

### 3 Days Jamat Activities Tracking Form (Learning Items during 3 days)

Dates \_\_\_\_\_ Write name & dates of Brothers or Initials under each column

#		Brother 1	Brother 2	Brother 3	Brother 4	Brother 5	Brother 6	Brother 7	Brother 8
	<b>Actions↓</b> <i>Names of Brothers &amp; →</i>								
1	Review Kalima Tayyiba <i>Date assigned →</i>								
2	Review Iman-e-Mufassel								
3	Review last 10 Suras								
4	Learn 2 suras for new Muslim								
5	Fard of Gusl (one-to-one)								
6	Fard of Wudu (one-to-one)								
7	Fard of Tayamum (one-to-one)								
8	Fard of Salat (one-to-one)								
9	Wajibs of Salat (one-to-one)								
10	Learn 6 points								
11	Learn to make Announcement.								
12	Etiquette of Joulah (visits)								
13	Learn 5 Amals								
14	Learn 3 Tasbih								
15	Read/Learn Quran Daily								
16	Etiquettes of Eating								
17	Etiquettes of Sleeping								
18	Du'as of Masjid								
19	Du'as of Eating								
20	Du'as of Sleeping								
21	Du'as of Bathroom								
22	Du'as of Journey								
23	Qaza (make up) salats								
24	Nafil Salats — <u>Tahajjud, Ishrag..</u>								
25	Traveller's Salat								
26	Salat for Sick								
27	Learn Tashkil								
28	Etiquette of Mashura (consultation)								
29	Etiquette of Talim								
30	Be a Mutakallim								
31	Etiquette of Bayan								
32	Say 6 points before brothers								
33	Read Hadith/Sahaba story								
34	Say 6 points before brothers								
35	Duties of Amir								
36	Why obey Amir?								
37	Collective vs. Individual Amal								
38	Men Jamat (24 Hr activities)								
39	Volunteer for Khidmat								
40	Volunteer for Cleaning								
41	Special Visits								

# 40 Days Jamat Activities Tracking Form Learning Items during 40 days

Write name of Brothers or Initials under each column

#	Actions↓ Names of Brothers & →									
	Date assigned →									
1	Review Kalima Tayyiba									
2	Review Iman-e-Mufassel									
3	Etiquette of Mashura (A8)									
4	Learn Fard of Gusl (one-to-one)									
5	Learn Fard of Wudu (one-to-one)									
6	Fard of Tavamum (one-to-one)									
7	Fard of Salat (one-to-one)									
8	Wajids of Salat (one to one)									
9	Learn Durud Ibrahim (one-to-one)									
10	Learn Tashaud (one-to-one)									
11	Learn Du'a Qunut (one-to-one)									
12	Etiquette of Taleem (A20)									
13	Say 6 points									
14	Etiquette of Reading Book (A20)									
15	Reading Etiquette (Ramadan & Haj) (A20)									
16	Etiquette of Joula (Umumi)									
17	Etiquette of Joula (Khusus) (A24)									
18	Etiquette of Bayan (B5)									
19	Topics of Bayan (B6)									
20	Etiquette of Elan									
21	Etiquette of Tashkil ((A32)									
22	Conduct Mashura (A8, A9)									
23	Conduct Taleem (A20)									
24	Be a Mutakallim									
25	Talk on the phone ((A24)									
26	Read Story of Sahaba (A22, C-X)									
27	Say 6 points after Fair									
28	Hadith/Story of Sahaba after Zohr (A22)									
29	Learn 5 Amals and Say.									
30	Practice Elan/announcement									
31	Practice Bayan in Jamat (5 times) (B5)									
32	Learn 3 Tasbih									
33	Quran Read/Learn Daily									
34	Review Last 10 Suras									
35	Learn Masnum du'as									
36	Learn how to Tashkil (A32)									
37	Pray Tahajjud									
38	Pray Special Salat									
39	Etiquette of Sleep									
40	Etiquette of Eating									
41	Du'a after Bayan (B6)									
42	Khidmat of Jamat (A31)									
43	Clean Masiid, Kitchen, toilet (A31)									
44	Niat for 4 months (A32)									
45	Niat for local work									
46	Learn Halka Mashura (A1)									
47	Learn Zonal Mashura (A12)									
48	Learn National Mashura (A13)									
49	Personal Reading (Sadaqat) (C-S)									
50	Learn 1-Q, 1-H from each chapter (C-...)									
51	Learn Additional Etiquette (D2)									
52	Learn Du'a Etiquette (n)									
53	Learn Hekmat of Da'wah (B1)									
54	Build 5 Bavans (B6)									
55	Prepare Karkuzari (D8)									

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**4 Months Jamat Activities Form Learning Items during 4 months (addition to 40 days items)**  
**Name of Brothers or Initials under each column**

#	Actions↓	Names of Brothers & →							
	Date assigned →								
56	Be an Amir for a day (A27, A28)								
57	Bayan on different Topics (B6)								
58	Bayan to different ethnic groups (B5)								
59	Learn to prepare a route (A32)								
60	Learn all Karkuzari forms (D8)								
61	Prepare Halka Karkuzari (D8)								
62	Prepare Zonal Karkuzari (D8)								
63	Prepare National Karkuzari (D8)								
64	Coordinate with cities (A11)								
65	Coordinate with Masjid (A13)								
66	Coordinate with San Diego Masjid (A13)								
67	Coordinate with Los Angeles (A13)								
68	Coordinate with National Shura (A13)								
69	Qualities need to Improve (B4)								
70	Learn Ahwal of work in N. America								
71	Learn Ahwal of work in S. America								
72	Learn work process in Raiwind								
73	Learn work process in Dhaka								
74	Learn work process in Nizamuddin								
75	Learn work process in UK/France/Europe								
76	Learn Work process worldwide								
77	General Bayan among Women (B5)								
78	Topics on Ladies Bayan (B6)								
79	General Q & A about Islam (E-...)								
80	Some knowledge of other religion (E-...)								
81	Process to make someone Muslim (E-...)								
82	Keep some Arabic literature on Dawa (C-D)								
83	Keep Fatwa of Scholars on Dawa (D7)								
84	Keep some Spanish literature (E-...)								
85	Know global statistics & Information (Ref.)								
86	Disciplined, self-control, Organized (B4)								
87	Connects workers with Allah not you (B4)								
88	Acquire Integrity of work (B4)								
89	Global Fikr & coordination (B4)								
90	Review Qualities of a Dawee (qoa) (B4)								
91	Learn Hedavat (A40)								
92	Learn Wapsi Hedavat (A39)								
93	Learn 5-Q, 5-H, 10 sahaba stories. (C-...)								
94	Additional Etiquette (D2)								
95	Learn								
96	Do as you are told to do, do as much as you are told								
97	Always care for the work (B4)								
98	Ikhlas, Ettavat, Istekhlas, Qurbani & Istegamat (B4)								
99	Regular contact Scholars of India Pak. Bangladesh								
100	Pain & Fikr for Ummat (B4)								

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**Form A: Your Masjid Brothers**

#	Brother Name	Origin	Telephone #	Address	Direction from Masiid	Time Spent	Comments
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
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17							
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36							
37							
38							
39							
40							

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## Form B: 5 Amal Planner of Your Masjid

	Brother Name	Telephone #	J1. J2	TM	DF	2.5 Hrs (Day & Time)	3D WK	40D Month	Comments
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
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31									
32									
33									
34									
35									
36									
37									
38									
39									
40									

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# Form F: Ladies Jamat Activity Schedule

Date/Day						
Time						
Reception	1		1		1	
	2		2		2	
Ta'lim	English	1	1		1	
		2	2		2	
	Urdu	1	1		1	
		2	2		2	
	Arabic	1	1		1	
		2	2		2	
		1	1		1	
		2	2		2	
Tashkil	English	1	1		1	
		2	2		2	
	Urdu	1	1		1	
		2	2		2	
	Arabic	1	1		1	
		2	2		2	
		1	1		1	
		2	2		2	
Khidmat		1	1		1	
		2	2		2	
Muzakara	Breakfast					
	Zuhr					
	Isha					

Khidmat	1		1		1	
	2		2		2	
Talim	English	1	1		1	
		2	2		2	
	Urdu	1	1		1	
		2	2		2	
	Arabic	1	1		1	
		2	2		2	
		1	1		1	
		2	2		2	
Zohr/Talim						
A'laab Joulia						
Ma'arib Elan						
Bayan						
Translation	English					
	Urdu					
	Arabic					
Tashkil					MimooB	
Isha/Muzakara						
Fair/6 points						

## Tashkil Activity

Jamat Couples	Local Couples In Jamat	City	Telephone	Time
1	1			
2	2			
3	3			
4	4			
5	5			
6	6			
7	7			
8	8			
9	9			
10	10			

Future Names	City	Telephone	When Ready?	Time	Join w/ Jamat	Independent
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

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Form G: Walking Jamat's Schedule:

li	City/Area	# Miles	# Masjid	# Muslims	Days/Stay	Days/Travel	Dates (inclusive)	Comments
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
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32								
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35								
36								
37								
38								
39								
40								

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Form H: Jamat Karguzari Form

Jamat from (city):		# of Days:		Amir of Jamat				Contact is		Date Started:		Date Finished							
			5Amal Status						People visited			Cash Jamat Activity			Future Tashkil				
Masjid Name, Address, Tel. #	#40days Br.	# 4m Br.	2J (Y/N)	# MT Br.	# HT	# D F	# 2.5 Hrs Br.	#3D /month	Name	People Visited Address	Phone#	# Days	#Br.	Where Went?	Name	phone#	When Ready?	# Days	Notes
1																			
2																			
3																			
4																			
5																			

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#	Form : Masiidwar Jamat Karguzari Form					
	<b>Zone:</b>	<b>Halqa:</b>	<b>From:</b>	<b>To:</b>		
	<b>City:</b>	<b>Masiid:</b>			<b>Result</b>	
	<b>Address:</b>					
1	<b>Demographics</b>					
	# of Muslims in the locality					
2	# of Brothers spent 4m					
3	# of Brothers spent 40D					
4	# of brothers spent 3 days (72 hours)					
5	# of Brothers spending 4m every year.					
6	# of Brothers spending 40D every year.					
	Weekly Data till next Halqa Mashura					
	Date of Weekly update					
	<b>Mashura (Daily)</b>					
7	# of Brothers in daily Mashura					
	<b>Taleem (Daily)</b>					
8	# of Brothers in daily Talim					
9	# of Homes with daily Talim					
	<b>2.5 Hours/8 Hours (Daily)</b>					
10	# of Brothers with complete 8 hours.					
11	# of Brothers with 2.5 hours or more					
12	# of Brothers with less than 2.5 hours.					
	<b>Joula (Weekly)</b>					
13	# of Brothers with 1st Joula					
14	# of Brothers with 2nd ioula					
	<b>3 Days/10 Days (Monthly)</b>					
15	# of Complete 10 Days iamats					
16	# of Brothers with complete 10 Days.					
17	# of 3 day (72 hours) iamats					
18	# of Brothers with 72 hours.					
19	# of Brothers less than 72 hours iamats.					
20	# of Brothers less than 72 hours					
	<b>40 Days &amp; 4 Months</b>					
21	# of Local iamats came					
22	# of Foreign iamats came					
23	# of Brothers went to IPB for 4m					
24	# of Jamats went to IPB for 4m					
25	# of Brothers within N. America for 4m					
26	# of Jamats within N. America for 4m					
27	# of Brothers within N. America for 40D					
28	# of Jamats within N. America for 40D					
29	# of Brothers within S. America for 40D					
30	# of Jamats within S. America for 40D					
31	# of Brothers went for OTHER 40D					
32	# of Jamats went for OTHER 40D					
	<b>Ladies Work</b>					
33	# of Ladies Talim					
34	# of Ladies Bavans					
35	# of Jamats went for 3D, 10D, 40D (specify)					
36	# of Ladies from your masiid in iamat					
	<b>Student Work</b>					
37	# of Student Gatherings					
38	# of Jamats went for 3D, 10D, 40D (specify)					
39	# of Students from your masiid in the iamat.					
	<b>Contacts: Name: Phone: Fax:</b>					

Form J: Halqa / Zonal / National Karguzari Form				
From:		To:		
Name/Number		Halqa	Zone	National
<b>Demographics</b>				
1	# of Masjids & Musallas			
2	# of Muslims			
3	# of Brothers spent 4m			
4	# of Brothers spent 40D			
5	# of brothers spent 3 days (72 hours)			
6	# of Brothers spending 4m every year.			
7	# of Brothers spending 40D every year.			
<b>Mashura (Daily)</b>				
8	# of Brothers in daily Mashura			
<b>Taieem (Daily)</b>				
9	# of Brothers in daily Talim			
10	# of Homes with daily Talim			
11	<b>2.5 Hours/8 Hours (Daily)</b>			
12	# of Brothers with complete 8 hours.			
13	# of Brothers with 2.5 hours or more			
14	# of Brothers with less than 2.5 hours.			
<b>Joule (Weekly)</b>				
15	# of Brothers with 1st Joula			
16	# of Brothers with 2nd joula			
<b>3 Days/10 Days (Monthly)</b>				
17	# of Complete 10 Days jamats			
18	# of Brothers with complete 10 Days.			
19	# of 3 Day (72 hours) jamats			
20	# of Brothers with 72 hours.			
21	# of Brothers less than 72 hours jamats.			
22	# of Brothers less than 72 hours			
<b>Overall 5 Amal</b>				
23	# of Masiids with all 5 amal			
24	# of Masiids with some 5 amal			
<b>40 Days &amp; 4 Months</b>				
25	# of Local jamats came			
26	# of Foreign jamats came			
27	# of Brothers went to IPB for 4m			
28	# of Jamats went to IPB for 4m			
29	# of Brothers within N. America for 4m			
30	# of Jamats within N. America for 4m			
31	# of Brothers within N. America for 40D			
32	# of Jamats within N. America for 40D			
33	# of Brothers within S. America for 40D			
34	# of Jamats within S. America for 40D			
35	# of Brothers went for OTHER 40D			
36	# of Jamats went for OTHER 40D			
37	# of Brothers went to Nz for 2m tarteel this			
38	# of Brothers joined Monthly Shura jamat this			
<b>Ladies Work</b>				
39	# of Ladies Talim per month			
40	# of Ladies Bayans per month			
41	# of Jamats went for 3D, 10D, 40D (specify)			
<b>Student Work</b>				
42	# of Student Gatherings			
43	# of Jamats went for 3D, 10D, 40D (specify)			
<b>Contacts:</b> <b>Name:</b> <b>Phone:</b> <b>Fax:</b>				
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## Form K: I tema Tashkil Form

Ijtema:

Date:

•

Details

<i>it</i>	Name	City	State	Time	When Ready? (C/F)	\$	Car (Y/N) (4)	Time Spent Before	When & Where?	Amir Before? (YIN)	Comments Information Restrictions
1											
2											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											

Tashkil Writers Name:

Time: \_\_\_\_\_ Day: \_\_\_\_\_

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## Ijtema Jamat Form

**IJTEMAH**

Date: \_\_\_\_\_

**J a m a t   #**

**Time:**

**Route:**

#	Name	City	State	Time	Comments/Information
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

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Form M: South America Karguzari Form

Country Visited \_\_\_\_\_ Port of Arrival \_\_\_\_\_ Date of Arrival \_\_\_\_\_  
Which Zone/City \_\_\_\_\_ Port of Departure \_\_\_\_\_ Date of Return \_\_\_\_\_  
Jamats Time \_\_\_\_\_ # of Brothers \_\_\_\_\_ Amir of Jamat \_\_\_\_\_  
Karguzari writer's name, address, Telephone #, email: \_\_\_\_\_

**Please complete the following karguzari items 1.3 & send to:** SA Coordinator

**1. Brief Description of this Jamat's Activities with dates, places worked.**

**2C: Existing Level of Dawa Work (how many of 5 Amals such as 2J, DT, 3D, 2.5Hr, OF are in work?):**

**2D: How much this Jamat has done to increase that level of Activities (such as MWJ formed, 3D jamat started, DF started):**

**2E. Cash/Future Names with contact (need follow-up):**

**3A. Current Level of Deeni Activity in the Country (children school, Madrasa etc.)**

**3B. Travel Tips/Public, Private Transportation/Visa/ Security/Customs/Government-People sensitivities/Lodging/Cost of Living/Attitude of non-Muslims:**

***This process will be most beneficial for all if each jamat does 2 THINGS:***

**1. BEFORE** any jamat travels, they must take latest Items 1-3 for that country.

**2. After** the jamat returns, COLLECT & UPDATE items 1-3, **SEND to SA Coordinator**

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