



Umoore Talibaat Department Lajna Ima'illah Canada



Refresher Course

Package

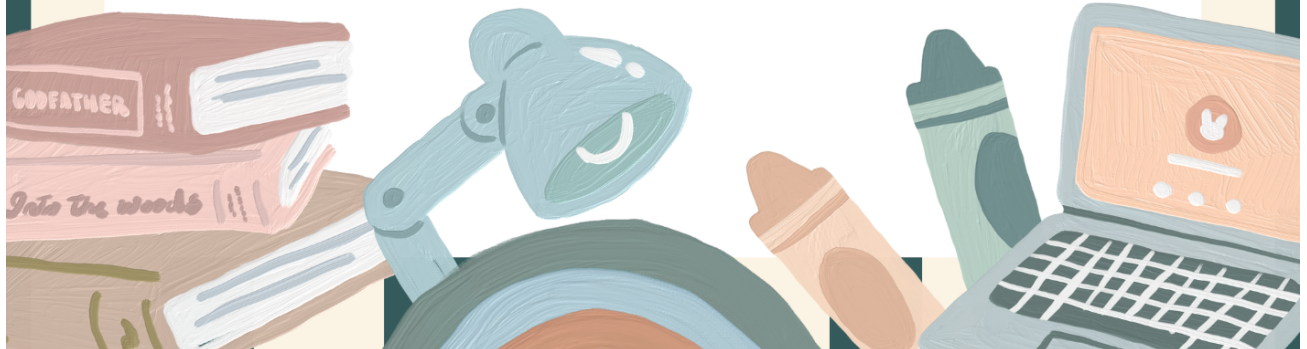


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Guidance of Khilafat for Office Bearers



“Every office bearer should bear in mind that, as the Holy Prophet(sa) said, the leader of a nation is the servant of the nation. Similarly, it is the responsibility of office bearers to establish personal connections with the members of the Community in order to foster mutual ties of love. This is, in fact, the reason that they have been made office bearers, so that they may connect with members of the Community. This is the mentality that can beautify the system of the Community, and also draw us nearer to God Almighty. The Holy Prophet(sa) said that if one who is entrusted with the responsibility of overseeing other people is negligent in their responsibilities to them, then God will forbid them from Paradise. This is a great warning and cause for great concern”

(Friday Sermon: August 18, 2023)

“First and foremost is to adopt humility. It should be borne in mind that Allah is always watching and in fact, such people are under even greater scrutiny from God. They should work with the mentality that if they have been selected and then approved by the Caliph of the Time, then they must carry out their work to the best of their abilities. If this mentality is adopted, then the true spirit of work will be inculcated, and members of the Community will cooperate. Sometimes complaints are received about members of the Community do not cooperate – certainly, members should cooperate, however, it is also the responsibility of office bearers to establish their examples for others.”

(Friday Sermon: August 18, 2023)

Responsibilities as an Office Bearer

Self-Assessment is Essential!

1. Ibadat: fulfill your responsibilities towards your five daily prayers and daily recitation of the Holy Quran
2. Letter to Huzoor (aba): write a letter each month requesting prayers for your departmental tasks and responsibilities
3. Modesty: adopt high levels of modesty in your dress and actions, including social media.
4. Connecting with Members: work actively to form a strong connection with students
5. Being Active: Be a role model for others by actively attending and participating in Jama'at events
6. Join Nizam e Wasiyyat: Beloved Huzoor (aba) has said: "The first point I wish to stress upon is that all office bearers should become part of the system of Wassiyat, starting from the National Amila to the lowest level. Only then will they be able to exhort other members of the Jamaat." (Annual Ijtema Majlis Ansarullah UK 2004)



Foundation of the Umoore Talibaat Department

It is a blessing of Allah the Almighty that Lajna Section Markaziya has been able to publish a new edition, 2019, of the Constitution of Lajna Imaillah. In this edition have been included all the amendments and additions that have been graciously approved by Hazrat Khalifatul Masih V aba from 2017 to the present. In the month of February 2018 Huzoor Anwaraba made the addition of a Shoba of Umoore Talibaat (Student Affairs) from which the female students will be able to benefit greatly in the future. Insha'Allah.

Lajna Constitution

1. Secretary Umoore Talibaat should be one who is involved in the field of teaching or learning.
2. Secretary Umoore Talibaat shall make arrangements for the education of female students who are illiterate.
3. Secretary Umoore Talibaat shall strive to bring back into education those female students who leave education after secondary school.
4. Sho'ba Umoore Talibaat shall endeavour to provide guidance to female students

in every country from school level to higher education level and shall strive to resolve their general issues.

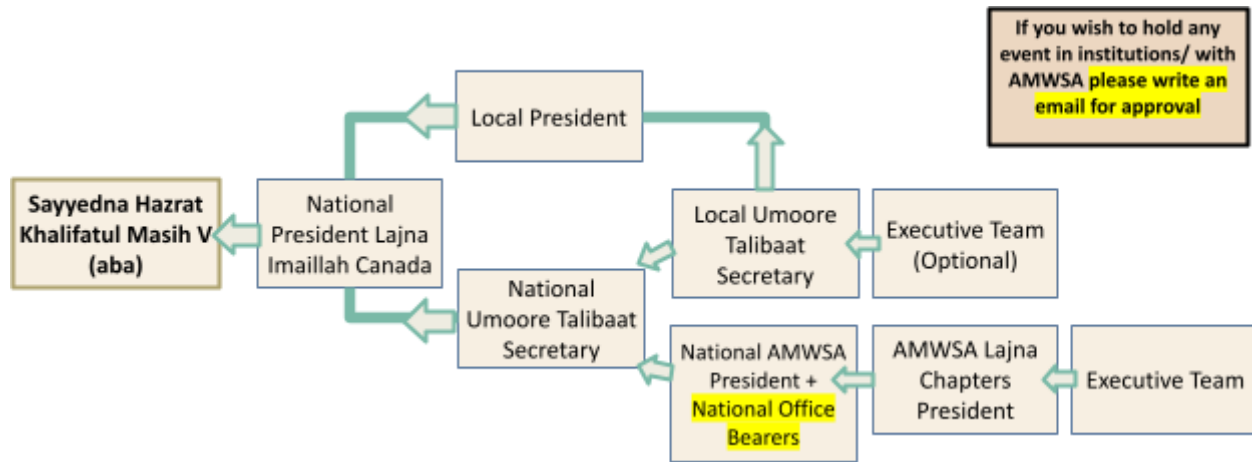
5. All matters relating to female students shall be resolved under the supervision of Secretary Umoore Talibaat.
 6. Sho'ba Umoore Talibaat shall be influential in organising seminars in educational institutions on topics relating to Tabligh and social issues and shall provide guidance to female students in their efforts to advance the cause of service to mankind.
 7. The Ahmadiyya Muslim Women's Student Association shall work under Secretary Umoore Talibaat.
 8. Election of Office Bearers of AMWSA shall take place every year at the time of Annual Ijtema and approval of elected members shall be obtained from Hazrat Khalifatul-Masih (aba)
 9. All Office Bearers of AMWSA shall be from among the female students.
 10. Secretary Umoore Talibaat shall keep a complete record of all the female students under Ahmadiyya Muslim Women's Student Association. Note: Sho'ba Umoore Talibaat shall also be established at Majlis level.
-

Umoore Talibaat Age & Membership Guidelines

- Local Umoore Talibaat Department should be established in all Majalis with Lajna students
- **Definition of Student:** any Lajna member who is currently attending high school or is enrolled in a full-time post-secondary program in college, university or Aisha Academy
 - Do not include those members in your student tajnid whom you are unsure are students or not.
- **Definition of Inactive Student:** a Lajna student who does not attend any Jama'at events, and Lajna is unable to contact or does not wish to be contacted.
 - A student living on campus is NOT inactive.
- **Students from Grade 9 (start of high school) up until the age of 25**
 - Tajnid should be reported in monthly report in correct section
 - Should attend departmental events and activities.
 - Should complete the UT Annual Data Survey
- **Students 25+**
 - Tajnid should be reported in monthly report in correct section
 - Should complete the UT Annual Data Survey
 - Optional attendance at departmental events and activities.
- Only Lajna students should be included. Nasirat should attend Nasirat Classes!

Administrative Hierarchy

Communication should follow the diagram below to ensure all issues and concerns are dealt with in the correct manner and efficiently!



Tasks of a Local Umoore Talibaat Secretary

1. Maintain admin access and stay connected.
2. Keep updated student records (for all Lajna students Grade 9+).
3. Build strong bonds with students.
4. Hold Umoore Talibaat events.
5. Provide guidance and resolve student issues.
6. Submit monthly reports and any additional reports as needed.

Key Responsibilities

1. Staying Connected

a. With National Umoore Talibaat Department

- Access and use of official [lajna.ca](mailto:torontow.wislington.ut@lajna.ca) email
 - Ex. torontow.wislington.ut@lajna.ca
- Access and use of [Lajna reporting portal](#) to submit monthly reports.
 - Ex. Username: utWSI, Password: — PIN: _____
 - Collect from respected Local Sadr Sahiba



- Account reset using official lajna.ca email address torontow.wilsington.ut@lajna.ca
- Access and use of National Umoore Talibaat Google Chat Group
 - Accessible using official lajna.ca email address (You are all already added!)
 - Download app using App Store or Windows Store on your phone



b. With Students in your Majalis

- Form broadcast groups for announcements.
- Form a WhatsApp Chat Community under your Local Lajna WhatsApp Community
 - Avoid sharing Jama'at memorandums on WhatsApp.
- Create a team to help contact students
 - Do not share all student data with these members
 - Local Secretary Umoore Talibaat should aim to form a strong connection with each student.



2. Maintaining Records

- Keep Local UT Record data sheets updated on a quarterly basis (high school, 25+, transfers, graduations, move in/out).
 - New sheets for 2025-26 have been shared with all secretaries
 - Sample of [UT Local Data Record Sheet](#)
 - 5 marks each quarter (December, March, June, September)
- 100% completion of the Annual Student Data Survey (April-June 2026)
 - All students, active or inactive, living in the Majalis or on campus, must complete this survey
 - 8 marks allotted based on completion %. 2 marks bonus for those achieving 100% collection based on their June 2026 Report Tajnid.
 - Sample [UT Annual Data Survey Response Sheet](#) to track responses.

3. Building Connections

- Form personal bonds with students.
- Encourage participation through sisterhood and inclusivity.
 - Encourage less active students to participate and present at events.
- Create a safe, supportive environment for all students.
 - Students should feel comfortable sharing their feelings and concerns.

4. Organizing Umoore Talibaat Events

- **Monthly:** Try to implement departmental goals from the constitution every month!

- Offer assistance to students.
 - Connecting students for assistance.
 - Sharing resources and tips for studying.
 - Conducting study sessions in exam season.
 - Assisting a student in signing up for the Student Support Program.
 - **Quarterly:** Mandatory [Quarterly Coffee & Chat Evening](#).
 - Held once each quarter
 - Q1 October to December
 - Q2 January to March
 - Q3 April to June
 - Q4 July to September
 - Must use the provided [Coffee & Chat Guidelines](#) from National Department
 - **NEW: Mandatory High School Tabligh Event**
 - Once during the school year, high school students should be encouraged to hold a Tabligh initiative at their high school.
 - **When:** any opportunity (Islamic Heritage Month, Ramadhan, International Women's Day, International Hijab Day, etc.)
 - **What:** deliver a presentation, create a display, hold a booth, make announcements, etc.
 - **Reach out for support from the National Umoore Talibaat and National Tabligh Department**
 - **Other bonus events:**
 - Student Q&A sessions
 - Higher education workshops/ seminars
 - Student-based tabligh events
 - Student-based sports and fitness events.
 - Always seek Local Sadr Sahiba's approval.
 - **Always promote the National Umoore Talibaat Departmental Events!**
-

Quarterly Coffee & Chat Session

- **Discussion-based event for students to discuss selected topics and strengthen their sisterhood**
- **Total of 2 hours, including social time.**
 - Must use the provided [Coffee & Chat Guidelines](#) from National Department

- Use the provided resources to present the Islamic perspective on discussion topics
 - You do not need to read out all the resources!
 - 5 marks allotted each quarter
 - Start and end events on time.
 - Foster an environment of sisterhood.
 - Recognize graduates in the 4th Quarter Coffee & Chat.
 - May print [certificates](#) or provide gifts as per the Majalis budget
 - Create safe, inclusive environments. **These events are for Lajna youth.**
 - Always start with the recitation of the Holy Qur'an.
 - Before reading any verse, always recite Ta'awwuz and Tasmiyah
 - Remember to include coffee or chai, and feel free to incorporate more ideas to make the event more engaging.
 - If you receive questions from students you would like answers to fill out the [Coffee & Chat Evening Questions Google Form](#)
 - [Invite me](#) to your Coffee & Chat Sessions I would love to attend!
-

NEW High School Tabligh Initiative

- **Once during the school year (10 marks)**, high school students should be encouraged to do a Tabligh initiative at their high school.
 - **When:** any opportunity (Islamic Heritage Month, Ramadhan, International Women's Day, International Hijab Day, etc.)
 - **What:** deliver a presentation, create a display, hold a booth, make announcements, etc.
 - **Reach out for support from the National Umoore Talibaat and National Tabligh Department**
 - [Huzoor \(aba\) advises Lajna to be ambassadors of faith](#)
-

Additional Bonus Events

- Question & Answer Session (2 marks)
- Higher education event (2 marks)
- UT Tabligh Event (2 marks)
 - **NEW: Mandatory High School Tabligh Event (10 marks once per year)**
- UT KK Event (1 mark)
- UT fitness/ sports event (1 mark)

- **Get permission from your Local Sadr Sahiba and work on a program**
 - Events should be specific to students
 - Do not report GBM, TOT or other Lajna events like Ijtema
 - You can email any presentations, or materials you think will be beneficial to other majalis to umooretalibaat@lajna.ca for approval!
-

Monthly Efforts

- Implement one effort for your department to assist students each month
 1. Helped students with admission, course registration, scholarship applications or preparing for academic competitions.
 2. Reviewed student's assignments, resume, application letters etc. and provided guidance.
 3. Connected students from the same institution or field of study or with a professional in their field of study
 - a. Ex. help student register for [Student Support Program](#)
- 3 marks each month
 - Ex. share resources for scholarships, present tips in GBM etc.

Keep Students Updated!

- National Umoore Talibaat Events
 - National Umoore Talibaat Initiatives
 - Ex. UT Annual Student Data Survey etc.
 - [Education Excellence Awards](#)
 - Awards at Jalsa Salana Canada
 - Jama'at Scholarships
 - [Talim Department Scholarships](#)
 - [Majlis Ansarullah Canada Scholarships](#)
 - **Keep an eye out for messages in the National Umoore Talibaat Google Chat and you lajna.ca emails!**
-

National Umoore Talibaat Department Programs & Initiatives

Annual AMWSA Academic Fair 2025 – interactive booths for students to learn about various fields of study and connect with students studying or working in those fields!

- **When:** Saturday, November 15, 2025, at 2:00 pm
- **Where:** Aiwan e Tahir
- **Registration Link:** <https://forms.gle/wt6kqx7xR3pizKNK8>

AMWSA Fields in Focus Series – quarterly online seminars on various career paths.

- **Journalism**
 - **When:** Saturday, January 4, 2025
 - **Where:** Zoom
 - **Registration Link:**
- **Medicine**
 - **When:**
 - **Where:** Zoom
 - **Registration Link:**
- **Teaching**
 - **When:**
 - **Where:** Zoom
 - **Registration Link:**
- **TBD**
 - **When:**
 - **Where:** Zoom
 - **Registration Link:**
- **Attendance to be reported using the provided Google form sent via email to all secretaries and local presidents**
 - **4 marks per session for submission of attendance**
 - Please submit even if no one attended

National AMWSA President and Office Bearers Elections – held on the occasion of National Lajna Ijtema 2026.

- All full-time University/ College students including those students starting post-secondary in September 2026

AMWSA Student Summer Bash – a fun social event for students to connect and foster sisterhood

- **When:** September 2026
- **Where:** TBD
- **Registration Link:**

National Student Support Program – One-on-One mentorship initiative for high school students, connecting them with students in higher education from various fields of study.

- **Student Registration:** <https://forms.gle/2CEnKYUsQbuk1s7j8>
- **Volunteer Registration:** <https://forms.gle/R4QJoPWGz49et8CX6>
 - We are always looking for more volunteers!

40+ Volunteer Hour Initiative – obtain required volunteer hours by participating in Jama'at work, an initiative under Umoore Talibaat and Khudmat e Khalq department

- Get in contact with your Local Sadr Sahiba!
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Umoore Talibaat Departmental Meetings

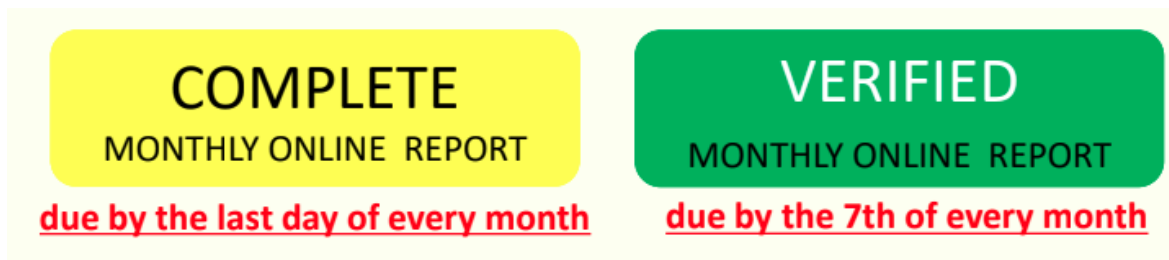
- Conducted over Zoom as needed.
 - Held in March to discuss the UT Annual Data Survey
 - Review tasks, events, and important dates.
 - Attendance recorded on assessment sheets.
-

Guiding Students & Resolving Issues

- Secretary Umoore Talibaat oversees all female student matters.
 - Secretary Umoore Talibaat will inform the Local President.
 - Escalate concerns to National Sadr Sahiba or National Secretary UT if required.
 - Confidentiality must always be maintained.
-

Monthly Reports & Marking Scheme

- Submit reports by the end of each month; verified by Local President by the 7th of the following month.



- **Monthly Marking Scheme:**
 - Submission of report (1 mark)
 - Efforts to help students (3 marks) (at least one effort should be completed)
 - Bonus efforts (extra marks)
 - **Total monthly marks: /4**
- **Quarterly Marking Scheme:**
 - Coffee & Chat Attendance (10 marks).
 - Based on % attendance from active student tajnid
 - >=85% active attendance (10 marks)
 - >=60% active attendance (8 marks)
 - >=40% active attendance (6 marks)
 - <25% active attendance (3 mark)
 - Accounts for students living on campus (do not report them as inactive)
 - Coffee & Chat following [National Departmental Guidelines](#) (5 marks)
 - Please ensure to check the box in the report to indicate this.
 - Contacting Students (6 marks).
 - Aim to contact 100% students active and inactive each quarter.
 - >=90% of Total Tajnid (6 marks)
 - >=75% of Total Tajnid (4 marks)
 - >=50% of Total Tajnid (2 marks)
 - >=25% of Total Tajnid (1 mark)
 - <25% of Total Tajnid (0 marks)
 - Update [Umoore Talibaat Record Sheet](#) each Quarter (5 marks).
 - Should match the reported Tajnid at the end of each quarter.
 - Provide attendance for AMWSA Fields in Focus Event (4 marks)
 - Use the link provided to you via your [lajna.ca](#) emails after the session has concluded

- Total quarterly marks: /30
- Total monthly + quarterly marks: /42
 - Marks provided quarterly in the report comment box (December, March, June, September)
- Umoore Talibaat Annual Student Data Survey Completion
 - To be completed by all students in the Majalis
 - 8 marks based on % completion
 - 2 mark bonus for 100% completion
- NEW High School Tabligh Event
 - 10 marks for holding the event once during the school year
- Annual Marks: 42 (Quarter 1) + 42 (Quarter 2) + 42 (Quarter 3) + 42 (Quarter 4) + UT Annual Student Survey Marks + 10 (high school tabligh event)

Umoore Talibaat Report Overview

- Complete monthly report on the [Lajna Reporting Portal](#)
- Start with self-assessment (not for marks)





Lajna Ima'illah Canada
Women's Auxiliary of the Ahmadiyya Muslim Community

Reporting Portal

Reports
Send Reminder
Branch Users
Users
Documents
GS Reports
Tajnid Monthly Report
Password
Logout

Date: 2023-10-23
Login user: utNatITeam

Prepared by: utNatITeam
Date posted: 2023-10-23
Status: Draft

Department of Umoor Talibaat - Monthly Report					
Jama'at	Canada	Month	October	Year	2023
I have regularly offered 5 daily prayers this month		☐			
I regularly recited the Holy Qur'an (Tilawat) this month		☐			
I have listened to all of the Friday Sermons this month		☐			
I have read the following books of the Promised Messiah(as) during this month					
I have attended General Body Meeting/Jalsa this month		☐			

Student Tajnid Data

Student Tajnid Data				
Students from high school until the age of 25	University	College	Aisha Academy	High School (Grade 9 to 12)
Studying out of Country/Province OR Living on-campus	0	0	0	0
No. of inactive members	0	0	0	0
Total Tajnid of High School to 25 years of age	0	0	0	0
Students over the age of 25				
Total Tajnid of 25+ years of age	0	0	0	0

- Report **Total Tajnid** of Lajna Students Grade 9 to Age 25 in row 3
 - Definition of Inactive Student:** a Lajna student who does not attend any Jama'at events, and Lajna is unable to contact or does not wish to be contacted.
 - A student living on campus is NOT inactive. This is reported separately in column 1
- Report **Total Tajnid** of Lajna Students 25+ in row 4
 - For data keeping purposes only.
 - Should match your UT Student Data Record Sheet at the end of the Quarter
 - No additional details (inactive, on campus etc.)

Events and Attendance

Event and Attendance					
Events or activities organized by the Local Umoore Talibaat Secretary					
Add Row Delete Row					
Name of the Event	Date (yyyy-mm-dd)	University Attendance	College Attendance	Aisha Academy Attendance	High School Attendance
☐ *Required Field ☐ Quarterly Coffee and Chat Evening ☐ Student Question Answer Session ☐ Event Promoting Higher Education	yyvv-mm-dd				
Det _____ secretary for umoore talibaat department:					

- The Quarterly Coffee & Chat Evening is the only mandatory student-based event to be held once every quarter (Higher marks allotted to this event and its attendance)
 - Focus on maximizing attendance/ participation at this event.
- Hold other bonus events with permission of your Local Sadr Sahiba.
 - Bonus events awarded different marks. 2 marks for a Tabligh event, an event promoting higher education and a Q&A for students as these are in the Lajna Constitution.

Event and Attendance
Events or activities organized by the Local Umoore Talibaat Secretary

Name of the Event	Date (yyyy-mm-dd)	University Attendance	College Attendance	Aisha Academy Attendance	High School Attendance
☐ *Required Field	mm/dd/yyyy	☐	☐	☐	☐

Details of the event/activity organized by secretary for umoore talibaat department:

If Quarterly Coffee & Chat Evening was conducted were the provided guidelines by National Department covered ☐

- Details must be provided for other bonus events. Please include details of events in the description box.
 - Ex. topics covered in seminars, connecting students from different levels of study, Tabligh presentation in school for Islamic Heritage month etc.
- **NEW:** Check Box if guidelines from coffee and chat were covered in the quarterly event.
 - If box is checked it indicates guidelines were followed. (5 marks)

Contacting Students and Monthly Efforts

Contact with 100% students should be made each quarter. If you have contacted the same student in more than one way (phone call, in person) please only count them once.

At least one effort should be made in assisting students every month

	University	College	Aisha Academy	High School (Grade 9 to 12)
Number of students contacted this month (in person, phone call)	0	0	0	0
Helped students with admission, course registration, scholarship applications or preparing for academic competitions	0	0	0	0
Reviewed student's assignments, resume, application letters etc. and provided guidance	0	0	0	0
Connected students from the same institution or field of study or with a professional in their field of study.	0	0	0	0

- Contact 100% students (active and inactive) each quarter (6 marks)
- Efforts made in at least one of the three categories each month (3 marks)
 1. Admission, course registration, scholarship applications etc.
 2. Student assignments, resume applications etc. and giving guidance
 3. Connect students with professionals or other students in the same field

AMWSA (Ahmadiyya Muslim Women Student Association)



National AMWSA Office Bearers 2025-26

AMWSA Amila	Name	Email
National Sadr AMWSA	Daniyah Yaqoob	amwsa@lajna.ca
National Naib Sadr AMWSA	Esha Mahmood	amwsa.nsadr@lajna.ca
National General Secretary AMWSA	Midhat Ahmed	amwsa.gs@lajna.ca
National Secretary Finance AMWSA	Alisha Anwar	amwsa.secfinance@lajna.ca

Local AMWSA Chapters & Presidents 2025-26

Chapter	Name	Email
University of Saskatchewan	Saira Imran	amwsa.sk@lajna.ca
University of Manitoba * Red River College	Tanzeela Ahmad	amwsa.ma@lajna.ca
Quebec Region * McGill * Concordia * University of Montreal * University of Laval * University of Sherbrooke + colleges in Quebec	Nomana Ali	amwsa.qc@lajna.ca
Mount Royal University	Alisha Saadat	amwsa.mr@lajna.ca
University of Alberta * McEwan University	Samia Ahmad	amwsa.al@lajna.ca
Toronto Metropolitan University * OCAD University	Aneela Chaudhry	amwsa.ry@lajna.ca
University of Toronto - Mississauga	Sabeeka Chughtai	amwsa.utm@lajna.ca

AMWSA British Columbia * University of British Columbia * Kwantlen Polytechnic * Simon Fraser * Thompson Rivers * British Columbia Institute of Technology	Sophia Ahmed	amwsa.bc@lajna.ca
University of Calgary * Bow Valley College	Sabaa Mian	amwsa.ca@lajna.ca
University of Toronto - Scarborough	Kashifa Saqib	amwsa.uts@lajna.ca
University of Waterloo * Wilfrid Laurier University * Conestoga College	Tahira Khan	amwsa.wa@lajna.ca
McMaster University * Mohawk College	Daniya Maqsood	amwsa.mc@lajna.ca
York University * Seneca College	Nayela Salam	amwsa.yo@lajna.ca
University of Windsor * St. Claire's College	Fareeha Nayab Ahmad	amwsa.wi@lajna.ca
University of Toronto - St. George * Michener Institute	Alisha Anwar	amwsa.utsg@lajna.ca
Eastern Ontario Region * University of Ottawa * Carleton University	Aneeqah Mehmood	amwsa.eo@lajna.ca
University of Western Ontario * Fanshawe College	Mahira Chaudhry	amwsa.uwo@lajna.ca

Shura Implementation Efforts

Proposal 1: Promote the Observance of the 5 Daily Prayers (Salat) amongst families through Lajna

- [Quarter 1 Coffee & Chat Topic:](#) Salat A Direct Connection Between a Believer and Allah Almighty
- Umoore Talibaat Salat Reading Challenge (more details to be shared soon)

Proposal 2: Develop a plan for improving Lajna and Nasirat Attendance and Participation in Jama'at & Lajna Events

- [Quarter 2 Coffee & Chat Topic:](#) Kindness and Empathy: Foundations of an Ahmadi Muslim Women's Character
- Overall focus on improving Coffee & Chat Attendance

AMWSA/ Lajna Canada/ Nasirat Canada Official Accounts

AMWSA <https://www.instagram.com/amwsacanada/?hl=en>



Lajna Canada <https://www.instagram.com/lajnacanada/?hl=en>



Nasirat Canada <https://www.instagram.com/nasiratcanada/>



IT Guidelines

Disclaimer to include in any surveys:

By submitting your information you agree with the following:

1. This data is being collected using third-party services such as Google which are processed securely on behalf of the Ahmadiyya Muslim Jama'at Canada.
2. Please note that all the data shared in this form is for Lajna Imillah Canada (Ahmadiyya Muslim Women's Association)'s internal use only.
3. Purpose of collection is only for "department name that is collecting data". This registration data will not be used for any other purposes.
4. For more details, visit our privacy policy at <https://ahmadiyya.ca/external-Privacy-notice>.

Do not share student information with others, this is confidential!

Umoore Talibaat Annual Schedule

Month	Tasks	Quarterly Tasks
November	-Update Data Record Sheet to match Tajnid -Promote Student Support Program to High School Students and encourage post-secondary students to volunteer -Efforts to assist students -Submit monthly report by November 30	Quarter 1 -Quarterly Coffee & Chat Evening -Contact 100% of students
December	-Update Data Record Sheet to match Tajnid -Encourage students to attend National Academic Fair hosted by the Umoore Talibaat Department and AMWSA -Promote the Student Support Program to High School Students -Efforts to assist students -Submit monthly report by December 31	
January	-Efforts to assist students -Update Data Record Sheet to match Tajnid -Submit monthly report by January 31	Quarter 2 -Quarterly Coffee & Chat Evening -Contact 100% of students
February	-Efforts to assist students -Update Data Record Sheet to match Tajnid -Submit monthly report by February 28	
March	-Efforts to assist students -Update Data Record Sheet to match Tajnid -Submit monthly report by March 31	
April	-Begin work on Annual Student Data Survey -Efforts to assist students -Update Data Record Sheet to match Tajnid -Submit monthly report by April 30	Quarter 3 -Quarterly Coffee & Chat Evening -Contact 100% of students -Annual; Student Data Survey (100%)
May	-Continue work on Annual Student Data Survey -Efforts to assist students -Update Data Record Sheet to match Tajnid -Submit monthly report by May 31	
June	-Complete work on Annual Student Data Survey to ensure 100% participation -Efforts to assist students -Update Data Record Sheet to match Tajnid -Submit monthly report by June 30	
July	-Efforts to assist students - Umoore Talibaat x AMWSA Summer Bash/ Social -Update Data Record Sheet to match Tajnid -Submit monthly report by July 31	
August	-Efforts to assist students -Update Data Record Sheet to match Tajnid -Submit monthly report by April 31	Quarter 4 -Quarterly Coffee & Chat Evening -Contact 100% of students
September	-Efforts to assist students -Update Data Record Sheet to match Tajnid -Submit monthly report by September 30	

Contact Information

Basimah Sajid



(+1) 647-767-1665

If I do not pick up your call
please text me!



Google Chat

You have all been added into the
group via your lajna.ca accounts



umooretalibaat@lajna.ca

If I do not reply please follow up
with me in 24 hours!
