

A hand is shown dropping a coin into a glass jar that is already filled with coins. In the foreground, there are several stacks of coins of varying heights on a wooden desk. The background is blurred, showing what appears to be a person's hands working at a desk.

GUIDELINES & TIPS

FOR COLLECTION

OF DONATIONS

BY JALEEL HASAN

RAJAB 1427H / SEPTEMBER 2006G

DONATION TYPES

1. AYANAT – 9 ITEMS
 2. IFTARI – 7 ITEMS
 3. FITRANA – 7 ITEMS
 4. QURBANI – 10 ITEMS
 5. ZAKAT – 52 ITEMS
 6. JIHAD
 7. INFAQ – SADAQA.
- TOTAL ITEMS TO BE DISCUSSED = 85

AYANAT

1. MOST IMPORTANT ITEM OF COLLECTION.
2. JUGULAR VAIN OF THE JAMAT
3. GOES DIRECTLY TO THE JAMAT.
4. MORE AYANAT GOES TO JAMAT MORE WORK.
5. EACH YEAR YOUR CHILD GROWS OLDER . THINK OF AYANAT AS ONE OF YOUR CHILDREN.
6. MUST INCREASE YOUR AYANAT YEARLY.
7. AYANAT BY GIVING ZAKAT TO JAMAT.
8. NAZIM YOU MUST CONTRIBUTE - “PINCH”YOU
9. REMIND AND ENCOURAGE

IFTARI

1. 15 SHAABAN AND DURING RAMADAN.
2. FASTING IS NOT EASY BUT
3. ONE IFTARI = REWARD FOR ONE FAST
4. ONE DINNER PARTY = SR 150. = REWARD OF 50 FASTS.
5. PAY A MINIMUM OF SR 9 = 3 FASTS.
6. EACH MEMBER MUST APPROACH 20 PEOPLE
7. 5 MEMBERS / HALQA = 100 PEOPLE CONTACTED AND REQUESTED.
8. EACH HALQA TARGET = 300 IFTARI
9. RIYADH TARGET=20,000 IFTARI.

FITRANA

1. 15 RAMADAN AT DAWATI DARS AND TANZIMI.
2. FITRANA IS WAJIB
3. FITRANA MUST BE PAID.
4. MINIMUM IS SR 10.0 BUT....
5. SR 100 PER PERSON.
6. ONE YEAR SR 10 AND OTHER YEAR SR 20 OR SR 30
7. CALL YOUR FRIENDS ON 25 RAMADAN.
8. THEY CAN GIVE THE MONEY LATER ON.

QURBANI

1. 15 DHUL QADA UNTIL 8 DHUL-HIJJAH.
2. WAJIB ON SAHEB-E-NISSAB.
3. WOMEN – GOLD –NISSAB
4. REWARD = ONE GOOD DEED FOR EACH HAIR OF THE QURBANI.
5. SR 500 TO 2000 ON DINNER PARTIES, ETC.
6. SON SHOE = SR 50 TO SR 150. WE DO SPENT ON OUR CHILDREN BUT ...
7. DO WE LOVE OUR DEAD PARENTS?
8. WE CLAIM TO LOVE PROPHET MUHAMMAD (PBUH).
9. ON BEHALF OF YOUR CHILDREN
10. POOR PEOPLE WILL GIVE YOU DUA .

ZAKAT COLLECTORS KNOWLEDGE

ZAKAT COLLECTORS SHOULD BE FAMILIAR WITH :

1. JIHAD
2. ORPHANS
3. SHAHEED'S FAMILIES
4. WIDOWS
5. WEDDING OF POOR GIRLS
6. STUDENTS SPONSORSHIPS
7. PRISONERS
8. PEOPLE IN DEBTS – LOANS WITHOUT ISRAF
9. GENERAL POOR PEOPLE
10. ISLAM PREACHERS
11. TEACHERS SALARIES FOR ISLAMIC SCHOOL
12. SCHOOLS ESTABLISHMENTS.

PREVIOUS YEARS USE OF ZAKAT

FACTS & FIGURES MUST BE KNOWN TO THE ZAKAT COLLECTORS:

1. HOW MUCH DID WE SPENT ON VARIOUS CATEGORIES.
2. PHOTOS OF SHAHEEDS
3. PHOTOS OF ORPHANS
4. PHOTOS OF SCHOOLS
5. HANDOUTS – ONE PAGE FACTS & FIGURES

ISLAMIC KNOWLEDGE

6. HADITHS

ORPHANS – TOGETHER THE PROPHET

JIHAD – REWARDS AS YOU ARE PARTICIPATING IN JIHAD

7. QURANIC VERSES

SURAH TUABA (# 9)

OBLIGATORY IN ALL RELIGIONS

8. PUNISHMENT OF NOT PAYING ZAKAT

COLLECTION TIPS

9. TELEPHONE DIARY
10. WELL TO DO PEOPLE
11. CONTACT AT LEAST 20 PEOPLE – 8000 PEOPLE MUST BE CONTACTED IN RIYADH.
12. MEET THESE PEOPLE FACE TO FACE.
13. LAST YEAR DONORS TELL THEM MONEY WAS WELL SPENT.
14. EMOTIONAL STORIES.

COLLECTION TIPS

15. ALWAYS BE PREPARED TO TALK AND CAPITALIZE THE SITUATION DO NOT WAIT FOR A SPECIAL MOMENT.
16. INVITE PEOPLE FOR DINNER OR LUNCH.
17. ACCEPT THEIR INVITATIONS.
18. ESTABLISH SOCIAL RELATIONSHIPS
19. CONTACT THEM ONE WEEK BEFORE RAMADAN.
20. INVITE THEM FOR AN IFTAR
21. SHOW THEM THAT YOU ARE DOING THEM A FAVOR AND ASSISTING THEM IN FULFILLING THEIR FARD AND ASSISTING THE POOR PEOPLE. NOTHING FOR YOU AT ALL.

COLLECTION TARGETS & PRIORITIES

22. VERY CLEAR ABOUT EACH TARGET.

HOW MUCH?

HOW MANY?

BY WHEN?

23. GUIDE AND ADVISE PEOPLE ABOUT THE PRIORITIES OF THE COLLECTION.

HAVE VERY GOOD REASONS FOR EACH PRIORITIES.

SEEK FEEDBACK FROM THE DONORS

24. GIVE THEM THE SPONSORSHIP FORMS WITH PHOTOS.
25. TALK TO THEM ABOUT THE FEEDBACK AND THEIR SUGGESTIONS
26. INTRODUCE TO THE OVERSEAS LEADERS.
27. GIVE IMPORTANCE TO THEIR VIEWS
28. GIVE THEM SOME JIHAD LITERATURE
29. SUBSCRIBE THEM OR GIFT SOME ISLAMIC BOOKLETS
30. KEEP POLITICAL VIEWS AND SOCIAL WORK TOTALLY SEPARATE.
31. RESPECT OTHER POLITICAL PARTIES VIEWS.

NOT ONLY ZAKAT

KEEP IN TOUCH WITH THE PEOPLE TO INFORM THEM AND COLLECT FROM THEM:

32. ZAKAT

33. FITRANA

34. IFTARIS

35. QURBANI

36. SADAQA

37. INTEREST - BANK

38. MOSQUES CONSTRUCTION

39. DIFFERENCE BETWEEN ZAKAT & INFAQ

40. REMIND THEM ABOUT FASTING ON 9 / 10 OR 10/11 MUHARRUM.

SUCCESS FACTORS DEPEND ON

41. NO HESITATION & SHAME

42. BELIEVE IN THE REPRESENTATIVE OF ALLAH.

43. FINANCIAL DEALINGS OF THE ZAKAT COLLECTORS MUST BE SPOTLESS & CLEANED.

44. ZAKAT COLLECTORS MUST DONATE FIRST AND TO HIS MAXIMUM LIMIT THEN ALLAH WILL MAKE THE TASK MUCH EASIER.

NAZIM RESPONSIBILITIES

45. PLANNING FOR EACH EVENT
46. ESTABLISHING CLEAR TARGETS FOR EACH SECTOR.
47. DISCUSSING THE ISSUES DURING THE TANZIMI MEETINGS.
48. PRESENTING THE ISSUES AT THE DAWATI PROGRAMS.
49. FOLLOW-UP AND REGULAR PROGRESS REPORT FROM EACH MEMBER BEFORE THE DEADLINE. NO SENSE ASKING A MEMBER ABOUT IFTARI COLLECTION AFTER RAMADAN.
50. DONATE AS MUCH AS YOU CAN AFFORD IN ALL SECTORS EVEN ONE RIYAL.
51. LEAD YOUR GROUP BY EXAMPLE.
52. MAY ALLAH ACCEPT OUR EFFORTS AND REWARD ALL OF US IN THE BOTH WORLDS.

CONCLUSION & RECOMMENDATION

- COLLECTION IS OUR ONE OF THE SONS
- YOUR JOB IS TO ASK NOT THE RESULT
- YOU MUST START THE DONATION YOURSELF.
- THIS IS SADAQA JARIYAH FOR YOU.
- **LET US MAKE A HOUSE IN JANNAT.**