MAJLIS ATFĀLUL AHMADĪYYA CANADA



2020-2021

ATFAL REFRESHER COURSE PACKAGE

WWW.ATFAL.CA



THE AIMS AND OBJECTIVES OF MAJLIS ATFALUL AHMADIYYA ARE:

"to train and educate its members in true Islamic ways, to inculcate in them the love of Allah and of Hadrat Khataman-Nabiyyin Muhammad Mustafa^(sa), the spirit of serving Islam, country and mankind, and strive for their welfare."

THE PROMISED MESSIAH (AS) SAYS

"Age of childhood is very appropriate for the acquirement of religious knowledge ... The memory in childhood is very sharp. A person never has this kind of strong memory in any other period of life. The knowledge of early age is deeply imprinted and deep rooted because growth of faculties in this age. ...In brief regarding the method of education, it must be kept in mind that religious education should begin from the start and this was my desire from the start and it still is. May Allah fulfill it." (Malfoozat Vol. 1)

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RULES & REGULATIONS OF MAJLIS ATFALUL AHMADIYYA AS PER CONSTITUTION OF MAJLIS KHUDDAMUL AHMADIYYA CANADA

- 159. Majlis Atfalul Ahmadiyya shall function under the supervision of Majlis Khuddamul Ahmadiyya.
- **160.** The supreme officer of Majlis Atfalul Ahmadiyya shall be called Muhtamim Atfal and shall be a member of Majlis 'Amila of Khuddamul Ahmadiyya Mulk.
- **161.** Majlis Atfalul Ahmadiyya Muqami shall be subordinate to Qa'id Majlis.
- **162.** Every Ahmadi child from 7 to 15 years shall be a member of Majlis Atfalul Ahmadiyya. But, those Atfal who complete their 15 years of age during the year ending on October 31st shall join Majlis Khuddamul Ahmadiyya as from the beginning of the New Year, i.e. November 1st.
- 163. Qa'idin or Zu'ma shall appoint Murabbiyan to supervise and train Majlis Atfalul Ahmadiyya.
- **164.** Murabbiyan Atfalul shall be nominated from among the sincere, trustworthy and kind-hearted members of the Jama'at, preferably from the members of the Ansarullah.
- **165.** Aims and objects of Majlis Atfalul Ahmadiyya shall be the same as those of the Majlis Khuddamul Ahmadiyya.
- **166**. Muhtamim Atfal shall train Atfalul Ahmadiyya in the Islamic way, for example:
 - a. He shall impart preliminary knowledge concerning religion, nation and country to Atfal.
 - b. He shall make appropriate arrangement of sports and exercises for the sake of physical health of Atfal.
 - c. He shall adopt means to safeguard Atfal from the evils of the environment, and shall exhort to inculcate in them excellent morals.
 - d. He shall make them abide by the timing of education.
- **167**. The rate of subscription of Atfalul Ahmadiyya shall be fixed with the approval of Sadr Majlis.
- **168.** The subscription shall be received against receipts issued by Jama'at.

RESPONSIBILITIES OF NAZIM ATFAL

Train and educate Atfal in Islamic ways and to inculcate in them the love of Allah and the Holy Prophet #, the spirit of serving Islam, country and mankind and to strive for their welfare.

LIST OF MONTHLY ACTIVITIES:

- √ Submit Monthly Mailis Report before 5th of each month
- √ 1 Ijlas 'Am
- √ At least 1 Ijlas 'Amila
- √ Weekly Ta'limi / Tarbiyati classes
- √ Weekly Sports Activities
- ✓ Visit Atfal houses along with Murabbi Atfal and/or Qa'id Majlis
- ✓ Exemplary Tifl competition among Atfal on Majalis level and recognition
- ✓ Collection of Chandajat (Membership, Ijtima' & Waqf Jadid)

LIST OF OTHER ACTIVITIES:

- ✓ Make a plan and calendar of Majlis events for the year
- √ Fill Personal Information Forms (PIF), once every year
- √ Field Trip
- √ Exemplary Waqar 'Amal
- √ Parents Days
- ✓ Annual Ijtima'
- ✓ Implement Goals of `Ashra jat (Tarbiyat, Waqar 'Amal, Mal etc.)
- √ Essay Competition
- √ Ta'limi Exams
- \checkmark Communicate and implement all other instructions form Markaz

RESPONSIBILITIES OF REGIONAL NAZIM ATFAL

Train and educate Atfal in Islamic ways and to inculcate in them the love of Allah and the Holy Prophet (saw), the spirit of serving Islam, country and mankind and to strive for their welfare.

- ✓ Submit Monthly Regional Report (10th of each month)
- ✓ Timely submission of Atfal Monthly Report for each Majlis (5th of every month)
- ✓ Continuous visits to Ta'limi classes and sports sessions of the Majalis every month
- ✓ Conduct Refresher courses for all local Nazimin Atfal and his 'Amila
- ✓ Hold monthly meeting of Regional Nazim with:
 - Nazimin Majlis
 - National Markaz
- ✓ Ensure Ta'limi, Tarbiyati, Sports and Waqar 'Amal activities are taking place in each Majlis with good participation
- ✓ Effectively communicate information between Markaz and Majlis
- ✓ Visit Ijlas 'Am, Ijlas 'Amila of all Majalis at least once every 3 months
- ✓ Schedule midyear reviews of all Majalis in co-ordination with Markaz
- ✓ Arrange and monitor the following competitions on monthly basis
 - o Misali (Exemplary) Tifl competition among Atfal on Majalis level
 - Namaz Hazri competition among Atfal on Majalis level
 - O Best Mailis competition among Majalis of the Region (Running Trophy)
- ✓ Arrange and ensure Atfal participation in various programs or sessions in co-ordination with Markaz.
- ✓ Make special efforts to make Tarbiyati Camps, Parent Days, `Ashra Jat and other events on the calendar successful.

MAJLIS ATF	ALUL AHMADIYYA CANADA NA	TIONAL 'AMI	LA 2020 - 2021
DEPARTMENT	NAME	CONTACT #	E-MAIL
Muhtamim Atfal	Ayaz Ahmad Warraich sahib	416-562-7357	atfal@khuddam.ca
Na'ib Muhtamim Atfal	Murabbi Zulfiqar Ali sahib	647-504-7316	zulfiqar.ali@atfal.ca
Na'ib Muhtamim Atfal	Fahad Iqbal Chatha sahib	647-203-0938	fahad.chatha@atfal.ca
Na'ib Muhtamim Atfal	Luqman Hameed sahib	905-537-0161	luqman.hameed@atfal.ca
Na'ib Muhtamim Atfal	Shakeel Ghumman sahib	647-669-4208	shakeel.ghumman@atfal.ca
Na'ib Muhtamim Atfal	Areeb Ahmed Khan sahib	647-949-0282	areeb.khan@atfal.ca
Secretary 'Umumi	Salman Rehan sahib	647-938-2059	umumi@atfal.ca
Secretary Mal	Ali Uzair sahib	647-463-0605	mal@atfal.ca
Secretary Khidmat Khalq	Adnan Saqib sahib	647-381-0481	khidmatkhalq@atfal.ca
Secretary Tarbiyat	Murabbi Musalah Aldin Ahmed Shanboor sahib	437-226-1821	tarbiyat@atfal.ca
Secretary Ta'lim	Zeeshan Iqbal sahib	416-553-4801	talim@atfal.ca
Secretary Ishaʻat	Jariullah Adnan Qudrat sahib	416-899-8300	ishaat@atfal.ca
Secretary Tajnid	Waqas Ahmad Malik sahib	647-299-9100	tajnid@atfal.ca
Secretary Waqar 'Amal	Mirza Luqman Baig sahib	647-780-3061	waqaramal@atfal.ca
Secretary San'at-o-Tijarat	Saad Warraich sahib	647-570-7862	sanatotijarat@atfal.ca
Secretary Sehat Jismani	Irfaq Ahmad sahib	647-701-1760	sehatjismani@atfal.ca
Secretary Waqf Jadid	Naveed Ahmed Chatha sahib	647-877-6364	waqfjadid@atfal.ca
Murabbi Atfal	Nasar Ahmed Siddiqui sahib	647-680-7915	murabbi@atfal.ca
Muavin Muhtamim Atfal	Haris Mohar sahib	647-208-9257	haris.mohar@atfal.ca
Muavin Muhtamim Atfal	Murrabi Sarmad Naveed sahib	647-986-0957	sarmad.naveed@atfal.ca
	REGIONAL NAZIMIN ATFAL 2	<u> 2020 – 2021</u>	
REGION	NAME	CONTACT #	E-MAIL
Majlis Muqami	Waqas Ahmad Sahib	647-574-0051	muqami@atfal.ca
British Columbia	Mohsin Ghuman Sahib	778-893-5513	britishcolumbia@atfal.ca
Calgary	Zaki Ahmad Sahib	403-975-2585	calgary@atfal.ca
Eastern Brampton	Faiq Ahmed Sahib	647-686-6412	easternbrampton@atfal.ca
Eastern Canada	Faizan Khan Sahib	613-413-4342	easterncanada@atfal.ca
GTA Centre	Umran UI Haq Sahib	647-210-7172	gtacentre@atfal.ca
GTA East	Nabeel Ahmed Sahib	289-927-4026	gtaeast@atfal.ca
Halton-Niagara	Anjum Shahzad Sahib	289-698-3992	haltonniagara@atfal.ca
Mississauga	Shakil Mirza Sahib	416-625-7647	mississauga@atfal.ca
Northern Ontario	Hamid Khan Sahib	647-979-7755	northernontario@atfal.ca
Prairie	Yasir Ahmad Sahib	306-380-5401	prairie@atfal.ca
Western Brampton	Haris Bajwa Sahib	647-676-4107	westernbrampton@atfal.ca
Western Ontario	Saeed Dar Sahib	306-370-8667	westernontario@atfal.ca

ATFAL DEPARTMENT PLAN FOR 2020 - 2021

MAJLIS LEVEL

- Submit all monthly reports on time by 5th of each month
- Make an active 'Amila & hold 'Amila meetings regularly (at least once / month)
- Hold 'ljlas 'Am (at least once / month)
- Hold weekly class with focus on Ta'lim & Tarbiyat
- Hold regular Sports / Gym activities
- Teach Namaz with translation to all Atfal
- Run Misali Tifl / Namaz competitions regularly throughout the year
- Get PIF forms filled from all Atfal by the end of the first quarter

REGIONAL LEVEL

- Visit all Majalis (such as during Tarbiyati classes) at least once per month
- Hold meetings with local Nazimin (at least once per month)
- Assist in arranging meetings and Markaz visits to all Majalis
- Assist Majalis in achieving their goals
- Hold Parents Day (at least once each quarter) and Award Ceremony with help from Regional Murabbi Atfal
- Assist Majalis in implementing the Shura Recommendations

NATIONAL LEVEL

- Visit each region at least twice every month.
- Focus on training Nazimin Atfal to manage their Majalis effectively.
- Assist regions in holding regular Ta'limi Classes & weekly Gym activities
- Assess the educational level of all Atfal systematically and achieve 70% as a minimum in all areas (such as number of Atfal who know Namaz, recite Holy Qur'an daily, etc.)
- Have a stronger follow up with the Regions and Majalis for regular activities and `Ashra Jat
- Keep a better record of Majalis activities (e.g. monthly reports, Atfal Classes schedule, gym activities)
- Finish publication of Book 4 of the National Syllabus

REPORTING - MONTHLY, ON-DEMAND

- ☐ Nazim Atfal is also responsible for presenting reports at the Local, Regional and National level.
- ☐ Reporting is of two kinds
 - O Monthly Reports:
 - A monthly report form must be filled out with the help of Individual Questionnaire Form (IQF) and submit to National Markaz. The Nazim Atfal must review the report form before submitting and present to Qa'id Majlis for his signature/approval. The due date for the current month's report is the 5th of the following month.
 - On demand Reports
 - These are the report that the Nazim Atfal is expected to present at the National and/or Regional level. In order to present this report a Nazim must have an accurate picture of his Majlis at all times in all departments.

DEPARTMENT OF 'UMUMI

The Department of 'Umumi maintains records of the Majlis activities and co-ordinates between Markaz and Majlis. Also, it administers the secretariat of the Majlis.





DEPARTMENT OF TA'LIM

The **Department of Ta'lim (Education)** is to make arrangements for Ta'limi Classes and for teaching Namaz, Namaz with translation, Yassarnal Qur'an, Holy Qur'an, First 17 Verses of Surah Al-Baqarah, Tifl Pledge, and syllabus of Majlis Atfalul Ahmadiyya.



- ☐ All Atfal have new email addresses mbrcode@atfal.ca
- ☐ All Atfal have been added to their local majlis Google Classroom
- ☐ Engage Atfal in lessons, Ijlas `Aam, assignments, quizzes, and personal connection regularly



WWW.CLASSROOM.GOOGLE.COM/



CONTENT

National Department will provide

- Weekly Lesson Plans
- Weekly Quizzes

PLATFORM

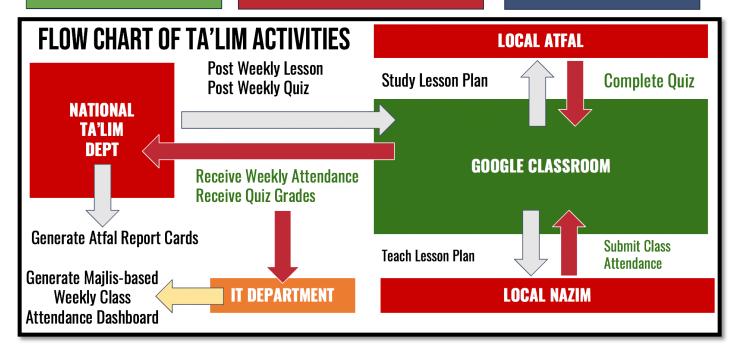
Majlis based Google Classrooms created with Atfal & Nazimeen email addresses.

Atfal Account

- membercode@atfal.ca
- Nazim Atfal for Password

REPORTS

Weekly Tifl-by-Tifl
 Attendance reporting
 by Local Nazim.



DEPARTMENT OF TARBIYAT

The **Department of Tarbiyat (Training**) is to inculcate the habit of offering five times daily prayers preferably in congregation, Tahajjud prayers, recitation of the Holy Qur'an, respect to humanity, and to establish Islamic values such as truthfulness, trustworthiness, respect of parents, teachers and elders amongst Atfal. Tarbiyat work requires a very sensitive, full of wisdom, target oriented and extremely consistent approach.

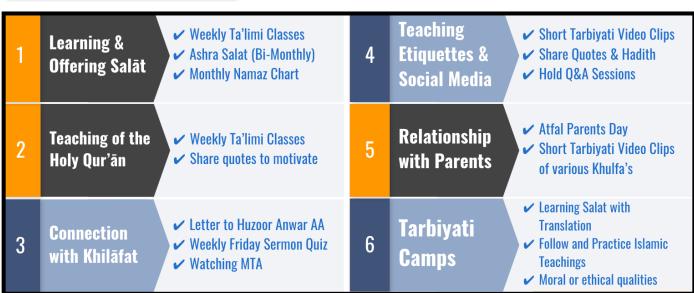


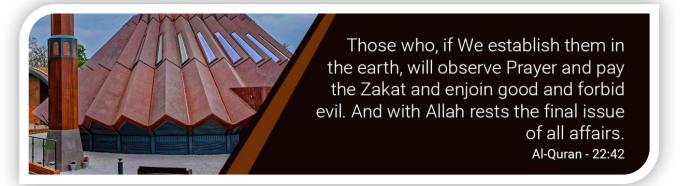
- Tifl-by-Tifl Report Status
- ☐ Atfal Parents' Day
- ☐ Atfal Tarbiyati Camp
- ☐ Ashra Salat
- ☐ Social Media Clips & Quotations
- ☐ Ramadan Challenge
- "My Ahmadiyyat Background"
- Open up a Forum for kids to ask questions (anonymously)

WRITE A LETTER TO

HUZOOR ANWAR

(MAY ALLAH BE HIS HELPER)





DEPARTMENT OF KHIDMAT KHALO

The Department of Khidmat Khalq (Service to Humanity) is to serve humanity unconditionally without differentiating between religion, creed or colour and to assist those in need.

Food & Charity Drive



Food & Charity Drive in the month of December.

Helping Hands



Department will encourage Atfal to make cards and send it to Old homes, Nursing homes, Front line Workers and Hospitals.

DEPARTMENT OF TAJNID

The Department of Tajnid (Statistics) is to keep complete records of the Atfal living in the Majlis, and to create and implement the system of Sa'iqin. This department should revise the Tajnid of Atfalul Ahmadiyya time to time so that no Tifl is left out of Tajnid.



- ☐ Ensure that all Atfal who are living in the Majlis have filled out the Personal Information Form (PIF) in full, and submit all Personal Information Forms (PIF) to National Markaz
- ☐ Mayar Saghir Atfal (7 to 12 years) and Mayar Kabir Atfal (12 to 15).

DEPARTMENT OF WAQAR 'AMAL

The Department of Waqar-e-'Amal (Dignity of Labour) is to adapt the habit of doing one's own work with one's hands amongst Atfal and to keep the environment clean through individual and collective Waqar 'Amal throughout the year.

Individual Routine	New Year's Clean up	Individual	Misālī Waqār 'Amāl
 □ Make bed □ Vacuum □ Fold laundry □ Sweep the floor □ Clean counters □ Get mail □ Mow the lawn □ Water plants 	Special clean up for the New Year	Tree planting in spring	Namaz Centre & Park beautification

DEPARTMENT OF MAL

The main purpose of Department of Mal (Finance) is to inculcate the habit of paying Chanda according to the prescribed rate and to collect Chanda from 100% of the Tajnid.



Never shall you attain to righteousness unless you spend out of that which you love; and whatever you spend, Allah surely knows it well.

Ale-Imran 3:93

DEPARTMENT OF SEHAT JISMANI

The Department of Sehat Jismani is to create awareness of the importance of personal hygiene, physical fitness and overall physical well-being.

Staying Active Physical Fitness Organized Sports Recreational Activities Individual Working out sessions Creating Awareness Importance of Personal hygiene Self Care Nutrition Harms of Drugs

DEPARTMENT OF SAN'AT-O-TIJARAT

The Department of San'at-o-Tijarat (Trade and Industry) is to promote, teach and assist Atfal with various trades and skills, and to introduce and enhance the business skills amongst Atfal.



DEPARTMENT OF WAQF JADID

In accordance to the instruction of Hazrat Khalifatul Masih III^{rh} , make sure 100% of Atfal participate in this blessed scheme.

- ☐ Educate Atfal on the blessing of Waqf Jadid scheme
- ☐ Ensure ALL 100% Atfal participate in the blessed scheme of Waqf Jadid

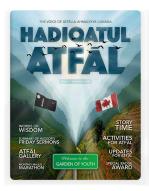


DEPARTMENT OF ISHA'AT

The Department of Isha'at (Publication) is to produce publications and encourage Atfal to send articles to local and National publications

Keep the website <u>www.atfal.ca</u> up to date with Atfal Activities for Atfal. Parents and Nazimin Atfal







- Publish Bi-Monthly Atfal National Magazine
 Monthly Local & Regional Newsletters
 Monthly Social Media Campaigns
- © CO @ATFALCANADA

DEPARTMENT MURABBI ATFAL

Murabbī Atfāl is a Nasir or senior Khadim appointed by Qā'id Majlis to supervise the moral and spiritual upbringing of Atfāl. He should be sincere, trustworthy and kind-hearted member of the Jamā'at, preferably from the members of Ansārullāh. He reports directly to Qā'id Majlis, and indirectly to National and Regional Murabbī Atfāl.

Guidelines

- ☐ Motivate Atfāl to offer five daily prayers in congregation
- ☐ Arrange religious education (Atfal Weekly Classes), moral training and Ta'līmi / Tarbiyati activities
- ☐ Make sure that all Atfāl must know simple Holy Qur'ān
- ☐ Supervise that no Tifl uses abusive language
- ☐ Ensure that Atfāl heads are covered when attending prayers and Jamā'at activities

Parents Day

 Meet with parents of Atfāl and arrange Parents Day with Nāzim Atfāl

Social Visits

 Meet with Tifl and/or parents to discuss Personal/Tarbiyati issues of Tifl

'ALM IN'AMI CRITERIA



Alm-e-In'ami (The Award Flag) is the highest award a local branch of Majlis Atfālul Ahmadīyya can win. It is awarded annually to the best Majlis in the country whose performance has met all the criteria for the award of 'Alm- e-In'ami.

Before the next Jalsa Salana, the 'Alm is returned to the National Markaz so that it can be awarded to the new winner.

BASIC 'ALM IN'AMI CRITERIA FOR MAJLIS ATFALUL AHMADIYYA CANADA 2020-2021

- ✓ 50% of the Tajnid must be offering 5 daily prayers regularly.
- ✓ 50% of the Tajnid must be reciting the Holy Qur'an daily.
- ✓ 70% of Tajnid must know the entire Namaz.
- ✓ All 12 Monthly Reports must be submitted to Markaz, out of which 10 reports must be on time.
- ✓ Minimum 2 Ta'limi and Tarbiyati classes should be held each month. Ta'limi Exam should be conducted at the end of the year with at least 50% participation.
- ✓ Minimum 1 Sports Activity should be held each month.
- ✓ 1 Ijlas 'Aam must be held on Monthly Basis
- ✓ Atfal Membership & Atfal Ijtima' Chanda must be collected
 - 60% by May 31st according to AMJ System
 - 100% by October 15th according to AMJ System.
- ✓ Minimum 4 newsletters submitted throughout the year.

AWARD OF EXCELLENCE FOR BEST REGION

In this competition, the winning Region will receive a Shield, while Region with second and third positions will get Certificates of Excellence.

BASIC CRITERIA FOR THE BEST REGION

- ✓ All 12 Regional Monthly Reports should be submitted to Markaz, out of which 10 reports must be on time.
- ✓ 50% of the Region's Tajnid must be offering 5 Daily Prayers.
- √ 50% of the Tajnid must be reciting the Holy Qur'an daily.
- ✓ 70% of Tajnid must **know the entire Namaz**.
- ✓ Atfal Membership & Atfal Ijtima' Chanda must be collected
 - 60% by May 31st according to AMJ System.
 - 100% by October 15th according to AMJ System.
- ✓ 100% of Tajnid must participate in Waqf Jadid year 2020
- ✓ 100% of Majalis must hold a Parents Day quarterly.
- √ 1 monthly meeting with Local Nazimin Atfal

SPECIAL AWARDS AND CERTIFICATES

Majlis Atfalul Ahmadiyya Canada will recognize each Tifl:

- √ who memorizes one complete part of Holy Qur'an during the current year
- \checkmark who completes one round of Holy Qur'an in the month of Ramadhan
- \checkmark who memorizes full Qasidah during the <u>current year</u>

Majlis Atfalul Ahmadiyya Canada will also recognize each Majlis who meets the following targets:

- √ 100% collection of Atfal Chanda membership and ljtima' by April 30, 2020 by AMJ System.
- √ 100% collection of Waqf Jadid budget before the Atfal National Annual Ijtima'
- √ Best Attendance at the Atfal National Annual Ijtima'

Majlis Atfalul Ahmadiyya Canada will also hold Namaz competitions at Majlis Level and recognize Atfal.

ATFAL REPORTER TOOL



http://reports.atfal.ca

All Majalis are required to submit reports of their activities on a monthly basis to Markaz. Monthly reports of Atfal activities are submitted using online reporter tool.

Each Majlis is granted user ID and password to access Atfal reporter tool. Accesses are granted for Nazim Atfal, Qa'id Majlis and Atfal 'Amila members.

There are some rules and regulations for each user ID.

Nazim Atfal Majlis is responsible for preparing a report. Upon completion of report, Qa'id Majlis should review and approve report. Once approved, Qa'id Majlis or Nazim Atfal can submit to Markaz.

The last date to submit Majlis report to Markaz is 5th of the following month

<u>Majlis Nazim Atfal login:</u> (Majlis Report Deadline is 5th of the following month)

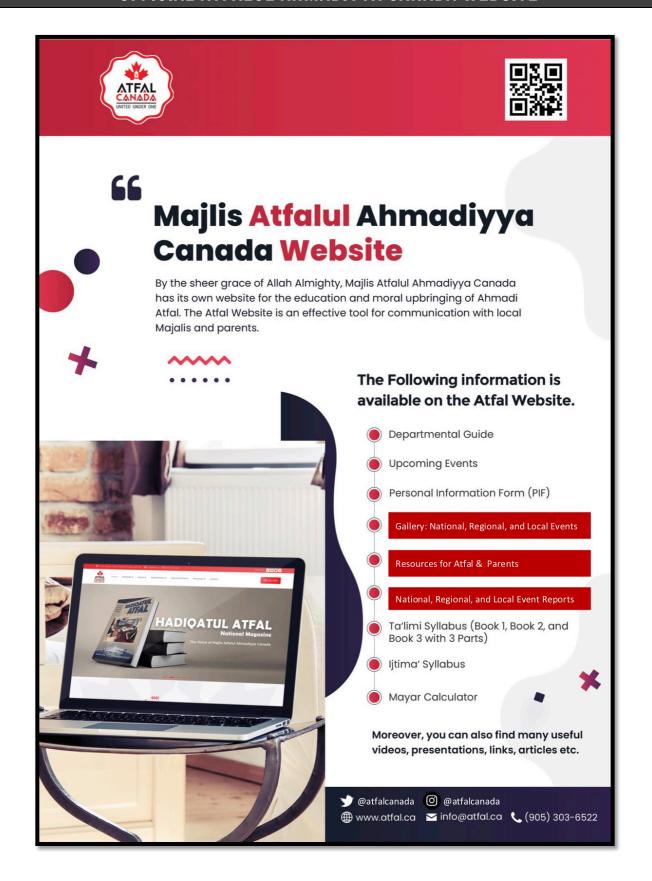
- Go to http://reports.atfal.ca/
- Click on "Majlis 'Amila Member"
- In User Name type your Majlis Name and select Nazim Atfal.
- Type your Password.

Regional Nazim Atfal login: (Regional Report Deadline is 10th of the following month)

- Go to http://reports.atfal.ca/
- Click on "Regional 'Amila Member"
- ❖ In User Name type your Region's name and select Regional Nazim
- Type your Password.

Note: if you don't know your password, please contact your Regional Nazim or umumi@atfol.ca

OFFICIAL ATFALUL AHMADIYYA CANADA WEBSITE



RULES AND REGULATIONS FOR EDUCATIONAL COMPETITIONS

GENERAL RULES FOR ALLCOMPETITIONS

1. Atfal will be divided into different age groups for the educational competitions as shown below.

Group	TIFL'S DATE OF BIRTH
DIYANAT (Ages 7 - 9)	Date of Birth is from November 1, 2013 to October 31, 2011
SADAQAT (Ages 10 - 12)	Date of Birth is from November 1, 2010 to October 31, 2008
SHUJA'AT (Ages 13 - 15)	Date of Birth is from November 1, 2007 to October 31, 2005

- 2. Each region must send names of the top Atfal in each competition for the three age groups for participation at the National level.
- 3. Each participant must wear a cap during all competitions (preferably Jinah Cap).
- 4. Each participant must check his name prior to the start of the competition.
- 5. Decision of the judges will be final.
- 6. Participation criteria given above will be strictly followed in all competitions.
- 7. Some competitions will be held at the national level and some at the regional level only.
- 8. Muhtamim Atfal has the authority to make any exceptions to the competition rules.
- 9. The following marking criteria and additional rules will be followed for each competition.

GUIDELINES FOR JUDGES

- Each team of judges will finalize the first, second, and third position for each competition. If there is a tie, they must rank and select only three Atfal.
- The judges will explain the rules and the criteria before starting any competition.

TILAWAT (3 NAMES FROM EACH REGION FOR EACH AGE GROUP)

Criterion	Description	30 marks
Correct Pronunciation & Recitation	 Correct articulation of letters, correct pronunciation of words and following all rules of correct recitation (e.g., Tashdeed, Tanween, Qalqala, Ikhfa, Izhar, Iqlab, Idgham, etc.) 	10 marks
Tarannum /Melody	Rhythmic recitation; overall sweetness of delivery, pleasant melodious voice.	10 marks
Correct Delivery, Flow, and Voice	 Following rules for stops, pauses, and joining words Clear, crisp, and strong voice; Appropriate delivery, volume, and speed. 	10 marks

NAZM (3 NAMES FROM EACH REGION FOR EACH AGE GROUP)

- Repetition of the couplets is not permitted.
- Judges may limit the recitation to 2 or 3 couplets

Criterion	Description	30 marks
Correctness of Pronunciation	 Correct pronunciation of words (with some exceptions where allowed). Appropriate stops and pauses. 	10 marks
Melody	Overall sweetness of delivery, attractiveness and melody in voice.	10 marks
Voice	Clear, crisp, and strong voice;Appropriate delivery, volume, and speed.	10 marks

ENGLISH, URDU & FRENCH SPEECH (3 NAMES FROM EACH REGION)

- Time allowed for the speech competition is 3minutes.
- O At-Tashahhad time will not be included in speech time; however, marks will be deducted if it is recited incorrectly.

Criterion	Description	30 marks
Content	 Use of verses of the Holy Qur'an, a Hadith, Quotations and/ or Poetic Verses. 	10 marks
Style of delivery & Voice	 Confidence and continuity. Clear, crisp, and strong voice; Appropriate delivery, volume, and speed. 	15 marks
Oral Presentation	Presents all or most of the speech from memory.	5 marks

ESSAY WRITING (OPEN TO ALL ATFAL)

O All essays must be typed and submitted online in MS Word format by June 1st. Please visit atfal.ca for more details.

Criterion	Description	100 marks
Thesis	Develop a very clear Thesis statement in the introduction	20 marks
Content, Writing Style, and Organization	 Use of relevant verses of the Holy Qur'an, a Hadith, Books of the Promised Messiah (as), Books or Sermons of Khulafa', Newspapers, and other sources to support the key points of the essay. Clear communication & logical organization Spelling, Grammar, paragraph structure, and flow in the essay 	60 marks
Research, Originality & Quality of References	 Essay is original, uses paraphrasing appropriately, and its major portions are not just copied from various sources. All key points and ideas are cited correctly and a reference list is provided at the end of the essay. 	20 marks

ADHAN (OPEN TO ALL ATFAL)

O Judges may ask a participant to start from any point and stop him at any point.

Criterion	Description	30 marks
Correct Pronunciation	Correct articulation of letters and correct pronunciation of words	10 marks
Tarannum /Melody	 Rhythmic recitation; overall sweetness of delivery, pleasant melodious voice. 	10 marks
Voice &Delivery	Clear, crisp, and strong voice;Appropriate delivery, volume, and speed.	10 marks

QUIZ (RELIGIOUS & GENERAL KNOWLEDGE)

- 1. Each team will consist of 3 Atfal.
- 2. Each region is allowed to have 1 team. Majlis Muqami will be allowed to have 2 teams.
- 3. All questions will be asked verbally.
- 4. The questions may be directed to the individuals also. During the tie-breaker round, these questions may be directed to any team member.
- 5. The quiz competition will have up to 3 rounds¹:
 - First Round each team will be asked 3 questions
 (The top 5 teams will move to next round and the rest will be eliminated.)
 - Second Round each team will be asked 3questions (The top three winners will be decided based on cumulative score after two rounds. If there is a tie, then a third round will be held.)
 - Third Round 3 Questions

¹ Minor changes may have to be made to this rule by the organizers due to changes in the litima' program, time constraints and number of participating teams.



ATFAL HANDBOOK

MAJLIS ATFALUL AHMADIYYA CANADA

"Nations cannot be reformed without the reformation of the youth"

Hazrat Musleh Mau'ud (ra)

Department of Ta'lim & Tarbiyat

WHAT CAN YOU DO?

GUIDELINES FOR NAZIM ATFAL

COVID Update:

Due to COVID-19 restrictions on social gatherings, weekly classes will be held online, and all restrictions mandated by the authorities must be followed. Please refer to the **Online Classes Manual** for detailed information on how to conduct online classes.

General

- Classes should be held on a weekly basis.
- Classes should be taught using Atfal Syllabus Books and / or Lesson Plans provided by National Markaz.
- Sports/Activities should be arranged along with weekly classes in order to ensure that Atfal also have an enjoyable class.
- Nazimeen should employ various methods of covering the syllabus, using books, lectures, PowerPoint slides, presentations, documentaries/videos, etc., in order to keep the Atfal attentive and engaged.
- Use Murabbiyan Silsilah, Murabbiyan Atfal, Local Sec. Waqf Nau, or any other person capable, to conduct the Atfal classes as teachers.

Refreshments

- Refreshments for classes should be arranged with the help of the Local Qaid Majlis, or the Local Sadr Halqa. It's not necessary to have refreshments in each class, but according to the local Majlis budget the Nazim Atfal can arrange snacks and light refreshments.
- A potluck can be arranged after a few classes where Atfal bring one dish from home to share.

Allergies/Medical Conditions

 We have Atfal & Nazimin who have life-threatening allergies to nuts and other allergens. In order to have a safe environment, snacks should be nut-free in order to accommodate all Atfal.

Rides

 Coordinate with Local Qaid Majlis, Local Sadr Halqa and parents to ensure that Atfal have rides to come to the Atfal classes.





GUIDELINES FOR PARENTS

Your Role

- Know and understand the tremendous responsibility you have. You are not only raising your son, but you are raising the future of this Jama'at.
- Pray for your children and write letters to Huzoor Anwar (aa) for special prayers.
- Instill in them the importance of having an identity and not being influenced by others.
- Be a role model for your children. Children are impacted mostly by their parents.
- Bring your children to the mosque with you to offer prayers in congregation.
- Stay in contact with the Local Nazim Atfal and ask about your child's progress
- Monitor what your child does.
- Provide a quiet, equipped homework setting.
- Provide regular, consistent time, free from distractions, phone calls and television.
- Provide support, suggestions, interest, clarification and encouragement.
 Speak to your children and have a good relationship with them.
- Inform the Nazim Atfal when the Tifl is absent from the Atfal class
- Inform Nazim Atfal (by note, phone, email) when homework cannot be completed.
- Remember the importance of family reading and dinner table discussions for your child's development of values, vocabulary, knowledge and reasoning.
- Do not send your child with electronic devices which may distract them and others in class. If necessary, then let your child know that these devices are only for emergency purposes and should not be used during the classes.
- Offer pick & drop services for Atfal when needed, especially for Atfal classes and make sure Atfal are regularly coming to events of the Jama'at.

Lessons

- Parents should ensure that the Atfal have bought their specific syllabus book.
- Parents should send their Atfal with a notebook and pencil in order to take notes when necessary.
- Parents should go over and review the lesson taught in each class with their child and make sure that they learn the material assigned.
- Parents should make sure that the Atfal have completed any homework assigned to them by the Nazim Atfal



Clothing & Attire

- Parents should make sure that the Atfal are wearing appropriate clothing according to the weather. Shorts should be avoided so that Atfal can offer their prayers properly.
- Tifl should wear a Namaz Cap to the class.
- Please provide an extra set of clothing which can be kept in the Tifl's backpack so that the Tifl can use the extra pair of clothing for sports, or for any other reason which may require a change of clothing.



GUIDELINES FOR ATFAL

Code of Student Conduct

 Atfal are expected to demonstrate behaviour that is respectful and courteous at all times. This includes demonstrating respect for each other and our communities. Atfal are expected to follow the rules of behaviour during the classes.



Atfal and Nazimin have the right to learn and work in places where they feel safe. Nazimin and Atfal, along with the parents can foster a positive and safe environment in which all parties work in cooperation with one another.

Be Responsible and...

- Bring all required materials to class
- Bring a Namaz cap or a decent cap for classes and prayers
- Bring your assigned syllabus book
- Bring a notebook and a pencil
- Do not bring electronics
- Wear proper clothing. Bring an extra pair of clothing for sports
- Take home all necessary materials for homework
- Complete all assigned work
- Participate actively in class
- Attend all classes regularly and punctually
- Take ownership for your own actions

Be Respectful and...

- Respect self, others and property
- Follow instructions of adults
- Take appropriate measures to help those in need
- Respect the right of individuals to a positive learning environment
- Use appropriate language

Be Polite, Be Safe and...

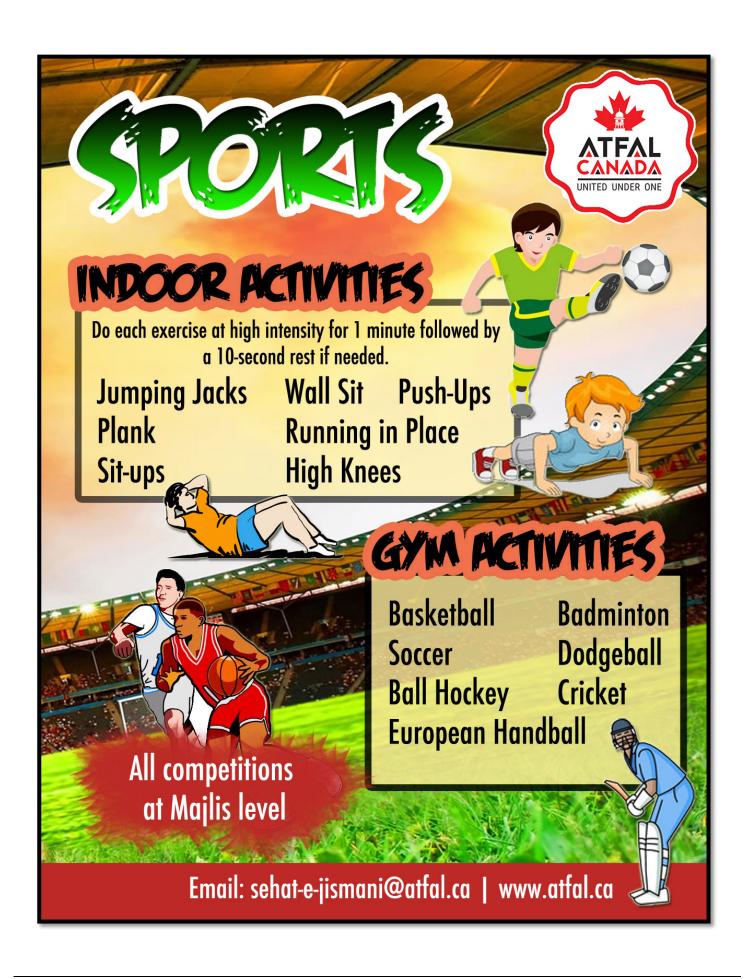
- Walk when in the Mosque/Namaz Center. Do no run and play in the Mosque/Namaz Center
- Refrain from fighting, rough play and aggressiveness

Discipline...

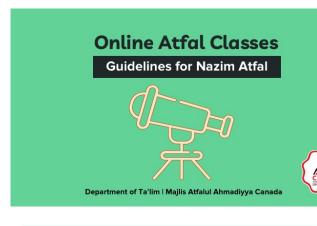
 Our goal is for Atfal to make wise decisions and to become strong problem solvers. Restorative practices and consequences are used together to promote positive Atfal behaviour.

PROPOSED ATFAL CLASS STRUCTURE

No.	Subject	Execution	Time
1	Holy Qur'an Tilawat & Translation	Recitation of portion of Holy Qur'an & Translation	2 min
2	Pledge	Atfal should collectively recite the pledge.	3 min
3	Salat Presentation	To be presented on PowerPoint	10 min
4	General Religious Knowledge	Presentation / study from a portion of Atfal Syllabus Books	5 min
5	Book Reading	Atfal to read a portion of the book each, and along with discussions.	10 min
6	Atfal Activity General or Religious	Ex. Writing letter to Huzoor (aa), how to tie a tie, painting, etc.	10 min
7	Atfal Social Discussion with Q/A	Atfal to socialize and ask any Questions, preferably with Local Murrabi sahib.	15 min
8	Sports	Team sports/indoor games (Simon Says, hot potato, table tennis, etc.)	25 min
		Total Time	1h 20m



GOOGLE CLASSROOM - ATFAL ONLINE TA'LIMI CLASSES



Welcome!

By the grace of Allah, we have entered a new year of Majlis Atfalul Ahmadiyya Canada. During these challenging times with COVID-19 and restrictions on social gatherings, it is still important for Nazimeen Atfal to stay engaged with their Atfal and continue to play an important role in the spiritual upbringing of the future of Jama'at.

This short guide has been created as a roadmap for Nazimeen, Class Teachers & others to understand how the Google Classrooms platform can be used to deliver online Atfal classes, assign homework to Atfal, and stay connected.



Accessing Google Classrooms

This year, all Atfal across Canada will be provided with a personalized email addresses under the atfal.ca umbrella.

Your Regional Nazim Atfal will have provided you with a list of email addresses for your specific Atfal along with the password for that email address.

Please reach out to your Atfal and provide them with their email and password so that they may begin accessing the Google Classroom.

Be sure to setup your personal email account as well!



How to use Google Classrooms

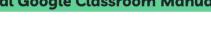


Google Classroom



Google Classroom





Using the example of Calgary Airdrie Majlis





Atfal Google Classroom Manual



STEP 1

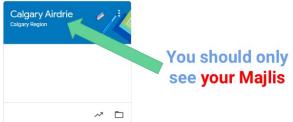
- ☐ Go to classroom.google.com
- □ Login to your account
 □ Tifl

1 I ITI



☐ Password: Get from Nazim Atfal sahib









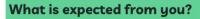


What to expect from National Markaz?



- Your Majlis based Google Classroom setup.
- All Atfal from your Majlis invited to the Google Classroom.
- Weekly Lessons posted in Classroom.
- ☐ Weekly Quiz Assignments posted in Classroom.
- Announcements for different events posted directly in Classroom.





- ☐ Ensure all your Majlis Atfal have
 - Set up their email accountsAccepted google classroom class invite.
- ☐ Use the Weekly Lessons to teach Class.
- ☐ Remind Atfal to do the Weekly Quiz Assignment.
- ☐ Submit Weekly Class Attendance
 - ☐ Reporter Tool Weekly
- ☐ Follow up with Atfal that are not attending class.





Department of Ta'lim | Majlis Atfalul Ahmadiyya Canada

NATIONAL ATFAL IJTIMA' SYLLABUS FOR 2020 - 2021

Please visit www.atfal.ca for a detailed version of this syllabus and to view the Rules & Guidelines.



DIYANAT GROUP

Atfal ages 7 to 9 Born: Nov. 1, 2013 to Oct. 31, 2011



Tilawat:

Surah Al-Kafirun (Verses 1-7)

Hifz-e-Ad`iyah

- 1. After ablution
- 2. Entering the home
- 3. Leaving the home
- 4. Going to sleep
- 5. Waking up
- 6. Starting a meal
- 7. Ending a meal
- 8. For parents

English Speech:

- 1. Why should we pray five times a Day?
- 2. The importance of telling the truth
- 3. What I must do to fulfill my Atfal pledge

Qasidah:

Couplets (1-10)

Hifz-e-Qur'an

- 1. Surah Al-Baqarah (Verses 1-10)
- 2. Last 10 chapters (Al-Fil to An-Nas)

Urdu Speech:

ہم دن میں پانچ وقت نماز کیوں اداکرتے ہیں سچائی کی اہمیت

میں اطفال کاعہد کیسے پورا کر سکتا ہوں

French Speech:

- 1. Pourquoi prier cinq fois par jour?
- 2. Pourquoi c'est important de dire la vérité?
- 3. Comment honorer sa promesse d'Atfal?

Nazm:

حمد و ثنااس کوجو ذات جاو دانی

دیں کی نصرت کے لیے اک آساں پر شور ہے

نونہالان جماعت مجھے کچھ کہناہے

Hifz-e-Hadith:

- 1. Abuse by (or of) a Muslim is an evil
- 2. The best among you is the one who learns the Qur'an and teaches it
- 3. Deeds are judged by motives
- 4. One who does not show mercy will not be shown mercy
- 5. Modesty is a virtue
- 6. Allah is kind and loves kindness
- 7. Truth saves, falsehood destroys
- 8. One who cheats has nothing to do with me



SADAQAT GROUP Atfal ages 10 to 12 Born: Nov. 1, 2010 to Oct. 31, 2008



Tilawat:

Surah Ha Mim As-Sajdah (Verses 31-33)

Hifz-e-Ad'iyah

- 1. Beginning a journey
- 2. Starting a meal
- 3. Ending a meal
- 4. Funeral prayer
- 5. For parents
- 6. After Azan
- 7. Entering a mosque
- 8. Leaving a mosque

English Speech:

- The responsibilities of an Ahmadi Tifl in today's world
- 2. Obedience of Parents
- 3. Lying is the root of all evils

Qasidah:

Couplets (11-25)

Hifz-e-Qur'an

- 1. Surah Al-Bagarah (Verses 1-17)
- 2. Surah Al-Bagarah (Verse 256)
- 3. Last 10 chapters (Al-Fil to An-Nas)

Urdu Speech:

ایک احمدی طفل کی ذمه داریاں

الدين كي اطاعت

حھوٹ تمام بدیوں کی جڑہے

French Speech.

- Les responsabilités d'un Tifl Ahmadi dans le monde d'aujourd'hui.
- 2. L'obéissance envers les parents.
- 3. Le mensonge est la racine de tous les maux.

Nazm:

جو خاک میں ملے اسے ملتاہے آشا قر آن سب سے اچھا قر آن سب سے بیارا تبھی نصرت نہیں ملتی در مولی سے گندوں کو

Hifz-e-Hadith:

- 1. Deeds are judged by motives
- 2. People are like the teeth of a comb
- 3. To fulfill your needs, seek help in secret
- 4. True wealth is wealth of the heart
- 5. Modesty is all virtue
- 6. Talking without thinking can lead to trouble
- 7. A pious person learns from others
- 8. Hearing is not like seeing

NATIONAL ATFAL IJTIMA' SYLLABUS FOR 2020 - 2021 (CONTINUE)

Please visit www.atfal.ca for a detailed version of this syllabus and to view the Rules & Guidelines.



SHUJA'AT GROUP Atfal ages 13 to 15 Born: Nov. 1, 2007 to Oct. 31, 2005



Tilawat:

Surah Al-Imran (Verses 26-28)

Qasidah: Couplets (26-45)

Hifz-e-Ad`iyah

- 1. Entering the mosque
- 2. Leaving the mosque
- 3. Starting a journey
- 4. Dua-e-Qunoot
- 5. Visiting the sick
- 6. Sajdah Tilawat
- 7. Khilafat Jubilee Prayers

English Speech:

- 1. Pray to God, and He will answer your prayers
- 2. Service to humanity is a part of faith
- 3. Obedience of Khilafat

Hifz-e-Qur'an

- 1. Surah Al-Bagarah (Verses 1-17)
- 2. Surah Al-Bagarah (Verses 256-258)
- 3. Surah At-Tin (Chapter 95)
- 4. Surah Al-Qadr (Chapter 97)
- 5. Surah At-Takathur (Chapter 102)
- 6. Last 10 chapters (Al-Fil to An-Nas)

Urdu Speech:

خداتعالیٰ آج بھی دعاؤں کو قبول کر تاہے خدمت انسانیت دین کا حصہ ہے

اطاعت خلافت

French Speech:

- 1. Faites appel à Dieu et il vous répondra
- 2. Rendre service à l'humanité fait partie de la foi
- 3. Obéissance envers le Khilafat (Califat)

Nazm:

وہ پیشوا ہمارا جس سے ہے نور سارا جمال وحسن قر آں نور جان ہر مسلماں ہے میں اپنے بیاروں کی نسبت ہو گزنہ کروں گا پیند کبھی

Hifz-e-Hadith:

- 1. The upper hand is better than the lower hand
- 2. A person who sincerely repents for his sins becomes like one who has never sinned'
- 3. This world is a prison for the righteous person and heaven for a non-believer'
- 4. A little that suffices one's need is better than plenty that makes him forgetful (of Allah)
- 5. Paradise lies under the feet of mothers
- 6. Eat with your right hand and from in front of you
- 7. The Chief of a people is one who serves them
- 8. One who urges to do good is rewarded like the one who does that good deed



OVERALL IJTIMA' SYLLABUS SELECTION GUIDELINES



Event	Local Level	Regional Level	National Level
Tilawat	Maximum Atfal	Top 3 Winners from Local	Top 3 Winners from Region
Nazm	Maximum Atfal	Top 3 Winners from Local	Top 3 Winners from Region
English, Urdu, French speech	Maximum Atfal	Top 3 Winners from Local	Top 3 Winners from Region
Hifz-e Qu'ran	Maximum Atfal	Top 3 Winners from Local	N/A
Hifz e Hadith	Maximum Atfal	Top 3 Winners from Local	N/A
Hifz e Adhiya	Maximum Atfal	Top 3 Winners from Local	N/A
Qaseedah	Maximum Atfal	Top 3 Winners from Local	N/A
Adhan	Maximum Atfal	Top 3 Winners from Local	Top 3 Winners from Region

Note: Majlis Mugami has top 6 Winners for National Level

PLEDGE OF A KHADIM

PLEDGE

أَشْهَدُ أَنْ لَا إِلٰهَ إِلَّا اللهُ وَحْدَهُ لَا شَرِيْكَ لَهُ وَأَشْهَدُ أَنَّ مُحَمَّدًا عَبْدُهُ وَرَسُوْلُهُ

"I bear witness that there is none worthy of worship except Allah,

He is one and has no partner, and I also bear witness

that Muhammad , is His servant and His messenger.

I solemnly pledge that I shall always be ready to sacrifice my life, wealth, time and honour for the sake of my faith, country and nation.

Likewise, I shall be ready to offer any sacrifice for guarding the institution of Khilafat-e-Ahmadiyya.

Moreover, I shall deem it essential to abide by any 'Maroof' decision made by Khalifatul Masih (May Allah be his Helper!)."

Insh'Allah

PLEDGE OF A TIFL

PLEDGE

أَشْبَهَدُ أَنْ لَا إِلَٰهَ إِلَّا اللهُ وَحْدَهُ لَا شَبِيْكَ لَهُ وَأَشْبَهَدُ أَنَّ مُحَمَّدًا عَبْدُهُ وَرَسُوْلُهُ

"I bear witness that there is none worthy of worship except Allah, He is one and has no partner, and I also bear witness

that Muhammad , is His servant and His messenger.

I sincerely promise that I shall always be ready to serve my faith Islam, Jama'at Ahmadiyya Muslima, my nation and country.

I shall always tell the truth, will not insult and abuse anybody and I will try my best to obey all instructions given by Hazrat Khalifatul-Masih (May Allah be his Helper!)."

Insha'Allah