

CHECKLIST- TJ/WJ SECRATERIES

Monthly Checklist

- Complete monthly report by the **8th of every month**
- Obtain up to date figures on TJ/WJ promises and collection (remind members to inform you if they have made a donation)
- TJ/ WJ related activity at your local General Meeting

Quarterly Checklist

- Quarterly reports due: **8th October, 8th December, 8th April and 8th July**
- Obtain up to date figures on TJ/WJ promises and collection (remind members to inform you if they have made a donation)
- Ensure you have carried out your quarterly workshop during the General Meeting
- Ensure Nasirat Sec has delivered a workshop for Nasirat
- Update the Promise/Collection spreadsheet (the summary section will help you complete your quarterly report)

Annual Checklist

- Obtain promises of all members and complete the Promise and Collection by **8th of March** and email this on sectejwej@lajnauk.org
- Hold an annual day (ensure you contact the National Team prior to the event)
- Regularly update Promise/Collection spreadsheet
- Annual Tehrik-e-Jadid report due by **31st October**
- Annual Waqf-e-Jadid report due by **31st December**

Please note these deadlines are for your local Sadr to submit the final report, kindly ensure to complete your reports in a timely manner. Jazak'Allah



Nasirat Resources



Secretary
Guide



Lajna Resources



LAJNA IMAILLAH UK
TEHRIK-E-JADID &
WAQF-E-JADID DEPARTMENT