>• Conduct 2 Taleem exams per year</li></ul>
<b>Local</b>	<ul style="list-style-type: none"><li>• Hold regular Taleem Classes</li><li>• 4 hours of classes per month if Tahir Academy not established</li><li>• 40 minutes session in every time TA meets if TA is established</li><li>• 100% participation in Taleem Exams</li><li>• Maximize participation in all Taleem competitions at Ijtema'at</li><li>• Evaluate Atfal progress with respect to Taleem Syllabus</li></ul>
<b>Alm-e-Inami</b>	<ul style="list-style-type: none"><li>• 5 pts per class (Max 10 points per month)</li><li>• 10 pts for 50% participation per exam</li><li>• 15 pts for 75% participation per exam</li><li>• 20 pts for 100% participation per exam</li></ul>

# Atfal Day

<b>National</b>	<ul style="list-style-type: none"><li>• Provide Agendas and resources every month</li><li>• Ensure all Majalis are observing Atfal Day</li></ul>
<b>Local</b>	<ul style="list-style-type: none"><li>• Atfal Day is <u>not a class</u></li><li>• Tarbiyyat through Action – outside of classroom</li><li>• Framework to engage Atfal – build brotherhood</li><li>• Satisfy various department goals through the Atfal Day framework</li><li>• A variety of programs including<ul style="list-style-type: none"><li>- Day at Park/Hike/Sports/Museum/Library/City Hall</li><li>- Sleepovers</li><li>- Day of Code</li><li>- Parents Day</li><li>- Many more</li></ul></li></ul>
<b>Alm-e-Inami</b>	<ul style="list-style-type: none"><li>• 10 pts per Atfal Day program</li></ul>

# Khidmat-e-Khalq

<b>National</b>	<ul style="list-style-type: none"><li>• Educate Atfal on the importance of serving the creation of Allah</li><li>• Partner with Khuddamul Ahmadiyya on Walk for Humanity to create fundraising competitions for Atfal</li><li>• Encourage regular Khidmat-e-Khalq activities</li></ul>
<b>Local</b>	<ul style="list-style-type: none"><li>• Raise awareness on the importance of service of Allah's creation</li><li>• Partner with Khuddamul Ahmadiyya and other Khidmat-e-Khalq drives to instill the passion for service</li></ul>
<b>Alm-e-Inami</b>	<ul style="list-style-type: none"><li>• 4 points per Khidmat-e-Khalq activities (8 pts max per month)</li></ul>

# Waqar-e-Amal

<b>National</b>	<ul style="list-style-type: none"><li>• Encourage the habit of working with hands</li><li>• Ensure that all Majalis are doing regular Waqar-e-Amal activities</li></ul>
<b>Local</b>	<ul style="list-style-type: none"><li>• Educate Atfal on the dignity of working with hands</li><li>• Educate Atfal on the importance of conservation and protecting the environment using the material provided by the National Dept</li><li>• Do regular small cleanup activities at the mosque after meeting and classes</li><li>• Partner with Khuddamul Ahmadiyya on Tree Planting activities</li></ul>
<b>Alm-e-Inami</b>	<ul style="list-style-type: none"><li>• 2 pts per Waqar-e-Amal activities (Max 4 points per month)</li></ul>

# Maal

<b>National</b>	<ul style="list-style-type: none"><li>• Participation Goal: <b>1000 Atfal</b> (&gt; 90%)</li><li>• Educate Atfal about importance of Financial Sacrifice</li><li>• Drive Majalis towards quarterly goals</li></ul>
<b>Local</b>	<ul style="list-style-type: none"><li>• Educate Atfal about importance of Financial Sacrifice</li><li>• Remind and collect often</li></ul>
<b>Alm-e-Inami</b>	<ul style="list-style-type: none"><li>• Points are for participation percentage</li><li>• Year end: 10 pts for 50%, 20 pts for 75%, and 30 pts for 100%</li><li>• Q1 bonus: 5 pts for 25%, 10 pts for 50%</li><li>• Q2 bonus: 5 pts for 50%, 10 pts for 75%</li><li>• Q3 bonus: 5 pts for 75%, 10 pts for 90%</li></ul>

# Tajneed

<b>National</b>	<ul style="list-style-type: none"><li>• 100% Tajneed update by Q2</li><li>• Collect Atfal &amp; Parent contact info for National Database</li><li>• Explore options for Tajneed system</li></ul>
<b>Local</b>	<ul style="list-style-type: none"><li>• Update 100% of your Tajneed with the National System</li><li>• Collect Atfal &amp; Parent contact info with Tajneed updates</li></ul>
<b>Alm-e-Inami</b>	<ul style="list-style-type: none"><li>• 75% Tajneed update by Q2 – 20 pts</li><li>• 100% Tajneed update by Q2 – 30 pts</li></ul>

# Sehat-e-Jismani

<b>National</b>	<ul style="list-style-type: none"><li>• Engage Atfal through sports and physical fitness activities to build a healthy body for a healthy mind</li><li>• Manage sporting activities at National Ijtema &amp; Atfal Rallies</li><li>• Create fitness/healthy lifestyle challenges for Atfal</li></ul>
<b>Local</b>	<ul style="list-style-type: none"><li>• Hold monthly short Sehat-e-Jismani activity with classes/meetings at/near the mosque</li><li>• Plan hike as per Atfal Day schedule</li><li>• Maximize participation in Regional &amp; National Ijtema Sporting Competitions</li><li>• Encourage Atfal to participate in fitness/healthy lifestyle challenge conduction by the National Dept</li></ul>
<b>Alm-e-Inami</b>	<ul style="list-style-type: none"><li>• 3 pts per sporting activity (6 max per month)</li><li>• Bonus: participation of Atfal completing health challenge</li></ul>

# Isha'at

<b>National</b>	<ul style="list-style-type: none"><li>• Publish at least 2 issues of <b>Al Bashir</b> in the year</li><li>• Publish 2 issues of <b>Tifl Post</b> every month</li><li>• Publish/Translate a book for Atfal</li><li>• Keep <b>atfalusa.org</b> refreshed and updated with all things Atfal</li></ul>
<b>Local</b>	<ul style="list-style-type: none"><li>• Ensure Atfal write articles/stories for Al Bashir</li><li>• Ensure Atfal participate in the <b>Essay Competition</b> at National Ijtema</li><li>• Regularly share pictures of Atfal activities in the NA Telegram group</li><li>• Encourage Atfal to frequently visit the Atfal website</li></ul>
<b>Alm-e-Inami</b>	<ul style="list-style-type: none"><li>• Submissions to Al Bashir: 3 points per article submitted (Max 30)</li><li>• Essay Competition at National Ijtema: 2 points per essay (Max 10)</li></ul>

# Sanat-o-Tijarat

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

# Waqf-e-Jadid

<b>National</b>	<ul style="list-style-type: none"><li>• Educate Atfal about Waqf-e-Jadid</li><li>• Increase participation of Atfal in Waqf-e-Jadid</li><li>• Increase number of Nanhe Mujahid</li></ul>
<b>Local</b>	<ul style="list-style-type: none"><li>• Present material on Waqf-e-Jadid prepared by National Department in Classes and awareness of Waqf-e-Jadid</li><li>• Increase participation of Atfal in Waqf-e-Jadid</li><li>• Increase number of Nanhe Mujahid</li></ul>
<b>Alm-e-Inami</b>	<ul style="list-style-type: none"><li>• Year end: 15 pts for 50%, 25 pts for 75%, and 35 pts for 100% participation</li></ul>

# Waqf-e-Nau

<b>National</b>	<ul style="list-style-type: none"><li>• Coordinate with National Jama'at Waqf-e-Nau department to explore opportunity to host joint programs</li><li>• Maintain an active database of all Waqf-e-Nau Atfal</li></ul>
<b>Local</b>	<ul style="list-style-type: none"><li>• Keep an active list of Atfal who are Waqfeen</li></ul>
<b>Alm-e-Inami</b>	<ul style="list-style-type: none"><li>• N/A</li></ul>

# Atfal Rallies

- Goal: Hold **6 Rallies** across the country instead of National Rally
- Include more Atfal through Rallies that are closer to home
- ONE Rally for every two Regions
- 3 Day Rallies
- Focus on Tarbiyyat and some fun/sports programs
- Regional Qaideen & Regional Nazimeen to confirm dates

# National Ijtema

- Tentative Date: **July 20-22, 2018**
- Confirmed date and location will be announced soon
- Encourage maximum number of Atfal to attend
- Majalis in driving distance up to 8-10 hours should arrange mass transport – book busses & large vans
- **Group travel** is required to get good participation
- We cannot allow to Atfal to be sitting at home at the time of National Ijtema – It is **summer vacation!**
- Travel subsidy will be available & special award for majalis with high participation

# Regional Atfal Refresher Course

- Working on arranging Regional Atfal Refresher Courses
- Excellent Opportunity to train and learn more about the goals of Majlis Atfalul Ahmadiyya
- Local Qaideen, Nazimeen Atfal, and Murabbian Atfal are required to attend
- Invite Atfal Amila Members to join this course
- Regional Nazim Sb & Regional Qaid Sb will confirm dates with you