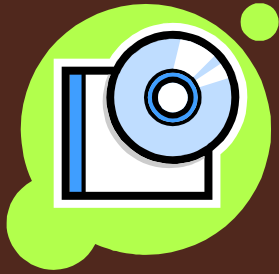


HOW ARE WE DOING IN REPORTING

NATIONAL LAJNA REPORTING

Lajna Ima'illah USA
March, 2010



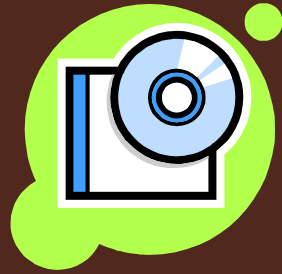
Reporting Guidelines

- Submit reports by the 10th of each month
 - For instance, the report for January is due on February 10th
- Use the new Reporting Form presented at Mentors Meeting 2009
- Submit a report even if a meeting was not held
- State the reason why meeting was not held



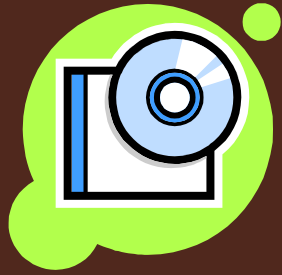
Where Do I Send the Report?

- Send your reports to the following only
 - sendreports@lajnausa.net
 - Your Regional Sadr
- Send your reports from lajnausa.net email accounts only (e.g., DaytonSadr@lajnausa.net or DaytonGS@lajnausa.net)
- If the report is being sent by a local amila member, local sadr must be copied on that email
- Specify your **Majlis** and **reporting month** in the Subject of your e-mail
 - Subject: **Dayton Lajna Report for April 2010**



Implementation of the Reporting Guidelines

- Currently All Majaalis using the correct Reporting Form
- Currently Almost All Majaalis submitting reports to the sendreports@lajnausa.net account
- Average of 80% of Majaalis (54 Majaalis) submitted reports on time in one month
- 37% of Majaalis (25 Majaalis) submitted all reports on time for the entire 2008-09 year
- 18 Majaalis have submitted late reports at least six times for 2008-09 year



Common Mistakes

- Report not submitted if meeting not held
- The Stats area not consistent/missing data
- The Stats (especially) look the same each month
- Almost blank forms submitted
- Too much details given!