**بسم اللہ الرحمٰن الرحیم**

**The Salaat Tracker Diary**

**INFO GUIDE**

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

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| The Salaat Tracker Diary is a bi-weekly diary that the Atfal in your region 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 Region.  Local Nazimeen should send this to each Tifl in their Qiadat – and you need to collect this data fortnightly from the local Nazimeen and send a report to centre at the end of the month. |

As a Regional Nazim Atfal, it is your responsibility to ensure that all Local Nazimeen and all Atfal in your Region are aware of the Salaat Tracker Diary.

You must:

* Ensure all Local Nazimeen have received the Salaat Tracker Diary.
* Confirm with the Local Nazimeen that they have received the diary.
* Ensure that the Local Nazimeen have sent the diary to all Atfal in their Qiadat.
* Ensure that the Local Nazimeen are reminding their Atfal about filling the diary in.
* Make sure that Local Nazimeen are collecting and recording data.
* Make sure Nazimeen are displaying a chart during their local classes at least every other week of who is and isn’t submitting the diary.