

In the name of Allah, the Most Gracious, the Most Merciful
Muslim Ummah of North America (MUNA)
Monthly Chapter Organizational Report Form

Chapter's Name: _____ Month: Year: _____

| Manpower | Total Number | Increase | Decrease | Reason | Male | Female | MUNA Youth | Young Sisters of MUNA |
|----------------------|--------------|--------------------------|----------|----------------------|------|-----------------------|------------|-----------------------|
| Senior Member | | | | | | | | |
| Member | | | | | | | | |
| Associate Member | | | | | | | | |
| Total Manpower | | | | | | | | |
| Supporter | | | | | | | | |
| SM Applicant # _____ | | Member Applicant # _____ | | Children Boy # _____ | | Children Girl # _____ | | |

| Organization | Number | Increase | Decrease | Organization | Number |
|-----------------------------------|--------|----------|----------|----------------------------------|--------|
| Sub-Chapter Male | | | | Dawah Area Male | |
| Sub-Chapter Female | | | | Dawah Area Female | |
| Sub-Chapter MUNA Youth | | | | Dawah Area MUNA Youth | |
| Sub-Chapter Young Sisters of MUNA | | | | Dawah Area Young Sisters of MUNA | |
| Total Sub-Chapter | | | | Total Dawah Area | |
| Halaqah Male | | | | Children Section Boys | |
| Halaqah Female | | | | Children Section Girls | |
| Halaqah MUNA Youth | | | | Children Section Boy + Girl | |
| Halaqah Young Sisters of MUNA | | | | Total Children Section | |
| Total Halaqah | | | | | |

| Dawah Activity | Total Event # | Total Participant | Participant In-average | Dawah Activity | Total Event # |
|-----------------------|---------------|-------------------|------------------------|--|---------------|
| Dawah Meeting | | | | Preamble (Introduction) Distribution | |
| Sirat Mahfil | | | | Personal Book Distribution | |
| Day Observation | | | | Personal Cassette Distribution | |
| Dawah Group | | | | Leaflet/Flyer Distribution | |
| Picnic | | | | Gift item | |
| Tafsir Mahfil | | | | Calendar Sale or Distribution | |
| Iftar Party | | | | Magazine/Bulletin Sale or Distribution | |
| Eid Reunion | | | | Others _____ | |
| Tea Party | | | | Others _____ | |

| Education | Total Event | Total Participant | Participant In-average | Education | Total Event | Total Participant | Participant In-average |
|----------------------------|-------------|-------------------|------------------------|-----------------------------|-------------|-------------------|------------------------|
| Education Session | | | | Associate Education Session | | | |
| Qiamul-Lail | | | | General Education Session | | | |
| Study Circle Group | | | | Sahih Qur'an Talim | | | |
| Leadership Education Group | | | | Speech Practice | | | |
| Group Reading | | | | Family Sitting | | | |
| Others _____ | | | | Others _____ | | | |

Monthly Chapter Organizational Report Form

Chapter's Name: _____

Month: Year: _____

| Meetings | Total Event # | Total Participant | Meetings | Total Event # | Total Participant |
|------------------------------|---------------|-------------------|---------------------------------------|---------------|-------------------|
| Participate at Zonal Meeting | | | MUNA Youth Meeting | | |
| Chapter Executive Meeting | | | Young Sisters of MUNA Meeting | | |
| Chapter's Shepherd Meeting | | | Children Section Meeting <i>Boys</i> | | |
| Chapter's Tele-Meeting | | | Children Section Meeting <i>Girls</i> | | |
| Member Meeting | | | Children Section Meeting Boys+Girls | | |
| Associate Member Meeting | | | Total Children Section Meeting | | |
| Halaqah Total Meeting | | | Supporter & Associate Gathering | | |

| Social Service | Event # | Social Service | Event # |
|----------------------|---------|---------------------------|---------|
| Professional Support | | Qarze Hasana | |
| Housing Support | | Financial Support | |
| Hospital Visit | | Funeral Service or Prayer | |
| Relative Support | | Family in Mourning Visit | |
| Inter-faith Visit | | Family Counseling | |
| Relief Activity | | Neighbor Support | |
| Ride Support | | Others _____ | |

| Library | Total Number | Library | Total Number |
|--------------------------------|--------------|---|--------------|
| Total Library | | Cassette CD, DVD All Kind | |
| Total Book | | Cassette, CD, DVD etc Distribution. | |
| Book Distribution from Library | | Facility of Book Service <input type="checkbox"/> Yes <input type="checkbox"/> No | |

| Visit | Number # | Visitor's Name |
|---------------------------------|----------|----------------|
| From National to Chapter | | |
| From National to Sub-chapter | | |
| From Zone to Chapter | | |
| From Zone to Sub-chapter | | |
| From Chapter to Chapter | | |
| From Chapter to Sub-Chapter | | |
| From Sub-Chapter to Sub-Chapter | | |

| Baitul-Maal | Amount \$ | Baitul-Maal | Amount \$ |
|---|-----------|---|-----------|
| Monthly Member Dues Collection | | Dues for Center | |
| Special Donation or Collection | | Remittance to Center | |
| Total Income of this month | | Total Expense of this month | |
| Total at this month <input type="checkbox"/> Surplus <input type="checkbox"/> Deficit | | Grand Total <input type="checkbox"/> Surplus <input type="checkbox"/> Deficit | |

Note from Chapter: (Comment, Suggestion, Difficulty and Prospective)

Chapter President/Representative's Name & Date