**بسم اللہ الرحمٰن الرحیم**

**The Salaat Tracker Diary**

**INFO GUIDE**

**What do I need to do if I am a… Local Nazim Atfal?**

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| The Salaat Tracker Diary is a bi-weekly diary that the Tifl/Atfal in your Qiadat need to fill out so that they can track the progress of their *salaat.*  This diary will also inform you of the *prayer* status/situation of Atfal in your Qiadat. |

As a Local Nazim for Atfal, it is your responsibility to ensure that every Tifl in your Qiadat is aware of the Salaat Tracker Diary. Please see below points that need to be actioned:

* Ensure the Salaat Tracker Diary is sent to all Atfal.
* Confirm acknowledgement from each Tifl that they have received the diary and understand how it works.
* Regularly remind Atfal to fill the form out and check on a regular basis that this is being done.
* Display a chart (of Atfal that actively submit their diaries to you and those who don’t) during your local Taleem class so it encourages Atfal to take part. For the first few weeks, you should also show the diary in your local classes and answer any questions Atfal may have regarding the diary.
* *Saiqeen* can be utilised but the responsibility of ensuring the smooth running of this programme lies with the local Nazim.
* If a Tifl cannot print this diary – then they can make a replica of the diary or the local Nazim Atfal can hand deliver the diary.

**Once the Atfal have completed the diary** send the data to your Regional Nazim. Data/report should include:

1. Number of Atfal that regularly submit the diary to you.
2. Any concerns/issues.