

Important Guidelines for Local Sadrs and Local Tehrike Jadid Secretaries.

Reports

- Please use **Tehrike Jadid Form A** for all reports. Please **do not** draw up your own versions of the form or use any previous versions. The form will be on the website, but if you cannot download it please let National Tehrike Jadid Secretary know and it will be sent to you. Reports submitted on any other form will be sent back for revision.
- Please fill in all the boxes in the form. If some information is not available, please put N/A; please do not leave blank.
- Form B must be filled and kept by Local Sadr for her records. Do not send to National.

Collection

- If a Lajna member's Tehrike Jadid chanda is paid by her husband directly to the Jamaat Secretary, please suggest that her husband writes hers/ Nasirat/under 7's share amount on the back of the check. Lajna member should inform Lajna Tehrike Jadid secretary of amounts.
- Local Lajna Sadr should request Jamaat President for a Tehrike Jadid receipt book. Lajna Tehrike Jadid secretary can collect Tehrike Jadid chanda from Lajna and send it to him. This provides easier record-keeping.
- Take pledges for new Tehrike Jadid year as soon as Lajna member has completed payment for previous year.

Participation

- Encourage every Lajna member, Nasirat and child under seven to make a donation in their own name and obtain receipt.
- Encourage Lajna members whose husbands make a family contribution to make a small donation (even \$1) in their own name.

Tehrike Jadid Day

- Hold Tehrike Jadid Day in April to emphasize importance of participation in Tehrike Jadid Scheme.
- Report Tehrike Jadid Day activity on Tehrike Jadid Form A and in 'other' section of monthly report form.