

Department of Khidmat-e-Khalq

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Introduction:

Allah states in the Holy Quran:

- “You are the best people raised for the good of mankind” (Chapter 2, Verse 111)
- “.... And do not forget to do good to one another.” (Chapter 2, Verse 238)
- “The alms are only for the poor and the needy and for those employed in connection therewith and for those whose hearts are to be reconciled and for the freeing of slaves and for those in debt and for the cause of Allah and for the wayfarer – an ordinance from Allah. And Allah is All-Knowing, Wise.” (Chapter 9, Verse 60)

Khidmat-e-Khalq or service of Allah’s creatures is an integral part of our worship. It is a way of acknowledging our love for Allah and His creatures. The objective of our Khidmat-e-Khalq Program is to show the beauty of Islam to our surroundings through services and to help them physically, mentally and morally.

Guidelines regarding Khidmat-e-Khalq projects and activities:

Key initiatives and phases

Introduction of Phases:

This Annual Program is slightly different from previous ones, as we have incorporated two phases for some initiatives including Senior’s Program and Lets go green! (previously known as Grow your own Food project). The first phase will be completed in 2021-2022 and the second phase will be completed in 2022-2023. As such, this has been reflected in the provision of two calendars spanning from 2021-2023.

We have split some key initiatives into two phases so to make it easier for Majalis to follow the annual program and get the most out of these initiatives.

Lets go green! (Previously known as Grow your own Food project):

Allah has made provisions for humans on this earth, it provides shelter, water, fruit, vegetables and so much more for us. It is our responsibility to ensure that we do not take any of these blessings for granted and safeguard it for the future generations.

Phase 1: This phase is the same as last year, as this was a relatively new project. We noticed that there was a lack of output because of the Covid-19 pandemic and partially due to lack of effort. Many majalis were not in lockdown and we saw very little effort there. As such, we encourage you to motivate members of the benefits of eco-friendly practices such as growing their own food.

Organise workshops and talks by experts who are already growing their own food. Also raise awareness on the benefits of growing own food, i.e. health benefits, food source at time of need (war, natural disaster, food shortage etc).

- Competition: Majlis President along with two other members (who can act as judges) are to go to the members house who have signed up to participate in the competition. This competition is similar to how around Christmas, the council visits houses to judge lights and decoration. They are to judge their gardening project based on:

- Maintenance: the lack of elements such as dead and diseased plants, well presented lawns and clipped shrubs, considered water usage and overall attention to detail. Marks out of 10
- Layout: aspects such as layout, colour, use of line, form and texture, plant use and once again attention to detail within this context. Marks out of 10
- Intent: the active participation of the entrant, level of knowledge and enthusiasm and extent of third party assistance. Marks out of 10
- This is to be done on a Majlis and then Regional basis.
- This competition should be held on or before the Regional Ijtema of your own state
- Keep in touch with members who are doing gardening – so that they can participate in the competition

Phase 2:

Part A: Alongside with the previous phase (growing food at home), motivate members to adopt eco-friendly practices. Organise workshops and talks by experts who are already practicing eco-friendly activities and the reasons why we should do it.

Some simple ways to adopt eco-friendly practices are:

- Conserve energy
- Hit that switch button ‘off’ and see improvements, especially in your energy bills!
- Do not waste food
- Recycle everything
- Food, clothes, batteries, paper, furniture and so much more.
- Cut out plastic—use reusable bags
- Plant trees - another way of giving back to our planet
- Put up a birdfeeder in the garden
- Keeping our environment/areas clean, after all ‘cleanliness is half of one’s faith’
- Reduce water wastage - shorter showers will save water and energy!
- Replace old bulbs with energy efficient ones
- Ditch the car! Opt to walk to local shops
- Have meat free days
- Shop consciously

Part B: Tree plantation project is one new initiative that is being offered as Sadqa Jaria as part of giving gratitude to Allah the Almighty for the celebration of the completion of 100 years of Lajna Immiallah Auxiliary.

The initiative is that every Lajna member and Nasirat is tasked with planting at least 2 trees each, allowing for an overall Majalis target of 100 trees. Those Majalis with low tajneed, can plant as many as they can depending on their capability.

Majlis President and local Khidmat-e-Khalq Secretary is responsible for arranging the plantation event with the cooperation of their local council. They should also request local Sadr Sahib for Khuddam to be put on security duty during the event.

Majlis	Tajneed	Target (\$)
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Adelaide South	124	100
Adelaide West	102	100
Berwick	104	100
Blacktown	103	100
Brisbane	101	100
Campbelltown	53	100
Canberra	47	100
Castle Hill	140	100
Glendening	56	100
Gold Coast	19	As much as they can.
Langwarrin	133	100
Logan East	113	100
Logan West	94	100
Marsden Park	99	100
Melbourne East	107	100
Melbourne West	54	100
Mount Druitt	93	100
Parramatta	50	100
Penrith	111	100
Plumpton	99	100
Sydney City	33	As much as they can.
Tasmania	6	As much as they can.
Western Australia	61	100

Senior's Program (Over 50's):

Islam highlights the importance of caring for the elderly. Yet, many elderly Lajna experience depression, loneliness and anxiety as a result of many reasons including decreased mobility, a reduce sense of purpose, a loss of identity, retirement etc.

One of the keyways to reduce the risk factors of depression, especially for the elderly, is to keep them engaged—socially, mentally, and physically and encourage them to spend time with people. Thus, it is our duty to spend time with them and create for them an environment in which they can openly share their thoughts, feelings, desires and goals and discuss on all the things they feel passionately about.

We have divided this into two phases –

Phase 1:

This phase will focus on the following:

- In the first month (October 2021): Majalis secretaries compiling tajneed of Lajna above the age of 50
- In the two subsequent months (November and December 2021): Basic technology training should be taught – this could be in the form of
 - Zoom/Skype training: to train to call and attend meetings so Seniors can stay in touch with their family
 - Using their phones: to use their phones to call or stay in contact with family and friends

- Using Word/Excel/PowerPoint Presentation skills
You can organize refresher training programs as you see fit.
- Following from these (Jan 2022), you have to organize monthly programs.
- Additional activity ideas for monthly programs include:
 - Book Club: ask the Senior's to share their opinion about a book they have read recently or a while ago. Alternatively, you could give them homework to read a book or article in one of the monthly programs, and to present their opinion about them in the next monthly program.
 - Adopting one activity: you can suggest to the members to adopt one activity that they have never done before such as cooking, baking, birdwatching, knitting, crochet, indoor or container gardening, or learning a language. This is so that Senior's stay mentally active and prevent boredom. Give the members a chance to share their activity and how that made them feel.
 - Spend time outdoors: Show members ways to do light exercise. Encourage them to spend time outdoors and replicate the exercises two times every week (to start off with – increase the frequency depending on the members).

Note: If Majalis have low numbers of Senior members then it is suitable to merge the program with Majalis meetings. The main aim of including Senior members should be in mind when organizing activities.

If restrictions/lockdown prevent these training sessions and monthly programs, it is possible to conduct these via Zoom or Skype. It is important to follow guidelines on conducting online programs provided by the Lajna Immiallah.

Phase 2:

This phase will focus on the following:

- Application of technological training given in Phase 1: Give members creative ways to utilize their training from the previous phase. You can also give additional training as required. Some ways are outlined below:
 - Preparing a Topic/speech (Word Doc)
 - PowerPoint presentation for monthly meeting. You can choose to pair/group them up with Lajna Under 25 if needed.
- Continue organizing monthly programs and utilise the activities outlined in Phase 1.

HOW TO ORGANISE THE PROGRAM FOR SENIORS: A general guide to how you can conduct the monthly programs

- One Lajna member should be appointed as a facilitator, and one Lajna member should be appointed as her assistant
- Sessions must be held monthly
- The facilitator should not lecture the participants. The facilitator should briefly introduce a topic for discussion and must then let the participants discuss.
- The facilitator should ensure that every participant gets a chance to speak.
- The facilitator should ensure that everyone is treated with respect and kindness.
- The program should begin with Tilawat, and should be followed by Hadith and Nazm
- There should be two topics of discussion:

- Spiritual development – topics of discussion can include
 - How to inculcate the love of Allah in your heart
 - Purpose of life
- Mental/emotional/intellectual growth – topics of discussion can include
 - Common illnesses in elderly people and their prevention
 - Causes of depression and treatment
 - Tips to grow plants
 - How to care for yourself physically/mentally/emotionally
 - People who have inspired you
 - Things you are grateful for
 - Best advice received from parents
 - How to stop criticizing others
 - Food recipes
 - Jokes/humorous stories
 - Mind game or mental activities
- Topics of discussion can be chosen by the participants
- The program should include a physical development activity
 - This can involve light indoor exercises, walk etc.
- Program should run for about 2-3 hours.
- Light refreshments should be provided. Participants can be encouraged to bring in something if they wish to.
- Program should conclude with Dua.
- A report should be submitted to Secretary Khidmat-e-Khalq after each session detailing the attendance, the activities undertaken in the session and any comments/reviews made by participants
- An excursion should be arranged once a year for all the participants with the approval of relevant office-bearers.

EXAMPLE – SCHEDULE OF OUR FIRST SESSION

Attached below is the schedule for one of our first Seniors’ program. (Note: it does not include a discussion topic for spiritual development, but you must include this in your session)

TIME	ACTIVITY
10:30	Tilawat
10:35	Hadith
10:40	Nazm
10: 45	Introduction <i>Each participant will share with the group her name and something interesting about herself</i>
11:15	Mental Activity <i>The Shopping List Game</i>
11:30	Discussion <i>How to stop criticizing others</i>
12:30	Physical exercise <i>Walk</i>
12:45	Refreshment
1:00	Discussion <i>How to grow vegetables at home</i>
1:25	Dua

Lajna Centenary Celebration targets: Includes LCP and additional initiatives

On the auspicious occasion of 100 years of Lajna Immaillah auxiliary's establishment by Khilafat Masih II (RA), Lajna Imaillah Australia have included additional initiatives to the original project. In gratitude, Lajna Immaillah Australia are presenting this project as a gift to Huzur.

Organ Donation:

As you know Lajna Imaillah Australia will be celebrating 100 years centenary in 2022. As such we have taken the initiative to have 100 lajna register for organ donation.

Organ/tissue donations saves lives. And our Islamic teachings reiterate the importance of saving lives. Please also see the attached video:

<https://www.instagram.com/tv/CMP6BAsjDt5/?igshid=1mo7xla4v1ihx>

The National Department have organised for any Lajna who wants to donate their organs through the following link (OrganLife): <https://www.donatelife.gov.au/ahmadiyya>

The registration process is very simple and only takes a minute to do. Clicking the above link will lead to a webpage where you can register your details. You will need your Medicare card for this.

For your info, organs that can be transplanted include heart, lungs, liver, kidneys and pancreas.

The targets for the Majalis are as follows:

Majlis	Tajneed	Target (\$)
Adelaide South	124	10
Adelaide West	102	10
Berwick	104	10
Blacktown	103	10
Brisbane	101	10
Campbelltown	53	5
Canberra	47	5
Castle Hill	140	10
Glendening	56	5
Gold Coast	19	5
Langwarrin	133	10
Logan East	113	10
Logan West	94	10
Marsden Park	99	10
Melbourne East	107	10
Melbourne West	54	5
Mount Druitt	93	10
Parramatta	50	5
Penrith	111	10
Plumpton	99	10
Sydney City	33	As much as they can.

Tasmania	6	As much as they can.
Western Australia	61	10

HOW TO REGISTER FOR ORGAN DONATION

By deciding to become an organ and tissue donor, you can transform people's lives. Service to mankind is the essence of Islam and, therefore, any act of beneficence is always promoted. Organ donation falls into this category because it serves to decrease human suffering and save lives and thereby upholds the Islamic value of doing goodness to others.

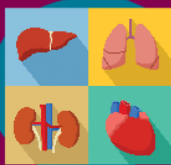


ELIGIBILITY

People 16 years of age or older can register to become an organ and tissue donor. The Australian Organ Donor Register (the Donor Register) is the only national register for people to record their decision about becoming an organ and/or tissue donor for transplantation.

REGISTRATION

You can register your donation decision by going to:
<http://donatelife.gov.au/ahmadiyya>
and registering online. You will need your Medicare card details.



SPECIFIC ORGAN DONATION

If you would like to select specific organs to donate after your registration, you can do so through the Express Plus Medicare mobile app or through this form:
<https://www.servicesaustralia.gov.au/individuals/forms/nh007df>

FOR FURTHER DETAILS OR ASSISTANCE

- Go to www.donatelife.gov.au
- Contact your Majlis Khidmat Khalq Secretary Department of Khidmat e Khalq Australia

Blood Donation:

As you know Lajna Imaillah Australia will be celebrating 100 years centenary in 2022. As such we have taken the initiative to have 100 lajna donate blood.

Please note that we require members to make an online profile prior to giving blood. Please find below the link and the instructions we require members to complete prior to donating blood.

As requested, please forward on the below link to members which outlines a step-by-step guide on how to register as part of the **Women's Auxiliary of the Ahmadiyya Muslim Association** Lifeblood Team: explain that

<https://www.donateblood.com.au/lifeblood-teams/join>

Eligibility Quiz- <https://www.donateblood.com.au/eligibility#can-i-give-blood>

Introduction to Blood Donation link - <https://www.donateblood.com.au/learn#>

Note: When mentioning blood donation numbers in the report, it important that you provide us with their Donor IDs as we aren't able to track the numbers of blood donors made by Lajna members.

The targets for the Majalis are as follows:

Majlis	Tajneed	Target (\$)
Adelaide South	124	10
Adelaide West	102	10
Berwick	104	10
Blacktown	103	10
Brisbane	101	10
Campbelltown	53	5
Canberra	47	5
Castle Hill	140	10
Glendening	56	5
Gold Coast	19	5
Langwarrin	133	10
Logan East	113	10
Logan West	94	10
Marsden Park	99	10
Melbourne East	107	10
Melbourne West	54	5
Mount Druitt	93	10
Parramatta	50	5
Penrith	111	10
Plumpton	99	10
Sydney City	33	As much as they can.
Tasmania	6	As much as they can.
Western Australia	61	10

Humanitarian Lajna Centenary Project:

On the auspicious occasion of 100 years of Lajna Immaillah auxiliary's establishment by Khilafat Masih II (RA), Lajna Immaillah Australia have launched a program, among them is the Humanitarian Lajna Centenary Project. In gratitude, Lajna Immaillah Australia are presenting this project as a gift to Huzur.

Lajna Immaillah Australia proposed a plan that about this program which was presented to Huzoor e Anwar Khalifatul Masih – V (ATBA) for approval. Alhamdulillah Huzoor e Anwar has approved this Humanitarian Project.

Humanitarian Lajna Centenary Projects:

Contracting hand dug 10 water wells in Thar, Pakistan.

- Projects to be delivered through Humanity First.
- Funds will be raised by Lajna Immaillah

Construction Project:

- Either a primary school or an academic block in a school build in a developing country
- or a mosque in an African country

Target

The targets of each Majlis is as follows:

Majlis	Tajneed	Target (\$)
Adelaide South	124	7,000
Adelaide West	102	7,000
Berwick	104	7,000
Blacktown	103	7,000
Brisbane	101	7,000
Campbelltown	53	5,000
Canberra	47	5,000
Castle Hill	140	7,000
Glendening	56	5,000
Gold Coast	19	5,000
Langwarrin	133	7,000
Logan East	113	7,000
Logan West	94	7,000
Marsden Park	99	7,000
Melbourne East	107	7,000
Melbourne West	54	5,000
Mount Druitt	93	7,000
Parramatta	50	5,000
Penrith	111	7,000
Plumpton	99	7,000
Sydney City	33	As much as they can.
Tasmania	6	5,000
Western Australia	61	7,000

Note: If you have any questions regarding this, please don't hesitate to contact us.

Note for Sydney City Majalis: For Sydney Majalis we have added their name and target. This is because they would have already made their promises in the previous Majalis, meaning that we still need an excel sheet report every month of their promise and collection.

Procedure of Promises and Collection:

This is to be done with the collaboration of Majlis President, Majlis Sec Khidmat-e-Khalq and Majlis Sec Maal. An excel sheet should be kept to keep record of name of members, promises and collection.

Deadlines:

- 15th June 2022: Final collections must be made and updated excel sheet with total collection should be submitted to National Headquarters by 15th June 2022.

Note: Collections must be written in Lajna Receipt Book as **Lajna Centenary Project (LCP)**. This abbreviation "LCP" can be used as there is not much space on receipt book anyways. Project under Department of Khidmat-e-Khalq. Majlis President, Majlis Sec Khidmat-e-Khalq and Majlis Sec Maal are responsible for the promises and collection for this project.

As the year 2022-2023 will be the Centenary Celebration year, we will continue the project even after completing the collection in June. The Project will be still open to new donations made by members, if members wish to participate in it. The receipts will be cut as above.

Online donation links:

Humanity First:

<https://au.humanityfirst.org/donations/donate-now/>

Red Cross:

<https://fundraise.redcross.org.au/fundraisers/womensauxiliaryahmadiyyamuslimassociation>

Clean Up Australia Day:

<https://www.cleanupaustraliaday.org.au/fundraiser/AhmadiMuslim/ahmadi-muslims-nsw---baitul-huda-mosque--headquarters->

Biggest Morning Tea:

<https://www.biggestmorningtea.com.au/fundraisers/WomenSAAssociationOfTheAhmadiyyaMuslimAssociation/nsw>

Other initiative guidelines:

Eid Celebration: Members are to visit elderly, widows, disabled and needy members (including those who don't have families here and those who are alone with kids) on Eid. Give Eid gifts even if it is just food/sweets made at home during these visits.

Khidmat-e-Khalq Team: Majalis need to make a Khidmat-e-Khalq team, which shall be ready to help those in need. The team can consist of any Lajna members who are willing to contribute towards Khidmat-e-Khalq initiatives. The idea behind this initiative is that so we can record and subsequently appreciate members who continuously work hard towards the department.

Note: this is different to the Khadija Khidmaat Visit Team

Khadija Khidmaat Visit Team: Majlis need to make a team of four to visit orphans, refugee, sick, elderly, widows, victims of abuse, disabled and the needy members (including those who don't have families here and those who are alone with kids). The team should consist of at least two Level 2 Lajna. The idea of this team is to look after the mental and social wellbeing of these members.

Note: All Majalis secretaries must introduce and explain the need for Khadija Khidmaat Visit Team EVERY three months in their monthly meetings. These teams must be prepared and trained for such work.

Overall Program for 2021-2023

Motivation & Education

- Secretary Khidmat-e-Khalq of each Majlis should locally educate Lajna members the values of Khidmat-e-Khalq in the light of the Holy Quran and Ahadith and should also motivate them to take part in the given program.

Helping Within the Community

- Motivate Lajna Members to be enthusiastically involved in Waqar-e-Amal activities
- Lajna members who know some skills, encourage them to teach their skills to other people who are interested to learn
- Encourage members to do Khidmat-e-Khalq activities such as Baby Sitting, Looking after elderly people, Help in Shopping, providing food, Tutoring, and providing transport services.
- **‘Khidmat e Khalq Team’**: Make a Khidmat-e-Khalq team who shall be ready to help those in need or when the need arises. The Majlis secretary will need of the team members to keep track of the members who are always ready to serve when allocated Khidmat-e-Khalq work. The name of these members who have excelled in their duty to serve will then be recorded and published.
 1. Make a team
 2. Allocate duties as needed
 3. Keep track of those members who always do the allocated duty to their full capabilities
 4. The names of these members should be kept on record and provided at the end of the year

Note: this is different to the Khadija Khidmaat Visit Team

- **Senior’s Program (Over 50’s)**: Conduct monthly program for Seniors which includes social and welfare activities. See attached Guidelines for Phase info.
- **Lets go green! (Previously known as ‘Grow your own Food’ Project)**: Encourage members to do gardening and growing seasonal herbs, vegetables and fruits at home – there will be a competition associated with this project. See attached Guidelines for Phase info.
- **‘Khadija Khidmaat Visit Team’ initiative**: Majlis need to make a team of four called ‘Khadija Khidmaat Visit Team’ to visit orphans, refugee, sick, elderly, widows, victims of abuse, disabled and the needy members of the community. The team should consist of at least two Level 2 Lajna members. The Majlis secretary will need of the team members to keep track of the members who are always ready to serve when allocated Khidmat-e-Khalq work. The name of these members who have excelled in their duty to serve will then be recorded and published.
 1. Make a team
 2. Allocate duties as needed
 3. Keep track of those members who always do the allocated duty to their full capabilities
 4. The names of these members should be kept on record and provided at the end of year
See attached Guidelines.

Helping Outside the Community

- Collect gifts for Christmas and visit people in hospitals, nursing homes, neighbours and provide them services as needed
- Try to do volunteer work at local schools, hospitals and old homes
- In case if required, assist any friend/neighbours by washing their dishes, vacuuming, mopping floors and doing laundry
- On Clean Up Australia Day (March), Lajna may allocate an area to be cleaned, either by Council or by Khuddam-ul-Ahmadiyya Tanzeem
- Join Australia Red Cross Knock Door Appeal (March)
- Blood Donation – Centenary Celebration target. Please see attached Guidelines.

- Participation in the Salvation Army Appeal
- “Australia’s Biggest Morning Tea” (May/June) a fundraising for National Cancer Council.
- Monetary donations towards various charities e.g.; Heart Foundation, Blind & Deaf Organization, Fred Hollows etc
- Take part in Tree Plantation Day (July)
- Organ donation - Centenary Celebration target. Please see attached Guidelines.

Note: In case of restrictions/lockdown, we recognise that it might not be possible to host events like Clean Up Australia Day, Red Cross Door Knock Appeal and Biggest Morning Tea. Instead, in these circumstances, we would use their online donation links to raise money. Please note that if health direct do allow, we would host these events along with fundraising through the utilisation of the donation links. See Guidelines for the donation links.

Humanity First

- Fundraising for **Humanitarian projects in regards to Lajna Centenary 1922-2022**
Project: a project approved by Huzur (ATBA) in the auspicious occasion of 100 years of Lajna Immiallah. See attached Guidelines till June 2022.

Note: These are subject to change depending on the situation.

Calendar of Events for Khidmat-e-Khalq 2021-2022

<u>Month</u>	<u>Target</u>	<u>Description</u>
October 2021	‘Lets go green!’	Raise awareness amongst lajna on how to grow their own food e.g herbs, fruit, veg etc. A presentation should be made and shown by a person who is competent at gardening.
November/December 2021	Visit Care Homes/Hospitals with Gifts	Members will be requested to collect toys for children’s hospitals and presents for nursing home patients.
January 2022	Humanitarian Lajna Centenary Project	Humanitarian Lajna Centenary Project: Educate members about the importance of the project (the cause, benefit and importance of HF) and remind members to fulfil their promises.
February 2022	Blood Donation	An interactive presentation should be made and presented on the importance, benefits of blood donation and how one can prepare to be a blood donor.
March 2022	‘Clean Up Australia Day’	National Event – This event will be consecutively run with the Jamaat. Information will be provided closer to the date.

	‘Red Cross’ Door Knock Appeal	Raising funds for Red Cross and blood Donation - This event will be consecutively run with the Jamaat. Information will be provided closer to the date.
April 2022	National Ijtema	Duties will be allocated.
May 2022	Eid Celebration (Eid ul Fitr and Eid ul Adha)	Give Eid gifts to elderly, single mothers, widows, disabled, needy and those who don’t have a family here. Spend part of Eid day with less fortunate family or friend.
May/June 2022	‘Biggest Morning Tea – Cancer Council’	Raising funds to fight cancer via morning tea donations and online donations. Online donation link will be provided closer to the event.
July 2022	‘National Tree Day’	This event will be consecutively run with the Jamaat. Information will be provided closer to the date.
August 2022	Humanitarian Lajna Centenary Project	Humanitarian Lajna Centenary Project: Educate members about the importance of the project (the cause, benefit and importance of HF). We will continue with this because we will celebrate Centenary through 2022-2023.
September 2022	Volunteering at Jalsa Salana	Inform Lajna about the blessings related to serving the guests of Promised Messiah (A.S). Find ways of instilling habit of serving mankind to gain Allah’s pleasure. Duties for Jalsa Salana will be allocated

Note: These are subject to change depending on the situation.

Calendar of Events for Khidmat-e-Khalq 2022-2023

<u>Month</u>	<u>Target</u>	<u>Description</u>
October 2022	‘Grow your own food’ Project	Encourage members to promote eco-friendly habits alongside growing their own vegetables and/or fruits. Please see guidelines for simple ways members can become eco-friendly.
November/December 2022	Visit Care Homes/Hospitals with Gifts	Members will be requested to collect toys for children’s hospitals and presents for nursing home patients.
January 2023	Humanitarian Lajna Centenary Project	Humanitarian Lajna Centenary Project: Educate members about the

		importance of the project (the cause, benefit and importance of HF). We will continue with this because we will celebrate Centaury through 2022-2023.
February 2023	Blood Donation	An interactive presentation should be made and presented on the importance, benefits of blood donation and how one can prepare to be a blood donor.
March 2023	‘Clean Up Australia Day’ ‘Red Cross’ Door Knock Appeal	National Event – This event will be consecutively run with the Jamaat. Information will be provided closer to the date. Raising funds for Red Cross and blood Donation - This event will be consecutively run with the Jamaat. Information will be provided closer to the date.
April 2023	National Ijtema	Duties will be allocated.
April 2023	Eid Celebration (Eid ul Fitr and Eid ul Adha)	Give Eid gifts to elderly, single mothers, widows, disabled, needy and those who don’t have a family here. Spend part of Eid day with less fortunate family or friend.
May/June 2023	‘Biggest Morning Tea – Cancer Council’	Raising funds to fight cancer via morning tea donations and online donations. Online donation link will be provided closer to the event.
July 2023	‘National Tree Day’	This event will be consecutively run with the Jamaat. Information will be provided closer to the date.
August 2023	Humanitarian Lajna Centenary Project	Humanitarian Lajna Centenary Project: Educate members about the importance of the project (the cause, benefit and importance of HF). We will continue with this because we will celebrate Centaury through 2022-2023.
September 2023	Volunteering at Jalsa Salana	Inform Lajna about the blessings related to serving the guests of Promised Messiah (A.S). Find ways of instilling habit of serving mankind to gain Allah’s pleasure. Duties for Jalsa Salana will be allocated

Note: These are subject to change depending on the situation.

Khidmat-e-Khalq Monthly Report Form

Report Deadline: 10th of every Month

Section 1 - Report Submission	
Majlis Name:	
Month / Year:	
Is this report being submitted on time?	
If not a timely submission please state the reason in delay	

Section 2 - Communication & Contact	
Have you personally/ your assistants visited any Halqa regarding the work of this department? provide details	

Section 3 – Helping within the Community		
	# of members	Details
How many members in the Majlis helped within the community? (Examples of helping within the community include: providing meals, monetary assistance / donations, donating household items, teaching Holy Quran / skills, tutoring in Masroor Academy, babysitting, providing transport, helping with grocery shopping etc.)		
Waqar-e-amal – how many members participated in it?		
How many helped in local and national events (Jamaat events)? (e.g. organizing, set up, wind up, discipline duty)		
Senior’s Program – Over 50’s (conduct every month)		
Lets go green! – Vegetables, Fruits, and Herbs		
Khadija Khidmaat Visit Team– Team of four to make visits to sick, elderly and the needy members who don’t have families within the community (Must be accompanied by two Level 2 Lajna): # of visits		
Did Majalis motivate their members about Khidmat-e-Khalq- if so please provide details		
Amount of Funds Donated? example sadqa, jammat funds e.g. Khidmat-e-Khalq Fund, Maryum Shadi Fund, MTA and Syedna Bilal fund		

Section 4 - Lajna Centenary Project Initiatives	
Till 2022, the two Humanitarian Lajna Centenary Projects (LCP) are the focus of Humanity First. Please make sure to keep an excel sheet with all up to date details (With the help of Majlis Sec Maal): Name of members, promise, collection so far	
Please provide the following details:	
Collection (this month)	
Receipt Number (must be done by the name of HF under Khidmat-e-Khalq Dep)	
In 2022, we have introduced another initiative in the Lajna Centenary Project with targets for all Majalis given in the Annual Program.	
Organ donation registrations (this month)	
Organ donation registrations (current total)	

Section 5 – Helping outside the Community

	# of Members	Details
How many members in the Majlis helped outside the community? (Examples of helping outside the community include: social and welfare visits, providing transport, volunteer work in community services, visiting nursing homes, schools, hospitals, kindergartens etc...)		
How many members donated blood?		Note: Please provide Donor IDs of members here.

Section 6 - Extra Efforts

Were any outstanding efforts made by the Majlis e.g. fundraising events/community visits? If so, please specify the details below:

Event	Description	Attendance

Section 7 - Other

Please identify any issues / concerns or suggestions:

Declaration:

- ✓ I have thoroughly checked the Majalis reports and contacted the Halqa Presidents if reports were not received/ incorrect
- ✓ I have checked and thoroughly examined this report prior to submission

Majlis President

Date Sighted

Khidmat-e-Khalq Assessment Criteria

CRITERIA	Mark s	REVIEW/COMMENTS
How many reports were received? Were reports handed on time?	/12	

Helping Within the Community -Members Helping within the Community -Waqar-e-Amal -Work at local and national events -Senior's Program -Let's go green - Khadija Khidmaat Team Visits 6 marks each	/36	
Humanitarian Lajna Centenary Project -Organ Donation	/12	
Helping Outside the Community – -Members Helping outside the Community e.g. School, old Home, hospital visits and volunteer work -Blood Donation 6 marks each	/12	
National Events: Clean Up Australia Day Red Cross Collection Biggest Morning Tea Tree Plantation Day 6 marks each	/24	
Extra Khidmat-e-khalq activities e.g. Monetary donation and gifts	/24	
Total	/120	