

مؤسسة الأرض المقدسة

Holy Land Foundation
For Relief and Development



مؤسسة الأرض المقدسة
للإغاثة والتنمية



Facsimile Transmission

To: الخ الكريم
Company: مؤسسة الأرض المقدسة
Facsimile Number:
From: هـ
Subject of Fax: office performance for the month of october
Date: 11/6/96

Comments:
١- الرجاء تقديمه في الشرح ما قد استلمت المكتب
٢- الرجاء صياغة العمل على شكل نموذج المواد الطبي
٣- الاخذ الذي تم به سداد الفواتير السنوية الرجاء ارسالها بالبريد في وقت مبكر
تمت يا سيدي السيد م. السنوي في طينقار و صخر المساهم في رمضان المبارك
داعاري بك لكي اقوم بالترتيب والسلام عليكم
(٢) Number of pages including cover sheet

If you do not receive the total number of pages listed above, please notify the sender in our office at (214) 699-9868.

WARNING

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P.O. Box 832390 • Richardson, TX 75083-2390 • Ph: (214) 699-9868 Fax: (214) 699-0198

Bate # HLNK42 0000212

In the name of God, the Beneficent, and the Merciful

**Holy Land Foundation
For Relief and Development**

[Logo]

**Holy Land Foundation
For Relief and Development**

Facsimile Transmission

[Picture of a fax machine]

To: The honorable brother
Company: Holy Land Foundation
Facsimile Number: [blank]
From: Haitham
Subject of Fax: Office performance for the month of October
Date: 11/6/96

Comments:

1- Please compare this with what you have sent to the office.
2- Please resume working on the shipment of medical materials.
3- To the brothers who have not sent the annual plan, please send it as soon as possible.
Determining the time for the annual activity in your city, reserving the mosques for the Foundation in the month of Ramadan and informing me so that I can make arrangements. Peace be upon you.

(2) Number of pages including cover sheet.

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11/01/96

Offices Performance

From 10/01/96 to 12/31/96

Office	Fund	Amount	No. of Transactions
CALIFORNIA OFFICE	EMERGENCY RELIEF FUND	\$10,587.00	38
	BOSNIA RELIEF FUND	\$1,381.00	1
	GENERAL FUND	\$80.00	1
	AMAR FUND	\$40.00	1
	Office Total	\$11,638.00	
CHICAGO OFFICE	EMERGENCY RELIEF FUND	\$25,953.00	32
	GENERAL FUND	\$10,039.00	12
	ORPHAN SPONSORSHIP	\$500.00	9
	FAMILY SPONSORSHIP	\$100.00	1
	Office Total	\$36,593.00	
HOUSTON OFFICE	EMERGENCY RELIEF FUND	\$9,607.00	18
	AMAR FUND	\$4,256.00	6
	ORPHAN SPONSORSHIP	\$350.00	7
	Office Total	\$14,247.00	
MICHIGAN OFFICE	EMERGENCY RELIEF FUND	\$26,647.00	35
	ORPHAN SPONSORSHIP	\$50.00	1
	GENERAL FUND	\$25.00	1
	Office Total	\$26,722.00	
NJ OFFICE	EMERGENCY RELIEF FUND	\$34,780.00	33
	GENERAL FUND	\$15,143.00	24
	ORPHAN SPONSORSHIP	\$1,920.00	13
	FAMILY SPONSORSHIP	\$200.00	2
	Office Total	\$52,043.00	
Grand Total		\$141,203.00	

Field Work

- 1 - Do you maintain a regular field activity hours ? YES from : to :
 - * Total field hours for the week : 59

- 2 - Display the booth in masjid or during community activity ?
 - * Name of masjid of activity -
 - * Number of people attended
 - * Total amount collected -

- 3 - Did you do any coin collection or planting ? Yes
 - * How many stops did you make ? 14
 - * How many new boxes did you plant ?
 - * How much money did you collect for the week ? \$436.00

- 4 - Did you visit businesses or community members ? YES
 - * How many visit did you make for the week ? 35
 - * Did you generate any new business ? YES
 - * Did you ask for a new donation ? YES - SCHOOL BAG & TICKETS
 - * Did you follow up on pledge ? yes
 - * Did you answer their concerns and questions ?
 - * Other Asking don. for student's bag & MARKETING TICKETS FOR THE ANNUAL DINNER FUND
- 5 - Did you do any town home meeting ? How many attended ?

- 6 - How many of the following did you accomplish for the week :
 - * New personal contacts : 17
 - * New orphan sponsorship :
 - * New general pledge :
 - * New needy family sponsorship :
 - * New Mailing list acquired : 29
 - * New pot luck activity :

Eastern Office
Tel 973-523-5010
Fax 973-523-2709

E-Mail: hlf@hlf.org
Internet: www.hlf.org

P.O. Box 2115
Paterson, NJ 07509

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ
مُسْتَوْدَعَةُ الْأَرْضِ الْمُقَدَّسَةِ
لِلْإِعْثَابَةِ وَالتَّنْمِيَةِ
Holy Land Foundation for Relief & Development



WEEKLY REPORT **CHECK LIST**

Name : Abdulrahman A. Odeh

Office : Eastern Office

Date : 8 - 30 - 97 Week of : 8/23 To : 8/29 Month : AUGUST1997

Week overview

1 - Total hours worked in office and outside : 52

2 - Total revenue generated for the week : \$ 7653.00

Headquarter business

How many times did you contacted the Headquarter office during this week : 4

In regard of : 1 - calling Mr.Bassam about ATTENDING TEXAS ANNUAL FUND

2 - Mr.YAEESH ABOU NJ EXPENSES

3 - Mr.Haytham about late tickets & posters

4 -

Office work

1 - Do you maintain a regular office hours ? YES from : to :

*** Total office hours for the week 25 hours .**

2 - Did you initiate any phone calls to donors? yes How many :

*** Ask for a new donation :**

*** Follow up on pledges : yes**

*** Answer their concerns and questions : yes**

*** Other :**

3 - Did you receive any guests in office ? NO How many :

4 - Did you issue any letters ? Yes How many : 120

5 - Other major jobs done in office for the week :

*** receiving don.letters & fixing wrong addr.**

Field Work

1 - Do you maintain a regular field activity hours ? YES from : to :
* **Total field hours for the week : 27**

2 - Display the booth in masjid or during community activity ?
* **Name of masjid of activity -**
* **Number of people attended**
* **Total amount collected -**

3 - Did you do any coin collection or planting ? Yes
* **How many stops did you make ? 22**
* **How many new boxes did you plant ?**
* **How much money did you collect for the week ? \$702.00**

4 - Did you visit businesses or community members ? YES
* **How many visit did you make for the week ? 13**
* **Did you generate any new business ?**
* **Did you ask for a new donation ? YES - SCHOOL BAG**
* **Did you follow up on pledge ? yes**
* **Did you answer their concerns and questions ?**
* **Other Asking don. for student's bag**

5 - Did you do any town home meeting ? How many attended ?

6 - How many of the following did you accomplish for the week :
* **New personal contacts : 3**
* **New orphan sponsorship : 1**
* **New general pledge :**
* **New needy family sponsorship :**
* **New Mailing list acquired : 23**
* **New pot luck activity :**

Holy Land Foundation
For Relief And Development



مؤسسة الأرض المقدسة
للإغاثة والتنمية

Eastern Office

مكتب شرق امريكا

WEEKLY REPORT
CHECK LIST

Name : Abdulrahman A. Odeh

Office : Eastern Office

Date : 8 - 22 - 97 Week of : 8/16 To : 8/22 Month : AUGUST1997

Week overview

1 - Total hours worked in office and outside : 45

2 - Total revenue generated for the week : \$ 12273.00

Headquarter business

How many times did you contacted the Headquarter office during this week : 6

In regard of : 1 - calling Mr.Bassam about Tickets & letter Head

2 - Mr.Ayman about July report

3 - Mr.Haytham about late tickets & posters & NY COIN BOXES

4 -

Office work

1 - Do you maintain a regular office hours ? YES from : to :

*** Total office hours for the week 17 hours .**

2 - Did you initiate any phone calls to donors? yes How many :

*** Ask for a new donation :**

*** Follow up on pledges : yes**

*** Answer their concerns and questions : yes**

*** Other :**

3 - Did you receive any guests in office ? NO How many :

4 - Did you issue any letters ? Yes How many : 300

5 - Other major jobs done in office for the week :

*** receiving don.letters & fixing wrong addr.**

HLNK42 0000120

Head Quarters : P.O. Box 832390 Richardson, TX 75083 Tel: (214) 699-9868 Fax: (214) 699-0198

Eastern Office : P.O. Box 2115 Paterson, NJ 07509 Ph: (201) 523-5010 Fax: (201) 523-2709

Field Work

1 - Do you maintain a regular field activity hours ? YES from : to :
*** Total field hours for the week : 28**

2 - Display the booth in masjid or during community activity ?
*** Name of masjid of activity - N.Bergen & Tawheed**
*** Number of people attended 800**
*** Total amount collected - 8470**

3 - Did you do any coin collection or planting ? Yes
*** How many stops did you make ? 17**
*** How many new boxes did you plant ?**
*** How much money did you collect for the week ? \$478.00**

4 - Did you visit businesses or community members ? YES
*** How many visit did you make for the week ? 10**
*** Did you generate any new business ?**
*** Did you ask for a new donation ?**
*** Did you follow up on pledge ? yes**
*** Did you answer their concerns and questions ?**
*** Other Asking don. for student's bag**

5 - Did you do any town home meeting ? How many attended ?

6 - How many of the following did you accomplish for the week :
*** New personal contacts : 8**
*** New orphan sponsorship : 1**
*** New general pledge :**
*** New needy family sponsorship :**
*** New Mailing list acquired : 300**
*** New pot luck activity :**

Holy Land Foundation
For Relief And Development



مؤسسة الأرض المقدسة
للإغاثة والتنمية

Eastern Office

مكتب شرق أمريكا

WEEKLY REPORT
CHECKLIST

Name : Abdulrahman A. Odeh

Office : Eastern Office

Date : 8 - 15 - 97 Week of : 8/9 To : 8/15 Month : AUGUST1997

Week overview

1 - Total hours worked in office and outside : 46

2 - Total revenue generated for the week : \$ 19036.00

Headquarter business

How many times did you contacted the Headquarter office during this week : 5

In regard of : 1 - calling Mr.Bassam about Tickets & letter Head

2 - Mr.Ibrahim about orphans & sponsors

3 - Mr.Haytham about late tickets & posters & NY COIN BOXES

4 - Mr.Yaesh about expenses

Office work

1 - Do you maintain a regular office hours ? YES from : to :

*** Total office hours for the week 28 hours .**

2 - Did you initiate any phone calls to donors? yes How many :

*** Ask for a new donation :**

*** Follow up on pledges : yes**

*** Answer their concerns and questions : yes**

*** Other :**

3 - Did you receive any guests in office ? NO How many :

4 - Did you issue any letters ? Yes How many : 1300

5 - Other major jobs done in office for the week :

*** Sending the student's bag project by mail**

Field Work

1 - Do you maintain a regular field activity hours ? YES from : to :
* **Total field hours for the week : 18**

2 - Display the booth in masjid or during community activity ?
* **Name of masjid of activity - ICPC**
* **Number of people attended 700**
* **Total amount collected 3084**

3 - Did you do any coin collection or planting ? Yes
* **How many stops did you make ? 8**
* **How many new boxes did you plant ?**
* **How much money did you collect for the week ? \$182.00**

4 - Did you visit businesses or community members ? YES
* **How many visit did you make for the week ? 4**
* **Did you generate any new business ?**
* **Did you ask for a new donation ?**
* **Did you follow up on pledge ? yes**
* **Did you answer their concerns and questions ?**
* **Other**

5 - Did you do any town home meeting ? How many attended ?

6 - How many of the following did you accomplish for the week :
* **New personal contacts : 5**
* **New orphan sponsorship : 1**
* **New general pledge :**
* **New needy family sponsorship :**
* **New Mailing list acquired : 20**
* **New pot luck activity :**

Holy Land Foundation
For Relief And Development

Eastern Office



مؤسسة الأرض المقدسة
للإغاثة والتنمية

مكتب شرق أمريكا

WEEKLY REPORT
CHECK LIST

Name : Abdulrahman A. Odeh

Office : Eastern Office

Date : 8 - 9 - 97 Week of : 8/2 To : 8/8 Month : AUGUST 1997

Week overview

1 - Total hours worked in office and outside : 41

2 - Total revenue generated for the week : \$ 3131.00

Headquarter business

How many times did you contacted the Headquarter office during this week : 4

In regard of : 1 - calling Mr.Bassam about Tickets & letter Head

2 - Mr.Ibrahim about orphans & sponsors

3 - Mr.Haytham about late tickets & posters

4 - Mr.Haytham about NY coin boxes.

Office work

1 - Do you maintain a regular office hours ? YES from : to :

*** Total office hours for the week 21 hours .**

2 - Did you initiate any phone calls to donors? yes How many :

*** Ask for a new donation :**

*** Follow up on pledges : yes**

*** Answer their concerns and questions : yes**

*** Other :**

3 - Did you receive any guests in office ? NO How many :

4 - Did you issue any letters ? Yes How many : 48

5 - Other major jobs done in office for the week :

*** Issuing 1180 letters - student's bag campaign**

*** reveing & reindexing Eastern 's Office mailing list .**

(2)

Field Work

1 - Do you maintain a regular field activity hours ? YES from : to :
* **Total field hours for the week : 20**

2 - Display the booth in masjid or during community activity ?
* **Name of masjid of activity**
* **Number of people attended**
* **Total amount collected**

3 - Did you do any coin collection or planting ? Yes
* **How many stops did you make ? 5**
* **How many new boxes did you plant ?**
* **How much money did you collect for the week ? \$2231.00**

4 - Did you visit businesses or community members ? YES
* **How many visit did you make for the week ? 7**
* **Did you generate any new business ?**
* **Did you ask for a new donation ?**
* **Did you follow up on pledge ? yes**
* **Did you answer their concerns and questions ?**
* **Other**

5 - Did you do any town home meeting ? How many attended ?

6 - How many of the following did you accomplish for the week :
* **New personal contacts : 4**
* **New orphan sponsorship :**
* **New general pledge :**
* **New needy family sponsorship :**
* **New Mailing list acquired : 30**
* **New pot luck activity : None**

Holy Land Foundation
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مؤسسة الأرض المقدسة
للإغاثة والتنمية

مكتب شرق امريكا

WEEKLY REPORT
CHECK LIST

Name : Abdulrahman A. Odeh

Office : Eastern Office

Date : 8 - 1 - 97 Week of : 7/26 To : 8/1 Month : July 1997

Week overview

1 - Total hours worked in office and outside : 43

2 - Total revenue generated for the week : \$ 808.00

Headquarter business

How many times did you contacted the Headquarter office during this week : 4

In regard of : 1 - calling Mr.Bassam about hall reservation

2 - Mr.Ibrahim about orphans & sponsors

3 - Mr.Haytham about hall reservation

4 - Mr.Bassam hall reservation & time of Annual Dinner

Office work

1 - Do you maintain a regular office hours ? YES from : to :

*** Total office hours for the week 18 hours .**

2 - Did you initiate any phone calls to donors? yes How many :

*** Ask for a new donation :**

*** Follow up on pledges : yes**

*** Answer their concerns and questions : yes**

*** Other :**

3 - Did you receive any guests in office ? NO How many :

4 - Did you issue any letters ? Yes How many : 30

5 - Other major jobs done in office for the week :

Field Work

1 - Do you maintain a regular field activity hours ? YES from : to :
* Total field hours for the week : 25

2 - Display the booth in masjid or during community activity ?
* Name of masjid of activity
* Number of people attended
* Total amount collected

3 - Did you do any coin collection or planting ? Yes
* How many stops did you make ? 23
* How many new boxes did you plant ?
* How much money did you collect for the week ? \$573.00

4 - Did you visit businesses or community members ? YES
* How many visit did you make for the week ? 5
* Did you generate any new business ?
* Did you ask for a new donation ?
* Did you follow up on pledge ? yes
* Did you answer their concerns and questions ?
* Other

5 - Did you do any town home meeting ? How many attended ?

6 - How many of the following did you accomplish for the week :
* New personal contacts : 3
* New orphan sponsorship :
* New general pledge :
* New needy family sponsorship :
* New Mailing list acquired : 23
* New pot luck activity : None

Holy Land Foundation
For Relief And Development

Eastern Office



مؤسسة الأرض المقدسة
للإغاثة والتنمية

مكتب شرق أمريكا

WEEKLY REPORT
CHECK LIST

Name : Abdulrahman A. Odeh

Office : Eastern Office

Date : 7 - 25 - 97 Week of : 7/19 To : 7/25 Month : July 1997

Week overview

1 - Total hours worked in office and outside : 35

2 - Total revenue generated for the week : \$ 1967.00

Headquarter business

How many times did you contacted the Headquarter office during this week : 4

In regard of : 1 - calling Mr.Bassam about hall reservation

2 - Mr.Ibrahim about orphans & sponsors

3 - Mr.Haytham about hall reservation & abu musa

4 - Mr.Bassam hall reservation & time of Annual Dinner

Office work

1 - Do you maintain a regular office hours ? YES from : to :

*** Total office hours for the week 15 hours .**

2 - Did you initiate any phone calls to donors? yes How many :

*** Ask for a new donation :**

*** Follow up on pledges : yes**

*** Answer their concerns and questions : yes**

*** Other :**

3 - Did you receive any guests in office ? NO How many :

4 - Did you issue any letters ? Yes How many : 60

5 - Other major jobs done in office for the week :

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Tel 973-523-5010
Fax 973-523-2709

E-Mail: hlf@hlf.org
Internet: www.hlf.org

P.O. Box 2115
Paterson, NJ 07509

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Holy Land Foundation for Relief & Development



WEEKLY REPORT **CHECKLIST**

Name : Abdulrahman A. Odeh

Office : Eastern Office

Date : 10 - 3 - 97 Week of : 9/27 To : 10/3 Month : OCTOBER1997

Week overview

1 - Total hours worked in office and outside : 37

2 - Total revenue generated for the week : \$ 6139.00

Headquarter business

How many times did you contacted the Headquarter office during this week : 3

In regard of : 1 -Mr.Bazzam about ABOUT ANNUAL FUND & ENTRIES

2 - Mr.IBRAHIM 7 ENTERING NEW 8 ORPHANS

3 - Mr.Haytham about Steve & farid & ENTRIES

4 -

Office work

1 - Do you maintain a regular office hours ? YES from : to :

*** Total office hours for the week 17 hours .**

2 - Did you initiate any phone calls to donors? yes How many :

*** Ask for a new donation :**

*** Follow up on pledges : yes**

*** Answer their concerns and questions : yes**

*** Other : MONTHLY REPORT**

3 - Did you receive any guests in office ? NO How many :

4 - Did you issue any letters ? Yes How many : 17

5 - Other major jobs done in office for the week :

*** receiving don.letters & fixing wrong addr.**

Field Work

**1 - Do you maintain a regular field activity hours ? YES from : to :
* Total field hours for the week : 20**

**2 - Display the booth in masjid or during community activity ?
* Name of masjid of activity -
* Number of people attended
* Total amount collected -**

**3 - Did you do any coin collection or planting ? Yes
* How many stops did you make ? 13
* How many new boxes did you plant ?
* How much money did you collect for the week ? \$442.00**

**4 - Did you visit businesses or community members ? YES
* How many visit did you make for the week ? 2
* Did you generate any new business ? YES
* Did you ask for a new donation ?
* Did you follow up on pledge ? yes
* Did you answer their concerns and questions ?
* Other**

5 - Did you do any town home meeting ? How many attended ?

**6 - How many of the following did you accomplish for the week :
* New personal contacts : 2
* New orphan sponsorship : 2
* New general pledge :
* New needy family sponsorship :
* New Mailing list acquired : 9
* New pot luck activity :**

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Holy Land Foundation for Relief & Development



WEEKLY REPORT **CHECK LIST**

Name : Abdulrahman A. Odeh

Office : Eastern Office

Date : 9 - 26 - 97 Week of : 9/20 To : 9/26 Month : SEPTEMBER 1997

Week overview

1 - Total hours worked in office and outside : 84

2 - Total revenue generated for the week : \$ 17484.00

Headquarter business

How many times did you contacted the Headquarter office during this week : 9

In regard of : 1 - Mr. Bassam about ABOUT ANUAL FUND & ARABIC LITRITURE

2 - Mr. AKRAM ABOUT ANNUAL DINNER & THE CHILDREN

3 - Mr. Haytham about Steve & farid & the delay of children

4 -

Office work

1 - Do you maintain a regular office hours ? YES from : to :

*** Total office hours for the week 27 hours .**

2 - Did you initiate any phone calls to donors? yes How many :

*** Ask for a new donation :**

*** Follow up on pledges : yes**

*** Answer their concerns and questions : yes**

*** Other : Finishing the paper work of the annual dinner**

3 - Did you receive any guests in office ? NO How many :

4 - Did you issue any letters ? Yes How many : 39

5 - Other major jobs done in office for the week :

*** receiving don.letters & fixing wrong addr.**

Field Work

1 - Do you maintain a regular field activity hours ? YES from : to :
* **Total field hours for the week : 57**

2 - Display the booth in masjid or during community activity ?
* **Name of masjid of activity -**
* **Number of people attended**
* **Total amount collected -**

3 - Did you do any coin collection or planting ? Yes
* **How many stops did you make ? 11**
* **How many new boxes did you plant ? 1**
* **How much money did you collect for the week ? \$504.00**

4 - Did you visit businesses or community members ? YES
* **How many visit did you make for the week ? 4**
* **Did you generate any new business ? YES**
* **Did you ask for a new donation ?**
* **Did you follow up on pledge ? yes**
* **Did you answer their concerns and questions ?**
* **Other**

5 - Did you do any town home meeting ? How many attended ?

6 - How many of the following did you accomplish for the week :
* **New personal contacts : 17**
* **New orphan sponsorship : 8**
* **New general pledge :**
* **New needy family sponsorship :**
* **New Mailing list acquired : 17**
* **New pot luck activity :**

10

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للإغاثة والتنمية
Holy Land Foundation for Relief & Development



WEEKLY REPORT **CHECK LIST**

Name : Abdulrahman A. Odeh

Office : Eastern Office

Date : 9 - 20 - 97 Week of : 9/13 To : 9/19 Month : SEPTEMBER 1997

Week overview

1 - Total hours worked in office and outside : 64

2 - Total revenue generated for the week : \$ 5034.00

Headquarter business

How many times did you contacted the Headquarter office during this week : 13

In regard of : 1 - Mr. Bassam about ABOUT ANUAL FUND & ARABIC LITRITURE

2 - Mr. AKRAM ABOUT ANNUAL DINNER

3 - Mr. Haytham about late tickets & posters

4 -

Office work

1 - Do you maintain a regular office hours ? YES from : to :

*** Total office hours for the week 15 hours .**

2 - Did you initiate any phone calls to donors? yes How many :

*** Ask for a new donation :**

*** Follow up on pledges : yes**

*** Answer their concerns and questions : yes**

*** Other :**

3 - Did you receive any guests in office ? NO How many :

4 - Did you issue any letters ? Yes How many : 28

5 - Other major jobs done in office for the week :

*** receiving don. letters & fixing wrong addr.**

Field Work

- 1 - Do you maintain a regular field activity hours ? YES from : to :
 - * Total field hours for the week : 49

- 2 - Display the booth in masjid or during community activity ?
 - * Name of masjid of activity - N.BERGEN & JERSEY CITY
 - * Number of people attended 1000 (JUMA'A KHUTBA)
 - * Total amount collected - 13000.-

- 3 - Did you do any coin collection or planting ? Yes
 - * How many stops did you make ? 1
 - * How many new boxes did you plant ? 1
 - * How much money did you collect for the week ? \$50.00

- 4 - Did you visit businesses or community members ? YES
 - * How many visit did you make for the week ? 59
 - * Did you generate any new business ? YES
 - * Did you ask for a new donation ?
 - * Did you follow up on pledge ? yes
 - * Did you answer their concerns and questions ?
 - * Other Asking don. MARKETING TICKETS FOR
THE ANNUAL DINNER FUND

- 5 - Did you do any town home meeting ? How many attended ?

- 6 - How many of the following did you accomplish for the week :
 - * New personal contacts : 33
 - * New orphan sponsorship :
 - * New general pledge :
 - * New needy family sponsorship :
 - * New Mailing list acquired : 13
 - * New pot luck activity :

Eastern Office

Tel 973-523-5010
Fax 973-523-2709

E-Mail: hlf@hlf.org
Internet: www.hlf.org

P.O. Box 2115
Paterson, NJ 07509

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ
مؤسسة الأرض المقدسة
للإغاثة والتنمية
Holy Land Foundation for Relief & Development



WEEKLY REPORT
CHECK LIST

Name : Abdulrahman A. Odeh

Office : Eastern Office

Date : 9 - 12 - 97 Week of : 8/30 To : 9/12 Month : SEPTEMBER 1997

Week overview

1 - Total hours worked in office and outside : 109

2 - Total revenue generated for the week : \$ 2401.00

Headquarter business

How many times did you contacted the Headquarter office during this week : 20

In regard of : 1 - Mr. Bassam about ABOUT ANUAL FUND & ARABIC LITRITURE

2 - Mr. YAEESH ABOU NJ EXPENSES

3 - Mr. Haytham about late tickets & posters

4 - VISITING THE H.Q.

Office work

1 - Do you maintain a regular office hours ? YES from : to :

*** Total office hours for the week 50 hours .**

2 - Did you initiate any phone calls to donors? yes How many :

*** Ask for a new donation :**

*** Follow up on pledges : yes**

*** Answer their concerns and questions : yes**

*** Other : OFFICE HOUR IN H.Q.-TX**

3 - Did you receive any guests in office ? NO How many :

4 - Did you issue any letters ? Yes How many : 40

5 - Other major jobs done in office for the week :

*** receiving don. letters & fixing wrong addr.**

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مؤسسة الأرض المقدسة
للإغاثة والتنمية
Holy Land Foundation for Relief & Development



EASTERN OFFICE - NJ
MONDAY 10/13/1997

TO DO LIST

- 1 . **VISITING N.BERGEN AREA FOR COIN BOX COLLECTIONS & CALLING CARDS MARKETING .**
- 2 . **CALLING ISLAMIC CENTERS FOR JUMA'A KHUTBA**

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مؤسسة الأرض المقدسة
للإغاثة والتنمية
Holy Land Foundation for Relief & Development



WEEKLY REPORT
CHECK LIST

Name : Abdulrahman A. Odeh

Office : Eastern Office

Date : 10 - 10 - 97 Week of : 10/4 To : 10/10 Month : OCTOBER1997

Week overview

1 - Total hours worked in office and outside : 36

2 - Total revenue generated for the week : \$.00

Headquarter business

How many times did you contacted the Headquarter office during this week : 3

In regard of : 1 -Mr.Bassam about ABOUT DAILY REPORT

2 - Mr.IAYMAN ABOUT LAST MONTHG ENTERIES

3 - Mr.AKRAM ABOU REPORT TOO

4 -

Office work

1 - Do you maintain a regular office hours ? YES from : to :

*** Total office hours for the week 10 hours .**

2 - Did you initiate any phone calls to donors? yes How many :

*** Ask for a new donation :**

*** Follow up on pledges : yes**

*** Answer their concerns and questions : yes**

*** Other :**

3 - Did you receive any guests in office ? NO How many :

4 - Did you issue any letters ? Yes How many : 7

5 - Other major jobs done in office for the week :

Field Work

1 - Do you maintain a regular field activity hours ? YES from : to :
* **Total field hours for the week : 26**

2 - Display the booth in masjid or during community activity ?
* **Name of masjid of activity -**
* **Number of people attended**
* **Total amount collected -**

3 - Did you do any coin collection or planting ? Yes
* **How many stops did you make ? 11**
* **How many new boxes did you plant ?**
* **How much money did you collect for the week ? \$358.00**

4 - Did you visit businesses or community members ? YES
* **How many visit did you make for the week ? 2**
* **Did you generate any new business ? YES**
* **Did you ask for a new donation ?**
* **Did you follow up on pledge ? yes**
* **Did you answer their concerns and questions ?**
* **Other**

5 - Did you do any town home meeting ? How many attended ?

6 - How many of the following did you accomplish for the week :
* **New personal contacts : 4**
* **New orphan sponsorship :**
* **New general pledge :**
* **New needy family sponsorship :**
* **New Mailing list acquired : 13**
* **New pot luck activity :**

Holy Land Foundation
For Relief And Development
Eastern Office



مؤسسة الأرض المقدسة
للسانحة والتنمية
مكتب شرق أمريكا

WEEKLY REPORT
CHECK LIST

Name : Abdulrahman A. Odeh
Office : Eastern Office
Date : 7 - 11 - 97 Week of : 7/5 To : 7/11 Month : July 1997

Week overview

- 1 - Total hours worked in office and outside : 64**
2 - Total revenue generated for the week : \$ 1283.00

Headquarter business

How many times did you contacted the Headquarter office during this week : 4

- In regard of :**
- 1 - calling Mr.Bassam about ICNA convention**
 - 2 - Mr.Shokri about ICNA convention**
 - 3 - Mr.Haytham about hall reservation**
 - 4 - Mr.Bassam hall reservation & time of Annual Dinner**

Office work

- 1 - Do you maintain a regular office hours ? YES from : to :**
*** Total office hours for the week 13 hours .**
- 2 - Did you initiate any phone calls to donors? How many :**
*** Ask for a new donation :**
*** Follow up on pledges :**
*** Answer their concerns and questions :**
*** Other :**
- 3 - Did you receive any guests in office ? NO How many :**
- 4 - Did you issue any letters ? Yes How many : 60**
- 5 - Other major jobs done in office for the week :**
Partisipating in ICNA convention

(2)

Field Work

- 1 - Do you maintain a regular field activity hours ? YES from : to :
 - * Total field hours for the week : 22

- 2 - Display the booth in masjid or during community activity ?
 - * Name of masjid of activity
 - * Number of people attended
 - * Total amount collected

- 3 - Did you do any coin collection or planting ? Yes
 - * How many stops did you make ? 6
 - * How many new boxes did you plant ?
 - * How much money did you collect for the week ? \$204.00

- 4 - Did you visit businesses or community members ? YES
 - * How many visit did you make for the week ? 12
 - * Did you generate any new business ? (S.L. ARTICLE)
 - * Did you ask for a new donation ?
 - * Did you follow up on pledge ? yes
 - * Did you answer their concerns and questions ?
 - * Other - Juma'a prayer in Phili. fund raising

- 5 - Did you do any town home meeting ? How many attended ?

- 6 - How many of the following did you accomplish for the week :
 - * New personal contacts : 29
 - * New orphan sponsorship : 1
 - * New general pledge :
 - * New needy family sponsorship :
 - * New Mailing list acquired : 20
 - * New pot luck activity : None

Field Work

1 - Do you maintain a regular field activity hours ? YES from : to :
*** Total field hours for the week : 20**

2 - Display the booth in masjid or during community activity ?
*** Name of masjid of activity**
*** Number of people attended**
*** Total amount collected**

3 - Did you do any coin collection or planting ? Yes
*** How many stops did you make ? 22**
*** How many new boxes did you plant ?**
*** How much money did you collect for the week ? \$662.00**

4 - Did you visit businesses or community members ? YES
*** How many visit did you make for the week ? 8**
*** Did you generate any new business ? (S.I. ARTICLE)**
*** Did you ask for a new donation ?**
*** Did you follow up on pledge ? yes**
*** Did you answer their concerns and questions ?**
*** Other**

5 - Did you do any town home meeting ? How many attended ?

6 - How many of the following did you accomplish for the week :
*** New personal contacts : 5**
*** New orphan sponsorship : 1**
*** New general pledge :**
*** New needy family sponsorship :**
*** New Mailing list acquired : 30**
*** New pot luck activity : None**

Holy Land Foundation
For Relief And Development
Eastern Office



مؤسسة الأرض المقدسة
للإغاثة والتنمية
مكتب شرق أمريكا

WEEKLY REPORT
CHECK LIST

Name : Abdulrahman A. Odeh
Office : Eastern Office
Date : 7 - 18 - 97 Week of : 7/12 To : 7/18 Month : July 1997

Week overview

- 1 - Total hours worked in office and outside : 37**
2 - Total revenue generated for the week : \$ 244.00
+\$20000.- Phil. pledge

Headquarter business

How many times did you contacted the Headquarter office during this week : 4

- In regard of :**
- 1 - calling Mr.Bassam about hall reservation**
 - 2 - Mr.Ibrahim about orphans**
 - 3 - Mr.Haytham about hall reservation**
 - 4 - Mr.Bassam hall reservation & time of Annual Dinner**

Office work

- 1 - Do you maintain a regular office hours ? YES from : to :**
*** Total office hours for the week 15 hours .**
- 2 - Did you initiate any phone calls to donors? yes How many :**
*** Ask for a new donation :**
*** Follow up on pledges : yes**
*** Answer their concerns and questions : yes**
*** Other : reserving Juma's Khutba in Phil**
- 3 - Did you receive any guests in office ? NO How many :**
- 4 - Did you issue any letters ? Yes How many : 50**
- 5 - Other major jobs done in office for the week :**

Field Work

- 1 - **Do you maintain a regular field activity hours ? YES** from : to :
 - * **Total field hours for the week : 51**

- 2 - **Display the booth in masjid or during community activity ?**
 - * **Name of masjid of activity**
 - * **Number of people attended**
 - * **Total amount collected**

- 3 - **Did you do any coin collection or planting ? Yes**
 - * **How many stops did you make ? 7**
 - * **How many new boxes did you plant ?**
 - * **How much money did you collect for the week ? \$178.00**

- 4 - **Did you visit businesses or community members ? YES**
 - * **How many visit did you make for the week ? 11**
 - * **Did you generate any new business ? (S.I. ARTICLE)**
 - * **Did you ask for a new donation ?**
 - * **Did you follow up on pledge ?**
 - * **Did you answer their concerns and questions ?**
 - * **Other - ICNA Convention**

- 5 - **Did you do any town home meeting ? How many attended ?**

- 6 - **How many of the following did you accomplish for the week :**
 - * **New personal contacts : 29**
 - * **New orphan sponsorship :**
 - * **New general pledge : 1**
 - * **New needy family sponsorship :**
 - * **New Mailing list acquired : 30**
 - * **New pot luck activity : None**

Holy Land Foundation
For Relief And Development

Eastern Office



مؤسسة الأرض المقدسة
للإغاثة والتنمية

مكتب شرق أمريكا

WEEKLY REPORT
CHECK LIST

Name : Abdulrahman A. Odeh

Office : Eastern Office

Date : 7 - 8 - 97 Week of : 6/28 To : 7/4 Month : July 1997

Week overview

1 - Total hours worked in office and outside : 56

2 - Total revenue generated for the week : \$ 666.00

Headquarter business

How many times did you contacted the Headquarter office during this week : 4

In regard of : 1 - calling Mr.Bassam about June Report

2 - Mr.Shokri about June Report

3 - Mr.Haytham about hall reservation

4 - Mr.Bassam hall reservation & time of Annual Dinner

Office work

1 - Do you maintain a regular office hours ? YES from : to :

*** Total office hours for the week 17 hours .**

2 - Did you initiate any phone calls to donors? How many :

*** Ask for a new donation :**

*** Follow up on pledges :**

*** Answer their concerns and questions :**

*** Other :**

3 - Did you receive any guests in office ? NO How many :

4 - Did you issue any letters ? Yes How many : 2

5 - Other major jobs done in office for the week :

Preparing the literature for ICNA convention

Field Work

- 1 - Do you maintain a regular field activity hours ? YES from : to :
 - * Total field hours for the week : 39

- 2 - Display the booth in masjid or during community activity ?
 - * Name of masjid of activity
 - * Number of people attended
 - * Total amount collected

- 3 - Did you do any coin collection or planting ? Yes
 - * How many stops did you make ? 16
 - * How many new boxes did you plant ?
 - * How much money did you collect for the week ? \$41100

- 4 - Did you visit businesses or community members ? YES
 - * How many visit did you make for the week ? 10
 - * Did you generate any new business ? (S.I. ARTICLE)
 - * Did you ask for a new donation ?
 - * Did you follow up on pledge ?
 - * Did you answer their concerns and questions ?
 - * Other - ICNA Convention

- 5 - Did you do any town home meeting ? How many attended ?

- 6 - How many of the following did you accomplish for the week :
 - * New personal contacts : 29
 - * New orphan sponsorship :
 - * New general pledge : 1
 - * New needy family sponsorship :
 - * New Mailing list acquired : 30
 - * New pot luck activity : None

Holy Land Foundation
For Relief And Development

Eastern Office



مؤسسة الأرض المقدسة
للإغاثة والتنمية

مكتب شرق أمريكا

WEEKLY REPORT
CHECK LIST

Name : Abdulrahman A. Odeh

Office : Eastern Office

Date : 6 - 27 - 97 Week of : 6/21 To : 6/27 Month : June 1997

Week overview

1 - Total hours worked in office and outside : 47

2 - Total revenue generated for the week : \$ 1121.50

Headquarter business

How many times did you contacted the Headquarter office during this week : 4

In regard of : 1 - calling Mr.Omar Saleem about new article in SL

2 - Mr.Shokri about SL's new article

3 - Mr.Haytham about hall reservation

4 - Mr.Bassam hall reservation & time of Annual Dinner

Office work

1 - Do you maintain a regular office hours ? YES from : to :

*** Total office hours for the week 17 hours .**

2 - Did you initiate any phone calls to donors? How many :

*** Ask for a new donation :**

*** Follow up on pledges :**

*** Answer their concerns and questions :**

*** Other :**

3 - Did you receive any guests in office ? NO How many :

4 - Did you issue any letters ? Yes How many : 5

5 - Other major jobs done in office for the week :

Field Work

- 1 - Do you maintain a regular field activity hours ? YES from : to :
 - * Total field hours for the week : 30

- 2 - Display the booth in masjid or during community activity ?
 - * Name of masjid of activity
 - * Number of people attended
 - * Total amount collected

- 3 - Did you do any coin collection or planting ? Yes
 - * How many stops did you make ? 20
 - * How many new boxes did you plant ? 1
 - * How much money did you collect for the week ? \$437.5 . 00

- 4 - Did you visit businesses or community members ? YES
 - * How many visit did you make for the week ? 15
 - * Did you generate any new business ? (S.L. ARTICLE)
 - * Did you ask for a new donation ?
 - * Did you follow up on pledge ?
 - * Did you answer their concerns and questions ?
 - * Other - PARTICIPATION THE COMMUNITY IN THEIR DEMONSTRATION AGAINST CLIFTON CITY.

- 5 - Did you do any town home meeting ? How many attended ?

- 6 - How many of the following did you accomplish for the week :
 - * New personal contacts :
 - * New orphan sponsorship :
 - * New general pledge :
 - * New needy family sponsorship :
 - * New Mailing list acquired : 10
 - * New pot luck activity : None

Holy Land Foundation
For Relief And Development

Eastern Office



مؤسسة الأرض المقدسة
للإغاثة والتنمية

مكتب شرق امريكا

WEEKLY REPORT
CHECK LIST

Name : Abdulrahman A. Odeh

Office : Eastern Office

Date : 6 - 21 - 97 Week of : 6/14 To : 6/20 Month : June 1997

Week overview

1 - Total hours worked in office and outside : 43

2 - Total revenue generated for the week : \$ 30508.00

Headquarter business

How many times did you contacted the Headquarter office during this week : 4

In regard of : 1 - calling Mr.Omar Saleem 2 times about SL news paper

2 - Mr.Shokri about Jordan's office

3 - Mr.Haytham about calling cards & Bassam

4 -

Office work

1 - Do you maintain a regular office hours ? YES from : to :

*** Total office hours for the week 17 hours .**

2 - Did you initiate any phone calls to donors? How many :

*** Ask for a new donation :**

*** Follow up on pledges :**

*** Answer their concerns and questions :**

*** Other : Hosting Abu Musa (NY coins collector)**

3 - Did you receive any guests in office ? NO How many :

4 - Did you issue any letters ? Yes How many : 8

5 - Other major jobs done in office for the week :

Field Work

- 1 - **Do you maintain a regular field activity hours ? YES** **from :** **to :**
 - * **Total field hours for the week : 26**

- 2 - **Display the booth in masjid or during community activity ?**
 - * **Name of masjid of activity**
 - * **Number of people attended**
 - * **Total amount collected**

- 3 - **Did you do any coin collection or planting ? Yes**
 - * **How many stops did you make ? 4**
 - * **How many new boxes did you plant ?**
 - * **How much money did you collect for the week ? \$231 . 00**

- 4 - **Did you visit businesses or community members ? YES**
 - * **How many visit did you make for the week ? 5**
 - * **Did you generate any new business ? (S.L. ARTICLE)**
 - * **Did you ask for a new donation ?**
 - * **Did you follow up on pledge ?**
 - * **Did you answer their concerns and questions ?**
 - * **Other - GETTING SUPPORT AGAINST S.L.ARTICLES**

- 5 - **Did you do any town home meeting ?** **How many attended ?**

- 6 - **How many of the following did you accomplish for the week :**
 - * **New personal contacts :**
 - * **New orphan sponsorship :**
 - * **New general pledge :**
 - * **New needy family sponsorship :**
 - * **New Mailing list acquired : 15**
 - * **New pot luck activity : None**

Holy Land Foundation
For Relief And Development



مؤسسة الأرض المقدسة
للإغاثة والتنمية

Eastern Office

مكتب شرق امريكا

WEEKLY REPORT
CHECK LIST

Name : Abdulrahman A. Odeh

Office : Eastern Office

Date : 6 - 16 - 97 Week of : 6/7 To : 6/13 Month : June 1997

Week overview

1 - Total hours worked in office and outside : 79

2 - Total revenue generated for the week : \$ 3731.00

Headquarter business

How many times did you contacted the Headquarter office during this week : 6

In regard of : 1 - calling Mr.Omar Saleem 2 times about SL news paper

2 - Mr.Shokri about SL news paper twice

3 - mr.Haytham about Sheikh Alakoor program in NJ & NY

4 -

Office work

1 - Do you maintain a regular office hours ? YES from : to :

* Total office hours for the week 10 hours .

2 - Did you initiate any phone calls to donors? Yes How many :

* Ask for a new donation : yes

* Follow up on pledges : Yes

* Answer their concerns and questions : Yes

* Other : MASJIDS COUNSEL MEETING

3 - Did you receive any guests in office ? NO How many :

4 - Did you issue any letters ? Yes How many : 13

5 - Other major jobs done in office for the week :

(2)

Field Work

- 1 - **Do you maintain a regular field activity hours ? YES** **from :** **to :**
 - * **Total field hours for the week : 69**

- 2 - **Display the booth in masjid or during community activity ?**
 - * **Name of masjid of activity**
 - * **Number of people attended**
 - * **Total amount collected**

- 3 - **Did you do any coin collection or planting ? Yes**
 - * **How many stops did you make ? 15**
 - * **How many new boxes did you plant ?**
 - * **How much money did you collect for the week ? \$620 . 00**

- 4 - **Did you visit businesses or community members ? YES**
 - * **How many visit did you make for the week ? 10**
 - * **Did you generate any new business ? (S.L ARTICLE)**
 - * **Did you ask for a new donation ?**
 - * **Did you follow up on pledge ?**
 - * **Did you answer their concerns and questions ?**
 - * **Other - GETTING SUPPORT AGAINST S.L.ARTICLES**

- 5 - **Did you do any town home meeting ?** **How many attended ?**

- 6 - **How many of the following did you accomplish for the week :**
 - * **New personal contacts : 19**
 - * **New orphan sponsorship :**
 - * **New general pledge :**
 - * **New needy family sponsorship :**
 - * **New Mailing list acquired : 10**
 - * **New pot luck activity : None**

Holy Land Foundation
For Relief And Development

Eastern Office



مؤسسة الأرض المقدسة
للإغاثة والتنمية

مكتب شرق أمريكا

WEEKLY REPORT
CHECK LIST

Name : Abdulrahman A. Odeh

Office : Eastern Office

Date : 6 - 7 - 97 Week of : 5/31 To : 6/6 Month : June 1997

Week overview

1 - Total hours worked in office and outside : 70

2 - Total revenue generated for the week : \$ 4953.00

Headquarter business

How many times did you contacted the Headquarter office during this week : 7

In regard of : 1 - calling Mr.Omar Saleem 4 times about SL news paper

2 - Mr.Shokri about SL news paper twice

3 - mr.Haytham about Sheikh Alakoor program in NJ & NY

4 -

Office work

1 - Do you maintain a regular office hours ? YES from : to :

*** Total office hours for the week 25 hours .**

2 - Did you initiate any phone calls to donors? Yes How many :

*** Ask for a new donation : yes**

*** Follow up on pledges : Yes**

*** Answer their concerns and questions : Yes**

*** Other : returning calls that came in while I was In Jordan**

3 - Did you receive any guests in office ? NO How many :

4 - Did you issue any letters ? Yes How many : 8

5 - Other major jobs done in office for the week :

MONDAYS MEETING WITH COMMUNITY LEADERS

Field Work

1 - Do you maintain a regular field activity hours ? YES from : to :
* **Total field hours for the week : 45**

2 - Display the booth in masjid or during community activity ?
* **Name of masjid of activity**
* **Number of people attended**
* **Total amount collected**

3 - Did you do any coin collection or planting ? Yes
* **How many stops did you make ? 14**
* **How many new boxes did you plant ?**
* **How much money did you collect for the week ? \$340 . 00**

4 - Did you visit businesses or community members ? YES
* **How many visit did you make for the week ? 15**
* **Did you generate any new business ? (S.L. ARTICLE)**
* **Did you ask for a new donation ?**
* **Did you follow up on pledge ?**
* **Did you answer their concerns and questions ?**
* **Other - GETTING SUPPORT AGAINST S.L.ARTICLES**

5 - Did you do any town home meeting ? How many attended ?

6 - How many of the following did you accomplish for the week :
* **New personal contacts : 40**
* **New orphan sponsorship :**
* **New general pledge :**
* **New needy family sponsorship :**
* **New Mailing list acquired : 8**
* **New pot luck activity : None**

Holy Land Foundation
For Relief And Development
Eastern Office



مؤسسة الأرض المقدسة
للمساعدة والتنمية
مكتب شرق أمريكا

WEEKLY REPORT
CHECK LIST

Name : Abdurrahman A. Odeh
Office : Eastern Office
Date : 6 - 2 - 97 Week of : 5/24 To : 5/30 Month : May1997

Week overview

- 1 - Total hours worked in office and outside : 42
2 - Total revenue generated for the week : \$ 2082.00

Headquarter business

How many times did you contacted the Headquarter office during this week : 4

- In regard of : 1 - calling Mr.basim about my trip to Jordan & work at office
2 - Mr.Shokri TWICE about SL'S ARTICLE & COMMUNITY LEADERS
3 - OMAR SALEEM ABOUT STAR-LEDGER ARTICLES
4 - IBRAHIM ABOUT LATE PAYMENTS FOR ORPHANS

Office work

- 1 - Do you maintain a regular office hours ? YES from : to :
* Total office hours for the week 18 hours .
- 2 - Did you initiate any phone calls to donors? Yes How many :
* Ask for a new donation : yes
* Follow up on pledges : Yes
* Answer their concerns and questions : Yes
* Other : returning calls that came in while I was In Jordan
- 3 - Did you receive any guests in office ? NO How many :
- 4 - Did you issue any letters ? Yes How many : 3
- 5 - Other major jobs done in office for the week :
ISSUING A LETTER & CALLS WITH COMMUNITY LEADERS
TO MAKE GATHERING FOR A PLAN TO DEMONSTRATE STAR LEDGER'S
ARTICLES

Field Work

1 - Do you maintain a regular field activity hours ? YES from : to :
* **Total field hours for the week : 22**

2 - Display the booth in masjid or during community activity ?
* **Name of masjid of activity**
* **Number of people attended**
* **Total amount collected**

3 - Did you do any coin collection or planting ? Yes
* **How many stops did you make ? 27**
* **How many new boxes did you plant ? 1**
* **How much money did you collect for the week ? \$797 . 00**

4 - Did you visit businesses or community members ? YES
* **How many visit did you make for the week ? 20**
* **Did you generate any new business ? (S.L. ARTICLE)**
* **Did you ask for a new donation ?**
* **Did you follow up on pledge ?**
* **Did you answer their concerns and questions ?**
* **Other - GETTING SUPPORT AGAINST S.L.ARTICLES**

5 - Did you do any town home meeting ? How many attended ?

6 - How many of the following did you accomplish for the week :
* **New personal contacts : 30**
* **New orphan sponsorship :**
* **New general pledge :**
* **New needy family sponsorship :**
* **New Mailing list acquired : 10**
* **New pot luck activity : None**

Holy Land Foundation
For Relief And Development

Eastern Office



مؤسسة الأرض المقدسة
للإغاثة والتنمية

مكتب شرق أمريكا

WEEKLY REPORT
CHECK LIST

Name : Abdulrahman A. Odeh

Office : Eastern Office

Date : 5 - 24 - 97 Week of : 5/21 To : 5/23 Month : May1997

Week overview

1 - Total hours worked in office and outside : 28

2 - Total revenue generated for the week : \$ 1622.00

Headquarter business

How many times did you contacted the Headquarter office during this week : 2

In regard of : 1 - calling Mr.basim about my trip to Jordan & work at office

2 - Calling Mr.Shokri about my trip to Jordan

3 -

4 -

Office work

1 - Do you maintain a regular office hours ? YES from : to :

* Total office hours for the week 8 hours .

2 - Did you initiate any phone calls to donors? Yes How many :

* Ask for a new donation : yes

* Follow up on pledges : Yes

* Answer their concerns and questions : Yes

* Other : returning calls that came in while I was In Jordan

3 - Did you receive any guests in office ? NO How many :

4 - Did you issue any letters ? Yes How many :

5 - Other major jobs done in office for the week :

Field Work

1 - Do you maintain a regular field activity hours ? YES from : to :
* **Total field hours for the week : 20**

2 - Display the booth in masjid or during community activity ?
* **Name of masjid of activity**
* **Number of people attended**
* **Total amount collected**

3 - Did you do any coin collection or planting ? Yes
* **How many stops did you make ? 35**
* **How many new boxes did you plant ?**
* **How much money did you collect for the week ? \$984 . 00**

4 - Did you visit businesses or community members ? NO
* **How many visit did you make for the week ?**
* **Did you generate any new business ?**
* **Did you ask for a new donation ?**
* **Did you follow up on pledge ?**
* **Did you answer their concerns and questions ?**
* **Other - COLLECTING the boxes**

5 - Did you do any town home meeting ? How many attended ?

6 - How many of the following did you accomplish for the week :
* **New personal contacts :**
* **New orphan sponsorship :**
* **New general pledge :**
* **New needy family sponsorship :**
* **New Mailing list acquired : 7**
* **New pot luck activity : None**

Holy Land Foundation
For Relief And Development

Eastern Office



مؤسسة الأرض المقدسة
للإغاثة والتنمية

مكتب شرق أمريكا

WEEKLY REPORT
CHECK LIST

Name : Abdulrahman A. Odeh

Office : Eastern Office

Date : 4 - 15 - 1997 Week of : 4 / 12 To : 4 / 15 Month : April 97

Week overview

1 - Total hours worked in office and outside : 28

2 - Total revenue generated for the week : \$ 3166.00

Headquarter business

How many times did you contacted the Headquarter office during this week : 4

In regard of : 1 - calling Mr.basim about Udhia & Handicaped Institute

2 - Calling Mr.IBRAHIM ABOUT ORPHAN SPONSORSHIP

3 - Calling Mr.Basim about the TELTHONE & JORDAN TRIP

4 - CALLING MR. AYMAN ABOUT THE NJ'S DONOR

Office work

1 - Do you maintain a regular office hours ? YES from : to :

*** Total office hours for the week 12 hours .**

2 - Did you initiate any phone calls to donors? Yes How many :

*** Ask for a new donation : yes**

*** Follow up on pledges : Yes**

*** Answer their concerns and questions : Yes**

*** Other : CALLING DONORS FOR THE TELEPHONE .**

3 - Did you receive any guests in office ? NO How many :

4 - Did you issue any letters ? Yes How many : 7

5 - Other major jobs done in office for the week :

FIXING THE MAILING LIST AFTER THE MAIL CAMBAIN FOR EID

(2)

Field Work

1 - Do you maintain a regular field activity hours ? YES from : to :
*** Total field hours for the week : 16**

2 - Display the booth in masjid or during community activity ?
*** Name of masjid of activity**
*** Number of people attended**
*** Total amount collected**

3 - Did you do any coin collection or planting ? Yes
*** How many stops did you make ? 11**
*** How many new boxes did you plant ?**
*** How much money did you collect for the week ? \$366 . 00**

4 - Did you visit businesses or community members ? NO
*** How many visit did you make for the week ?**
*** Did you generate any new business ?**
*** Did you ask for a new donation ?**
*** Did you follow up on pledge ?**
*** Did you answer their concerns and questions ?**
*** Other - COLLECTING DON. FOR UDHIA FROM STORES**

5 - Did you do any town home meeting ? How many attended ?

6 - How many of the following did you accomplish for the week :
*** New personal contacts :**
*** New orphan sponsorship : 1**
*** New general pledge :**
*** New needy family sponsorship :**
*** New Mailing list acquired : 7**
*** New pot luck activity : None**

Holy Land Foundation
For Relief And Development

Eastern Office



مؤسسة الأرض المقدسة
للإغاثة والتنمية

مكتب شرق امريكا

WEEKLY REPORT
CHECK LIST

Name : Abdulrahman A. Odeh

Office : Eastern Office

Date : 4 - 11 - 1997 Week of : 4 / 5 To : 4 / 11 Month : April 97

Week overview

1 - Total hours worked in office and outside : 59

2 - Total revenue generated for the week : \$ 21831.00

Headquarter business

How many times did you contacted the Headquarter office during this week : 4

In regard of : 1 - calling Mr.basim about Udhia & Handicaped Institute

2 - Calling Mr.IBRAHIM ABOUT FAMILY SPONSORSHIP

3 - Calling Mr.Basim about the TELTHONE

4 - CALLING MR. AYMAN ABOUT THE NJ'S MEMO

Office work

1 - Do you maintain a regular office hours ? YES from : to :

*** Total office hours for the week 26 hours .**

2 - Did you initiate any phone calls to donors? Yes How many :

*** Ask for a new donation : yes**

*** Follow up on pledges : Yes**

*** Answer their concerns and questions : Yes**

*** Other : CALLING DONORS FOR THE TELEPHONE .**

3 - Did you receive any guests in office ? NO How many :

4 - Did you issue any letters ? Yes How many : 25

5 - Other major jobs done in office for the week :

FIXING THE MAILING LIST AFTER THE MAIL CAMBAIN FOR EID

Field Work

- 1 - Do you maintain a regular field activity hours ? YES from : to :
 - * Total field hours for the week : 33

- 2 - Display the booth in masjid or during community activity ?
 - * Name of masjid of activity
 - * Number of people attended
 - * Total amount collected

- 3 - Did you do any coin collection or planting ? Yes
 - * How many stops did you make ? 31
 - * How many new boxes did you plant ? 1
 - * How much money did you collect for the week ? \$2012 . 00

- 4 - Did you visit businesses or community members ? Yes
 - * How many visit did you make for the week ? 5
 - * Did you generate any new business ? YES
 - * Did you ask for a new donation ? Yes
 - * Did you follow up on pledge ? Yes
 - * Did you answer their concerns and questions ? Yes
 - * Other - COLLECTING DON. FOR UDHIA FROM STORES
AND VISITING MASJID MUSA'AB & ABU MUSA

- 5 - Did you do any town home meeting ? How many attended ?

- 6 - How many of the following did you accomplish for the week :
 - * New personal contacts : 5
 - * New orphan sponsorship :
 - * New general pledge : 5
 - * New needy family sponsorship :
 - * New Mailing list acquired : 20
 - * New pot luck activity : None

Holy Land Foundation
For Relief And Development

Eastern Office



مؤسسة الأرض المقدسة
للإغاثة والتنمية

مكتب شرق أمريكا

WEEKLY REPORT
CHECK LIST

Name : Abdulrahman A. Odeh

Office : Eastern Office

Date : 4 - 4 - 1997 Week of : 3 /29 To : 4 /4 Month :April97

Week overview

1 - Total hours worked in office and outside : 43

2 - Total revenue generated for the week : \$ 2457.00

Headquarter business

How many times did you contacted the Headquarter office during this week : 3

In regard of : 1 - calling Mr.basim about Udhia & Handicaped Institute

2 - Calling Mr.Haytham about charge on calling card.

3 - Calling Mr.Basim about the sercumstances in Palestine .

Office work

1 - Do you maintain a regular office hours ? YES from : to :

*** Total office hours for the week 16 hours .**

2 - Did you initiate any phone calls to donors? Yes How many :

*** Ask for a new donation : yes**

*** Follow up on pledges : Yes**

*** Answer their concerns and questions : Yes**

*** Other :**

3 - Did you receive any guests in office ? NO How many :

4 - Did you issue any letters ? Yes How many : 10

5 - Other major jobs done in office for the week :

Field Work

1 - Do you maintain a regular field activity hours ? YES from : to :
*** Total field hours for the week : 27**

2 - Display the booth in masjid or during community activity ?
*** Name of masjid of activity**
*** Number of people attended**
*** Total amount collected**

3 - Did you do any coin collection or planting ? Yes
*** How many stops did you make ? 7**
*** How many new boxes did you plant ?**
*** How much money did you collect for the week ? \$281 . 00**

4 - Did you visit businesses or community members ? Yes
*** How many visit did you make for the week ? 7**
*** Did you generate any new business ? YES**
*** Did you ask for a new donation ? Yes**
*** Did you follow up on pledge ? Yes**
*** Did you answer their concerns and questions ? Yes**
*** Other - FOLLOWING UP PLEDGES FOR UDHIA**

5 - Did you do any town home meeting ? How many attended ?

6 - How many of the following did you accomplish for the week :
*** New personal contacts : 3**
*** New orphan sponsorship :**
*** New general pledge : 1**
*** New needy family sponsorship :**
*** New Mailing list acquired : 15**
*** New pot luck activity : None**

Holy Land Foundation
For Relief And Development



مؤسسة الأرض المقدسة
للإغاثة والتنمية

Eastern Office

مكتب شرق أمريكا

WEEKLY REPORT
CHECK LIST

Name : Abdulrahman A. Odeh

Office : Eastern Office

Date : 3 - 28 - 1997 Week of : 3 /22 To : 3 /28 Month :MARCH97

Week overview

1 - Total hours worked in office and outside : 45

2 - Total revenue generated for the week : \$ 2851.00

Headquarter business

How many times did you contacted the Headquarter office during this week : 2

In regard of : 1 - CALLING MR.BASIM ABOUT THE UDHIA CAMPAIN

2 - CALLING MR.BASSAM ABOUT JORDA'S TAPE

3 -

Office work

1 - Do you maintain a regular office hours ? YES from : to :

*** Total office hours for the week 18 hours .**

2 - Did you initiate any phone calls to donors? Yes How many :

*** Ask for a new donation : yes**

*** Follow up on pledges : Yes**

*** Answer their concerns and questions : Yes**

*** Other :**

3 - Did you receive any guests in office ? NO How many :

4 - Did you issue any letters ? Yes How many : 5

5 - Other major jobs done in office for the week :

*** FINISHING THE THEME OF UDHIA LETTER & IT'S COPIES.AND ISSUING
1100 LETTERS BY MAIL CAMPAIN .**

Field Work

1 - Do you maintain a regular field activity hours ? YES from : to :
* **Total field hours for the week : 27**

2 - Display the booth in masjid or during community activity ?
* **Name of masjid of activity**
* **Number of people attended**
* **Total amount collected**

3 - Did you do any coin collection or planting ? Yes
* **How many stops did you make ? 20**
* **How many new boxes did you plant ? 1**
* **How much money did you collect for the week ? \$381 . 00**

4 - Did you visit businesses or community members ? Yes
* **How many visit did you make for the week ? 5**
* **Did you generate any new business ? YES**
* **Did you ask for a new donation ? Yes**
* **Did you follow up on pledge ? Yes**
* **Did you answer their concerns and questions ? Yes**
* **Other - FOLLOWING UP PLEDGERS IN ICPC CENTER**

5 - Did you do any town home meeting ? How many attended ?

6 - How many of the following did you accomplish for the week :
* **New personal contacts : 2**
* **New orphan sponsorship :**
* **New general pledge :**
* **New needy family sponsorship :**
* **New Mailing list acquired : 21**
* **New pot luck activity : None**

Holy Land Foundation
For Relief And Development

Eastern Office



مؤسسة الأرض المقدسة
للإغاثة والتنمية

مكتب شرق أمريكا

WEEKLY REPORT
CHECK LIST

Name : Abdulrahman A. Odeh

Office : Eastern Office

Date : 3 - 21 - 1997 Week of : 3 / 15 To : 3 / 21 Month : MARCH 97

Week overview

1 - Total hours worked in office and outside : 41

2 - Total revenue generated for the week : \$ 2733.00

Headquarter business

How many times did you contacted the Headquarter office during this week : 3

In regard of : 1 - CALLING MR. SHUKRI ABOUT MY VACATION .

2 - CALLING MR. BASSAM ABOUT AUDHIA & NJ OFFICE.

3 - CALLING MR. IBRAHIM ABOUT ORPHANS .

Office work

1 - Do you maintain a regular office hours ? YES from : to :

*** Total office hours for the week 10 hours .**

2 - Did you initiate any phone calls to donors? Yes How many :

*** Ask for a new donation : yes**

*** Follow up on pledges : Yes**

*** Answer their concerns and questions : Yes**

*** Other :**

3 - Did you receive any guests in office ? NO How many :

4 - Did you issue any letters ? Yes How many : 4

5 - Other major jobs done in office for the week :

*** GETTING READY WITH THE UDHIA LETTER FOR MAIL DON.**

Field Work

- 1 - Do you maintain a regular field activity hours ? YES from : to :**
*** Total field hours for the week : 31**

- 2 - Display the booth in masjid or during community activity ?**
*** Name of masjid of activity**
*** Number of people attended**
*** Total amount collected**

- 3 - Did you do any coin collection or planting ? Yes**
*** How many stops did you make ? 20**
*** How many new boxes did you plant ?**
*** How much money did you collect for the week ? \$514 . 00**

- 4 - Did you visit businesses or community members ? Yes**
*** How many visit did you make for the week ? 4**
*** Did you generate any new business ? YES**
*** Did you ask for a new donation ? Yes**
*** Did you follow up on pledge ? Yes**
*** Did you answer their concerns and questions ? Yes**

**FUND RAISING FOR UDHIA IN ISLAMIC CENTER OF PASSAIC COUNTY
MASJID .(PALESTINE 12 - IRAQ 31 - BOSNIA 5 - JORDAN 4 - LEBANON 1)**

- 5 - Did you do any town home meeting ? How many attended ?**

- 6 - How many of the following did you accomplish for the week :**
*** New personal contacts : 3**
*** New orphan sponsorship : 1**
*** New general pledge :**
*** New needy family sponsorship : 1**
*** New Mailing list acquired : 10**
*** New pot luck activity : None**

Holy Land Foundation
For Relief And Development



مؤسسة الأرض المقدسة
للإغاثة والتنمية

Eastern Office

مكتب شرق أمريكا

WEEKLY REPORT
CHECK LIST

Name : Abdulrahman A. Odeh

Office : Eastern Office

Date : 3 - 14 - 1997 Week of : 3 / 8 To : 3 / 14 Month : MARCH 97

Week overview

- 1 - Total hours worked in office and outside : 45
- 2 - Total revenue generated for the week : \$ 5634.-

Headquarter business

How many times did you contacted the Headquarter office during this week : 3

- In regard of :**
- 1 - CALLING MR. BASEM ABOUT ADAHI & HANDICAPED .
 - 2 - CALLING MR. AYMAN ABOUT CHQS.
 - 3 - CALLING MR. BASEM ABOUT UDHIA PROUCOUR .

Office work

- 1 - Do you maintain a regular office hours ? YES from : to :
* Total office hours for the week 18 hours .
- 2 - Did you initiate any phone calls to donors? Yes How many :
* Ask for a new donation : yes
* Follow up on pledges : Yes
* Answer their concerns and questions : Yes
* Other : CALLING MR KHALID AL-SHAMMA'A & PHILI MASJD AND OTHERS ABOUT EED UDHIA .
- 3 - Did you receive any guests in office ? YES How many :
- 4 - Did you issue any letters ? Yes How many : 8
- 5 - Other major jobs done in office for the week :
* ISSUIND & SENDING FAX TO REGIONALS IMAMS

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Field Work

1 - Do you maintain a regular field activity hours ? YES from : to :
* **Total field hours for the week : 27**

2 - Display the booth in masjid or during community activity ?
* **Name of masjid of activity**
* **Number of people attended**
* **Total amount collected**

3 - Did you do any coin collection or planting ? Yes
* **How many stops did you make ? 8**
* **How many new boxes did you plant ? One**
* **How much money did you collect for the week ? \$177.-**

4 - Did you visit businesses or community members ? Yes
* **How many visit did you make for the week ? 3**
* **Did you generate any new business ? YES**
* **Did you ask for a new donation ? Yes**
* **Did you follow up on pledge ? Yes**
* **Did you answer their concerns and questions ? Yes**
* **Other - FUND RAISING FOR UDHIA IN NORTH BERGEN MASJID .**

5 - Did you do any town home meeting ? YES How many attended ? 3

6 - How many of the following did you accomplish for the week :
* **New personal contacts : 2**
* **New orphan sponsorship :**
* **New general pledge :**
* **New needy family sponsorship :**
* **New Mailing list acquired : 20**
* **New pot luck activity : None**

Holy Land Foundation
For Relief And Development

Eastern Office



مؤسسة الأرض المقدسة
للإغاثة والتنمية

مكتب شرق أمريكا

WEEKLY REPORT
CHECK LIST

Name : Abdulrahman A. Odeh

Office : Eastern Office

Date : 3 - 7 - 1997 Week of : 3 / 1 To : 3 / 7 Month : MARCH97

Week overview

1 - Total hours worked in office and outside : 42

2 - Total revenue generated for the week : \$ 19928.-

Headquarter business

How many times did you contacted the Headquarter office during this week : 3

In regard of : 1 - Calling Mr. Shokri about Adahi & New Office for NJ

2 - Calling Mr. Ibrahim about Orphan's payments .

3 - Calling Mr. Basim about Udhia & new Employee for NJ .

Office work

1 - Do you maintain a regular office hours ? YES from : to :

*** Total office hours for the week 21 hours .**

2 - Did you initiate any phone calls to donors? Yes How many :

*** Ask for a new donation : yes**

*** Follow up on pledges : Yes**

*** Answer their concerns and questions : Yes**

*** Other :**

3 - Did you receive any guests in office ? NO How many :

4 - Did you issue any letters ? Yes How many : 4

5 - Other major jobs done in office for the week :

*** calling masjid's management for Juma'a Khotbah for Udhia.**

Field Work

1 - Do you maintain a regular field activity hours ? YES from : to :
*** Total field hours for the week : 21**

2 - Display the booth in masjid or during community activity ?
*** Name of masjid of activity**
*** Number of people attended**
*** Total amount collected**

3 - Did you do any coin collection or planting ? Yes
*** How many stops did you make ? 5**
*** How many new boxes did you plant ? One**
*** How much money did you collect for the week ? \$1973.-**

4 - Did you visit businesses or community members ? Yes
*** How many visit did you make for the week ? 5**
*** Did you generate any new business ? YES**
*** Did you ask for a new donation ? Yes**
*** Did you follow up on pledge ? Yes**
*** Did you answer their concerns and questions ? Yes**
*** Other - looking for a hall and checking others .**

5 - Did you do any town home meeting ? No How many attended ?

6 - How many of the following did you accomplish for the week :
*** New personal contacts : 5**
*** New orphan sponsorship : 1**
*** New general pledge : 1**
*** New needy family sponsorship :**
*** New Mailing list acquired : 50**
*** New pot luck activity : None**

Holy Land Foundation
For Relief And Development



مؤسسة الأرض المقدسة
للإغاثة والتنمية

Eastern Office

مكتب شرق أمريكا

WEEKLY REPORT
CHECK LIST

Name : Abdulrahman A. Odeh

Office : Eastern Office

Date : 2 - 28 - 1997 Week of : 2 / 22 To : 2 / 28 Month : Feb.97

Week overview

1 - Total hours worked in office and outside : 39

2 - Total revenue generated for the week : \$ 2971.00

Headquarter business

How many times did you contacted the Headquarter office during this week : 3

In regard of : 1 - Calling mr.Shukri about new hall & salvation army & Udhia .

2 - Calling Mr. Ibrahim about late payments of sponsorships .

3 - Confrance call with Haytham & Basem about 1997's Plan .

Office work

1 - Do you maintain a regular office hours ? YES from : to :

*** Total office hours for the week 17 hours .**

2 - Did you initiate any phone calls to donors? Yes How many :

*** Ask for a new donation : yes**

*** Follow up on pledges : Yes**

*** Answer their concerns and questions : Yes**

*** Other :**

3 - Did you receive any guests in office ? NO How many :

4 - Did you issue any letters ? Yes How many : allot

5 - Other major jobs done in office for the week :

*** Finishing last tow months report .**

Field Work

1 - Do you maintain a regular field activity hours ? YES from : to :
*** Total field hours for the week : 22**

2 - Display the booth in masjid or during community activity ?
*** Name of masjid of activity**
*** Number of people attended**
*** Total amount collected**

3 - Did you do any coin collection or planting ? Yes
*** How many stops did you make ? 19**
*** How many new boxes did you plant ? None**
*** How much money did you collect for the week ? \$646.-**

4 - Did you visit businesses or community members ? Yes
*** How many visit did you make for the week ? 3**
*** Did you generate any new business ? YES**
*** Did you ask for a new donation ? Yes**
*** Did you follow up on pledge ? Yes**
*** Did you answer their concerns and questions ? Yes**
*** Other - looking for a hall and checking others .**

5 - Did you do any town home meeting ? No How many attended ?

6 - How many of the following did you accomplish for the week :
*** New personal contacts : 3**
*** New orphan sponsorship : 1**
*** New general pledge : None**
*** New needy family sponsorship : One**
*** New Mailing list acquired : 10**
*** New pot luck activity : None**

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Holy Land Foundation
For Relief And Development

Eastern Office



مؤسسة الأرض المقدسة
للإغاثة والتنمية

مكتب شرق أمريكا

WEEKLY REPORT
CHECK LIST

Name : Abdulrahman A. Odeh

Office : Eastern Office

Date : 2 - 23 - 1997

Week of : 2 / 15 **To :** 2 / 21 **Month :** Feb.97

Week overview

1 - Total hours worked in office and outside : 34

2 - Total revenue generated for the week : \$ 500.-

Headquarter business

How many times did you contacted the Headquarter office during this week : 3

In regard of : 1 - calling mr. Bassam about the employee

2 - calling mr. Bassam about the new hall for the salvation

3 - calling Ayman ismaail about chqs.

Office work

1 - Do you maintain a regular office hours ? No from : to :

* **Total office hours for the week** 20 hours .

2 - Did you initiate any phone calls to donors? Yes How many :

* **Ask for a new donation :** yes

* **Follow up on pledges :** Yes

* **Answer their concerns and questions :** Yes

* **Other :**

3 - Did you receive any guests in office ? NO **How many :**

4 - Did you issue any letters ? Yes **How many :** allot

5 - Other major jobs done in office for the week :

* **Finishing last tow months report .**

Field Work

1 - Do you maintain a regular field activity hours ? No from : to :
* Total field hours for the week : 14

2 - Display the booth in masjid or during community activity ?
* Name of masjid of activity
* Number of people attended
* Total amount collected

3 - Did you do any coin collection or planting ? Yes
* How many stops did you make ? 6
* How many new boxes did you plant ? None
* How much money did you collect for the week ? \$120.-

4 - Did you visit businesses or community members ? Yes
* How many visit did you make for the week ? 7
* Did you generate any new business ? No
* Did you ask for a new donation ? Yes
* Did you follow up on pledge ? Yes
* Did you answer their concerns and questions ? Yes
* Other - looking for a hall and checking others .

5 - Did you do any town home meeting ? No How many attended ?

6 - How many of the following did you accomplish for the week :
* New personal contacts : Yes
* New orphan sponsorship : 2
* New general pledge : None
* New needy family sponsorship : One
* New Mailing list acquired : 30
* New pot luck activity : None

Weekly Report

Check List

Name: AbdulRahman Odoh

Office: Eastern office - NJ

Date: 2/14/97 Week of 2/8 to 2/14 month Feb. 97

Week overview

- 1- Total hours worked in office and outside 34
- 2- Total revenue generated for the week 13,866.-

Headquarter business

How many times did you contacted the Headquarter office during this week: _____

- In regard of:
- 1- calling Mr. Ragan about a Community Center in NJ
 - 2- Mr. Ibrahim about orphans.
 - 3- Mr. Ragan about new employees for Qis collections

Office work

- 1- Do you maintain a regular office hours? NO from _____ to _____
 - Total office hours for the week 10 hours
- 2- Did you initiate any phone calls to donors? yes How many _____
 - Ask for a new donation _____
 - Follow up on pledges ✓
 - Answer their concerns and questions _____
 - Other Finishing Ramadan's work & Sed's collections & Don.
- 3- Did you receive any guests in office? no How many _____
- 4- Did you issue any letters? yes How many 6
- 5- Other major jobs done in office for the week:
 - * Two days off for Sed ~~week~~ Holiday.
 - (Sunday & Monday)

2/8/97
 * Saturday 1st day of Sed I hold adonation's Box.
infront of ICPC Center from 6:AM to 1:PM
asking for Zakat File & Donations for Palestine.

Field Work

- 1- Do you maintain a regular field activity hours? yes from _____ to _____
 Total field hours for the week 24
- 2- Displayed the booth in a masjid or during community activity? _____
 Name of masjid or activity _____
 Number of people attended _____
 Total amount collected _____
- 3- Did you do any coin collection or planting? yes
 How many stops did you make? 20
 How many new boxes did you plant? _____
 How much money did you collect for the week? 1262.00
- 4- Did you visit businesses or community members? yes
 How many visits did you make for the week? 20+
 Did you generate any new business? yes
 Did you ask for a new donation? yes
 Did you follow up on pledges? yes
 Did you answer their concerns and questions yes
 Other Following up Ramadan's ~~Donor~~ Pledges
- 5- Did you do any town home meeting? No How many attended? _____
- 6- How many of the following did you accomplish for the week:
 New personal contacts 6
 New orphan sponsorships 1
 New general pledge 3
 New needy family sponsorships _____
 New mailing list acquired 36
 New pot luck activity _____

Weekly Report Check List

Name: Ahmed Salama, PhD
Office: NJ - Eastern office
Date: 2/8/97 Week of 2/11 to 2/17 month Feb

Week overview

- 1- Total hours worked in office and outside 86
- 2- Total revenue generated for the week 25479.-

Headquarter business

How many times did you contacted the Headquarter office during this week: _____

- In regard of:
- 1- Mr. Haydon about Zakat file
 - 2- Mr. Bader - next Prochours
 - 3- Mr. Ibrahim about Diplomas

Office work

- 1- Do you maintain a regular office hours? y from _____ to _____
 Total office hours for the week 10 hours
- 2- Did you initiate any phone calls to donors? y How many _____
 Ask for a new donation ✓
 Follow up on pledges ✓
 Answer their concerns and questions _____
 Other calling about Zakat file

3- Did you receive any guests in office? N How many _____

4- Did you issue any letters? y How many 10

5- Other major jobs done in office for the week:

my guest was Sheikh Ahmed Azim Taker
visiting Philadelphia - N. Bergen - Fairhead - Jersey city -
my fans to raise fund Raising in Philadelphia
and N. Bergen - at Jersey city too.

Field Work

- 1- Do you maintain a regular field activity hours? y from _____ to _____
 Total field hours for the week 76

- 2- Displayed the booth in a masjid or during community activity? no
 Name of masjid or activity _____
 Number of people attended _____
 Total amount collected _____

- 3- Did you do any coin collection or planting? y
 How many stops did you make? 17
 How many new boxes did you plant? no
 How much money did you collect for the week? 497 -

- 4- Did you visit businesses or community members? yes
 How many visits did you make for the week? about
 Did you generate any new business? yes (Zakat Fitri - Food Package)
 Did you ask for a new donation? yes
 Did you follow up on pledges? yes
 Did you answer their concerns and questions yes
 Other _____

- 5- Did you do any town home meeting? no How many attended? _____

- 6- How many of the following did you accomplish for the week:
 New personal contacts about
 New orphan sponsorships 17
 New general pledge _____
 New needy family sponsorships 1
 New mailing list acquired 20
 New pot luck activity _____

Weekly Report

Check List

Name: Ahmed Rahman Odeh

Office: EMERGENCY OFFICE - NJ

Date: 1-31-97 Week of 1-28 to 1-31 month Jan 97

Week overview

1- Total hours worked in office and outside 30

2- Total revenue generated for the week 5732

Headquarter business

How many times did you contacted the Headquarter office during this week:

- In regard of:
- 1- Mr. Shukri to inform him about my return from Jordan
 - 2- Mr. Basem to discuss about details of my trip to Jordan
 - 3- Mr. Ayem about checks

Office work

1- Do you maintain a regular office hours? no from no to no

Total office hours for the week 10 hours

2- Did you initiate any phone calls to donors? no How many no

Ask for a new donation no

Follow up on pledges no

Answer their concerns and questions no

Other no

3- Did you receive any guests in office? no How many no

4- Did you issue any letters? no How many no

5- Other major jobs done in office for the week:

no setting for office work after my business trip to Jordan

return from my business trip to Jordan
 on 1-28-97 and it was duty trip
 to distribute food packages in Jordan.

Field Work

- 1- Do you maintain a regular field activity hours? _____ from _____ to _____
 Total field hours for the week 20
- 2- Displayed the booth in a masjid or during community activity? no
 Name of masjid or activity _____
 Number of people attended _____
 Total amount collected _____
- 3- Did you do any coin collection or planting? yes
 How many stops did you make? 23
 How many new boxes did you plant? _____
 How much money did you collect for the week? 587.
- 4- Did you visit businesses or community members? yes
 How many visits did you make for the week? 10
 Did you generate any new business? yes
 Did you ask for a new donation? yes
 Did you follow up on pledges? yes
 Did you answer their concerns and questions _____
 Other collecting Zakat Feter & Parcels.
- 5- Did you do any town home meeting? no How many attended? _____
- 6- How many of the following did you accomplish for the week:
 New personal contacts _____
 New orphan sponsorships _____
 New general pledge yes
 New needy family sponsorships _____
 New mailing list acquired _____
 New pot luck activity _____

Weekly Report

Check List

Name: Abdul Rahman Odeh

Office: Easton office - NJ

Date: 1/31/97 Week of 1-11 to 1-15 month Jan 97

Week overview

- 1- Total hours worked in office and outside 45
- 2- Total revenue generated for the week 15752. -

Headquarter business

How many times did you contacted the Headquarter office during this week: _____

- In regard of:
- 1- Mr. Bawa finish the final Toughes alub By trip to Jorda
 - 2- Call to Mr. Shukri
 - 3- Call with Mr. Samuhy

Office work

- 1- Do you maintain a regular office hours? _____ from _____ to _____
 Total office hours for the week 18 hours

- 2- Did you initiate any phone calls to donors? yes How many _____
 Ask for a new donation _____
 Follow up on pledges ✓
 Answer their concerns and questions _____
 Other working on the

- 3- Did you receive any guests in office? no How many _____

- 4- Did you issue any letters? yes How many 6

- 5- Other major jobs done in office for the week:
working on the paper works of my visit on trip to Jordan.

of leaving on 1-15-97 and travelling to Jordan on duty to distribute food parcels to needy families.

Field Work

- 1- Do you maintain a regular field activity hours? y from _____ to _____
 Total field hours for the week 27
- 2- Displayed the booth in a masjid or during community activity? no
 Name of masjid or activity _____
 Number of people attended _____
 Total amount collected _____
- 3- Did you do any coin collection or planting? yes
 How many stops did you make? 13
 How many new boxes did you plant? 1
 How much money did you collect for the week? \$71.-
- 4- Did you visit businesses or community members? yes
 How many visits did you make for the week? _____
 Did you generate any new business? yes
 Did you ask for a new donation? _____
 Did you follow up on pledges? _____
 Did you answer their concerns and questions _____
 Other fund raising with Sheikh Kafamin for food parcels.
- 5- Did you do any town home meeting? _____ How many attended? _____
- 6- How many of the following did you accomplish for the week:
 New personal contacts _____
 New orphan sponsorships _____
 New general pledge _____
 New needy family sponsorships _____
 New mailing list acquired 7
 New pot luck activity _____

Weekly Report

Check List

Name: Alredul Rahman Odoh

Office: Eastern office - NJ

Date: 1/11/97 Week of 1-4-97 to 1-10-97 month Jan 97

Week overview

- 1- Total hours worked in office and outside 40
2- Total revenue generated for the week 361.00

Headquarter business

How many times did you contacted the Headquarter office during this week: _____

- In regard of: 1- Mr. Hayler about Akkafanum lecture in Phila.
2- Mr. Shukri about onghan
3- Mr. Ayman about Ogas
4- try to talk with Mr. Shukri without luck.

Office work

- 1- Do you maintain a regular office hours? _____ from _____ to _____
 Total office hours for the week 24 hours
- 2- Did you initiate any phone calls to donors? How many _____
 Ask for a new donation _____
 Follow up on pledges _____
 Answer their concerns and questions _____
 Other _____
- 3- Did you receive any guests in office? NO How many _____
- 4- Did you issue any letters? yes How many 6
- 5- Other major jobs done in office for the week:
cleaning setting up new files for the new year
finishing the new plan for the new year
finishing final report of last year

Field Work

- 1- Do you maintain a regular field activity hours? yes from _____ to _____
 Total field hours for the week 16

- 2- Displayed the booth in a masjid or during community activity? no
 Name of masjid or activity _____
 Number of people attended _____
 Total amount collected _____

- 3- Did you do any coin collection or planting? _____
 How many stops did you make? 1
 How many new boxes did you plant? _____
 How much money did you collect for the week? 61.

- 4- Did you visit businesses or community members? yes
 How many visits did you make for the week? _____
 Did you generate any new business? no
 Did you ask for a new donation? _____
 Did you follow up on pledges? yes
 Did you answer their concerns and questions _____
 Other _____

- 5- Did you do any town home meeting? no How many attended? _____

- 6- How many of the following did you accomplish for the week:
 New personal contacts 2
 New orphan sponsorships 1
 New general pledge _____
 New needy family sponsorships _____
 New mailing list acquired 12
 New pot luck activity _____

Weekly Report

Check List

Name: Abdul Rahman Odih

Office: EASTERN OFFICE - NJ

Date: 1/3/1997 Week of 12/27/96 to 1/3/97 month Jan 1997

Week overview

- 1- Total hours worked in office and outside 58
2- Total revenue generated for the week 6525

Headquarter business

How many times did you contacted the Headquarter office during this week: _____

- In regard of: 1- Mr. Hassan about the show materials for NJ office
2- Mr. Raymond
3- Mr. [unclear]

Office work

- 1- Do you maintain a regular office hours? yes from _____ to _____

Total office hours for the week 14 hours

- 2- Did you initiate any phone calls to donors? no How many _____

Ask for a new donation _____

Follow up on pledges _____

Answer their concerns and questions _____

Other _____

- 3- Did you receive any guests in office? no How many _____

- 4- Did you issue any letters? yes How many 5

- 5- Other major jobs done in office for the week:

Participate major Conference
12/27/96 → 12/30/96

Field Work

- 1- Do you maintain a regular field activity hours? yes from _____ to _____
 Total field hours for the week 44

- 2- Displayed the booth in a masjid or during community activity? mayya
 Name of masjid or activity may (summer sat - sat)
 Number of people attended 1000
 Total amount collected 6345

- 3- Did you do any coin collection or planting? yes
 How many stops did you make? 2
 How many new boxes did you plant? _____
 How much money did you collect for the week? 180

- 4- Did you visit businesses or community members? no
 How many visits did you make for the week? _____
 Did you generate any new business? _____
 Did you ask for a new donation? _____
 Did you follow up on pledges? _____
 Did you answer their concerns and questions _____
 Other _____

- 5- Did you do any town home meeting? no How many attended? _____

- 6- How many of the following did you accomplish for the week:
 New personal contacts yes
 New orphan sponsorships 1
 New general pledge 330
 New needy family sponsorships _____
 New mailing list acquired 60
 New pot luck activity _____

Weekly Report

Check List

Name: Abdul Rahman Odoh

Office: Easton office - NJ

Date: 12/27/96 Week of 12/24 to 12/27 month _____

Week overview

- 1- Total hours worked in office and outside 74 hours
- 2- Total revenue generated for the week 2579.00

Headquarter business

How many times did you contacted the Headquarter office during this week: _____

- In regard of:
- 1- inv Ayman about the manya Convention
 - 2- wr. Basem about the show's materials
 - 3- _____

Office work

- 1- Do you maintain a regular office hours? yes from _____ to _____
 Total office hours for the week 10 hours
- 2- Did you initiate any phone calls to donors? yes How many _____
 Ask for a new donation _____
 Follow up on pledges _____
 Answer their concerns and questions _____
 Other _____

3- Did you receive any guests in office? No How many _____

4- Did you issue any letters? yes How many 7

5- Other major jobs done in office for the week:

Accounting Sheikh Mohamad Al-Anafi
and organizing his visit to NJ
~~and participating~~ working with Masjid Passaic
in their fund raising dinner.

Field Work

- 1- Do you maintain a regular field activity hours? yes from _____ to _____
 Total field hours for the week 64
- 2- Displayed the booth in a masjid or during community activity? _____
 Name of masjid or activity _____
 Number of people attended _____
 Total amount collected _____
- 3- Did you do any coin collection or planting? yes
 How many stops did you make? 35
 How many new boxes did you plant? 200
 How much money did you collect for the week? 949
- 4- Did you visit businesses or community members? yes
 How many visits did you make for the week? 2
 Did you generate any new business? yes
 Did you ask for a new donation? _____
 Did you follow up on pledges? _____
 Did you answer their concerns and questions _____
 Other _____
- 5- Did you do any town home meeting? no How many attended? _____
- 6- How many of the following did you accomplish for the week:
 New personal contacts _____
 New orphan sponsorships 1
 New general pledge _____
 New needy family sponsorships 1
 New mailing list acquired 6
 New pot luck activity _____

Weekly Report Check List

Name: Abdul Rahman Odeh

Office: Eastern Office - NJ

Date: 12/21/96 Week of 12/14 to 12/20 month December

Week overview

- 1- Total hours worked in office and outside 81
- 2- Total revenue generated for the week \$ 7904.-

Headquarter business

How many times did you contacted the Headquarter office during this week:

- In regard of:
- 1- calling Mr. Mervin J. Quaker about Ontario/Cleveland
 - 2- Mr. Mervin J. Quaker about phone
 - 3- Mr. Braden S. Nelson show materials for H.O. & N.J.

Office work

- 1- Do you maintain a regular office hours? from to
 Total office hours for the week 12 hours
- 2- Did you initiate any phone calls to donors? yes How many
 Ask for a new donation
 Follow up on pledges
 Answer their concerns and questions
 Other about Home Donations in Maharashtra /
- 3- Did you receive any guests in office? NO How many
- 4- Did you issue any letters? Yes How many
- 5- Other major jobs done in office for the week:
travelling to Ontario and Cleveland Maharashtra

Field Work

- 1- Do you maintain a regular field activity hours? Yes from _____ to _____
 Total field hours for the week 69

- 2- Displayed the booth in a masjid or during community activity? no
 Name of masjid or activity _____
 Number of people attended _____
 Total amount collected _____

- 3- Did you do any coin collection or planting? no
 How many stops did you make? _____
 How many new boxes did you plant? _____
 How much money did you collect for the week? _____

- 4- Did you visit businesses or community members? no
 How many visits did you make for the week? _____
 Did you generate any new business? _____
 Did you ask for a new donation? _____
 Did you follow up on pledges? _____
 Did you answer their concerns and questions _____
 Other _____

- 5- Did you do any town home meeting? no How many attended? _____

- 6- How many of the following did you accomplish for the week:
 New personal contacts relat sala-hu / Cleveland
 New orphan sponsorships 12
 New general pledge al-h
 New needy family sponsorships _____
 New mailing list acquired 50
 New pot luck activity _____

Weekly Report Check List

Name: Abdul Rahman Odah

Office: Eastern office NJ

Date: 12/13/96 Week of 12/7 to 12/13 month 96 December

Week overview

- 1- Total hours worked in office and outside 35
- 2- Total revenue generated for the week \$12171.00

Headquarter business

How many times did you contacted the Headquarter office during this week: 1

- In regard of:
- 1- Mr. Haydar about Oulads & devaland Maknefians
 - 2- Mr. Samia about orphan
 - 3- Mr. Basson about show in Dallah
 - 4- Mr. Shukri about men, and visited about Palestine in U.A.E. - Dubai

Office work

- 1- Do you maintain a regular office hours? yes from to
 Total office hours for the week 20 hours
- 2- Did you initiate any phone calls to donors? yes How many
 Ask for a new donation yes
 Follow up on pledges yes
 Answer their concerns and questions yes
 Other about Samilah fund. Don.
- 3- Did you receive any guests in office? N How many
- 4- Did you issue any letters? yes How many 20
- 5- Other major jobs done in office for the week:
Making volunteers list for the east zone and they
may be they work with us through.

Field Work

- 1- Do you maintain a regular field activity hours? yes from _____ to _____
 Total field hours for the week 15

- 2- Displayed the booth in a masjid or during community activity? _____
 Name of masjid or activity _____
 Number of people attended _____
 Total amount collected _____

- 3- Did you do any coin collection or planting? yes
 How many stops did you make? 16
 How many new boxes did you plant? 1
 How much money did you collect for the week? \$27.00

- 4- Did you visit businesses or community members? yes
 How many visits did you make for the week? 5
 Did you generate any new business? _____
 Did you ask for a new donation? yes
 Did you follow up on pledges? yes
 Did you answer their concerns and questions yes
 Other _____

- 5- Did you do any town home meeting? _____ How many attended? _____

- 6- How many of the following did you accomplish for the week:
 New personal contacts 2
 New orphan sponsorships 3
 New general pledge _____
 New needy family sponsorships 1
 New mailing list acquired 13
 New pot luck activity _____

Weekly Report

Check List

Name: Aledul Palman Odoh
Office: Eastern office - NY
Date: 12/6/96 Week of 11/30 to 12/6 month December

Week overview

- 1- Total hours worked in office and outside 48
2- Total revenue generated for the week 1,713.00

Headquarter business

How many times did you contacted the Headquarter office during this week: _____

In regard of: 1- Talking to Mr. Donahue about orphan s.
2- Talking with Mr. Basem about the show materials in Dallas
3- Talking with Mr. Maghawri about new letter.

Office work

1- Do you maintain a regular office hours? _____ from _____ to _____

Total office hours for the week 20 hours

2- Did you initiate any phone calls to donors? Yes How many _____

Ask for a new donation _____

Follow up on pledges _____

Answer their concerns and questions _____

Other calling some people about cultural materials for Dallas.

3- Did you receive any guests in office? _____ How many _____

4- Did you issue any letters? Yes How many 25

5- Other major jobs done in office for the week:

Participating in North League gathering
collecting Foudounal & Cultural materials for H.9.
Dallas show about palestine.

Field Work

- 1- Do you maintain a regular field activity hours? yes from _____ to _____
 Total field hours for the week 28

- 2- Displayed the booth in a masjid or during community activity? yes
 Name of masjid or activity North Bergen
 Number of people attended 300 → 500
 Total amount collected 496. -

- 3- Did you do any coin collection or planting? yes
 How many stops did you make? 17
 How many new boxes did you plant? 1
 How much money did you collect for the week? 253. -

- 4- Did you visit businesses or community members? yes
 How many visits did you make for the week? 3
 Did you generate any new business? yes
 Did you ask for a new donation? yes
 Did you follow up on pledges? yes
 Did you answer their concerns and questions yes
 Other ask them about cultural materials, too.

- 5- Did you do any town home meeting? _____ How many attended? _____

- 6- How many of the following did you accomplish for the week:
 New personal contacts _____
 New orphan sponsorships 4
 New general pledge 2
 New needy family sponsorships 2
 New mailing list acquired 13
 New pot luck activity _____



Holy Land Foundation For Relief and Development

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Executive Memo

Employee Warning Notice

Employee: AbdelRahman Odeh **Date:** 12/5/96

Office: NJ

Date of Violation: September thru- Nov. 96

Date of Warning: 12/5/96

- Counseling Session
- 1st notice (verbal)
- 2nd notice (written)
- 3rd notice (discharge)

Description of violation:

failure to respond to two requests by immediate supervisor Mr. Maghawri (Please refer to enclosed copy of his official complaint letter

Additional remarks including type of corrective action necessary:

Based on the information given to be by Mr. Maghawri I have decided to place you on parole status. Your violations are serious and have caused not financial loss to the Foundation. Your failure to help distributing the news letter to neighboring cities has caused a waste of \$200 worth of HLF Newsletter, therefore and according to previous agreements " if you cause a loss you pay for it" and amount of \$200 will be deducted from your paycheck of December 96. Furthermore, during this parole period of three months any additional violations may cause severe disciplinary actions

For immediate action: please finish the job assigned to you by Mr. Maghawri related to the distribution channels in your area by December 21 as deadline.

Directors Signature

A copy of this written notice has been given to me.

Employee Signature

12/6/96
Date

copy to personnel file * copy to Employee

Executive: EWN96

Weekly Report

Check List

Name: Abdul Rahman Odeh

Office: Custom office - NJ

Date: 9/13/96 Week of 9/7 to 9/13 month Sept.

Week overview

- 1- Total hours worked in office and outside 42
2- Total revenue generated for the week 289.

Headquarter business

How many times did you contacted the Headquarter office during this week: 5

In regard of: 1- NJ annual activity with Mr. Shukri about the Rape and
2- calling Mr. Ibrahim about orphans. sbqans
3- calling Mr. Haychem about the latest progress of our for banner
1st annual activity.

Office work

1- Do you maintain a regular office hours? No from to

Total office hours for the week 12 hours

2- Did you initiate any phone calls to donors? Yes How many 5

Ask for a new donation

Follow up on pledges

Answer their concerns and questions

Other asking them to Pledge for our activity

3- Did you receive any guests in office? yes How many 5

4- Did you issue any letters? yes How many 800

5- Other major jobs done in office for the week:

meeting in the office with the Committee of the
1st annual activity and discussing with them
the progress of their duty.

* pulling flyers and posters in the stores *

* Asking the humans to announced about our activity in
Friday's Prayers.

* Inviting humans to our activity.

Field Work

- 1- Do you maintain a regular field activity hours? yes from _____ to _____
 Total field hours for the week 30

- 2- Displayed the booth in a masjid or during community activity? _____
 Name of masjid or activity _____
 Number of people attended _____
 Total amount collected _____

- 3- Did you do any coin collection or planting? yes
 How many stops did you make? 15
 How many new boxes did you plant? 2
 How much money did you collect for the week? 284.

- 4- Did you visit businesses or community members? yes
 How many visits did you make for the week? 80
 Did you generate any new business? _____
 Did you ask for a new donation? _____
 Did you follow up on pledges? _____
 Did you answer their concerns and questions yes
 Other inviting them to our 1st annual activity and ask them to participate and putting posters on their store's window.

- 5- Did you do any town home meeting? no How many attended? _____

- 6- How many of the following did you accomplish for the week:
 New personal contacts _____
 New orphan sponsorships _____
 New general pledge _____
 New needy family sponsorships _____
 New mailing list acquired _____
 New pot luck activity _____

Weekly Report

Check List

Name: Al. du. Rahman Odoh
Office: Eastern office - NJ
Date: 9/6/96 Week of 8/31 to 9/6 month Sept

Week overview

- 1- Total hours worked in office and outside 37 → Labour Day.
2- Total revenue generated for the week ~~149.~~ -

Headquarter business

How many times did you contacted the Headquarter office during this week: _____

- In regard of:
- 1- Mr. Haydon & Regad about our 1st Activities & Lyons
 - 2- Mr. Sukri about our financing Report
 - 3- checking the H.O. about our invitation letter for the activity.

Office work

- 1- Do you maintain a regular office hours? yes from _____ to _____
 Total office hours for the week 14 hours
- 2- Did you initiate any phone calls to donors? yes How many 5
 Ask for a new donation _____
 Follow up on pledges _____
 Answer their concerns and questions _____
 Other write them to our activity of Sept and asking them for donation in that day.
- 3- Did you receive any guests in office? no How many _____
- 4- Did you issue any letters? yes How many about 1000
- 5- Other major jobs done in office for the week:
Sending an invitation letter to our Community for the 1st activity fundraising dinner Sept/1996.

Field Work

- 1- Do you maintain a regular field activity hours? No from _____ to _____
 Total field hours for the week 20

- 2- Displayed the booth in a masjid or during community activity? No
 Name of masjid or activity _____
 Number of people attended _____
 Total amount collected _____

- 3- Did you do any coin collection or planting? yes
 How many stops did you make? 2
 How many new boxes did you plant? _____
 How much money did you collect for the week? 49.

- 4- Did you visit businesses or community members? yes
 How many visits did you make for the week? 5
 Did you generate any new business? yes
 Did you ask for a new donation? yes
 Did you follow up on pledges? _____
 Did you answer their concerns and questions _____
 Other I was trying to get sponsors for our activity and donors.

- 5- Did you do any town home meeting? No How many attended? _____

- 6- How many of the following did you accomplish for the week:
 New personal contacts _____
 New orphan sponsorships 1
 New general pledge _____
 New needy family sponsorships _____
 New mailing list acquired 1000
 New pot luck activity _____

Weekly Report

Check List

Name: A. L. de Kalman Odol
Office: Customs office - NJ
Date: 8/30/96 Week of 8/24 to 8/30 month August

Week overview

- 1- Total hours worked in office and outside 38
2- Total revenue generated for the week 1409.-

Headquarter business

How many times did you contacted the Headquarter office during this week: 4

- In regard of:
- Orphan's matters
 - speaking to Haytham about Sept Activity
 - speaking to Mr. Poyard about the posters.

Office work

- 1- Do you maintain a regular office hours? No from _____ to _____
 Total office hours for the week 13 hours
- 2- Did you initiate any phone calls to donors? Yes How many 1
 Ask for a new donation _____
 Follow up on pledges _____
 Answer their concerns and questions _____
 Other _____
- 3- Did you receive any guests in office? No How many _____
- 4- Did you issue any letters? Yes How many 1
- 5- Other major jobs done in office for the week:
have a meeting in the office with the committee of the Sept activity (HLS fund Raising Dinner)

Field Work

- 1- Do you maintain a regular field activity hours? yes from _____ to _____
 Total field hours for the week 25
- 2- Displayed the booth in a masjid or during community activity? no
 Name of masjid or activity _____
 Number of people attended _____
 Total amount collected _____
- 3- Did you do any coin collection or planting? yes
 How many stops did you make? 30
 How many new boxes did you plant? 1
 How much money did you collect for the week? 809. -
- 4- Did you visit businesses or community members? yes
 How many visits did you make for the week? 2
 Did you generate any new business? yes
 Did you ask for a new donation? yes
 Did you follow up on pledges? yes
 Did you answer their concerns and questions yes
 Other about sending gift to orphan
- 5- Did you do any town home meeting? NO How many attended? _____
- 6- How many of the following did you accomplish for the week:
 New personal contacts yes
 New orphan sponsorships 2
 New general pledge _____
 New needy family sponsorships _____
 New mailing list acquired 20
 New pot luck activity _____

Weekly Report

Check List

Name: Abdul Rahman Odeh

Office: Eastern office - NJ

Date: 9/23/96 Week of 9/14 to 9/20 month Sept.

Week overview

- 1- Total hours worked in office and outside 50
- 2- Total revenue generated for the week 3184.00

Headquarter business

How many times did you contacted the Headquarter office during this week: 4

- In regard of:
- 1- Calling Iqbalin about Duploms matters
 - 2- calling Riyad about Raps for annual
 - 3- Haytham about annual matters

Office work

- 1- Do you maintain a regular office hours? yes From to

Total office hours for the week 19 hours

- 2- Did you initiate any phone calls to donors? yes How many alot

Ask for a new donation

Follow up on pledges

Answer their concerns and questions

Other confirming their attendancy to the annual Dinner

- 3- Did you receive any guests in office? NO How many

- 4- Did you issue any letters? yes How many 150

- 5- Other major jobs done in office for the week:

Reaf visiting customers and calling invited people and Doctors to the annual Dinner and reassuring their attendancy and asking them to donate in the event.

* picking up grocery and dishes and what is needed to the event.

* calling the reputons in the area to donate meat for the event.

* calling Bakery to donate Bread to the event.

* calling businesses to ~~sponsor~~ sponsor the event.

Field Work

- 1- Do you maintain a regular field activity hours? more than enough from ___ to ___
 Total field hours for the week 31
- 2- Displayed the booth in a masjid or during community activity? No
 Name of masjid or activity _____
 Number of people attended _____
 Total amount collected _____
- 3- Did you do any coin collection or planting? yes
 How many stops did you make? 20
 How many new boxes did you plant? 1
 How much money did you collect for the week? 556.-
- 4- Did you visit businesses or community members? yes
 How many visits did you make for the week? alot
 Did you generate any new business? yes
 Did you ask for a new donation? yes
 Did you follow up on pledges? yes
 Did you answer their concerns and questions yes
 Other putting flyers and inviting the to attend the annual event.
- 5- Did you do any town home meeting? No How many attended? _____
- 6- How many of the following did you accomplish for the week:
 New personal contacts 2
 New orphan sponsorships 6
 New general pledge _____
 New needy family sponsorships _____
 New mailing list acquired _____
 New pot luck activity _____



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11/27/96

From : Haitham Maghawri
Office Coordinator

To : All Regional Offices

Subject : First Warning

This is the first warning that will be placed in your record, for not complying with Friday's assignment.

This warning will be raised to the attention of the Executive director - Mr. Shukri Abu Baker.

Sincerely,

~~Haitham~~

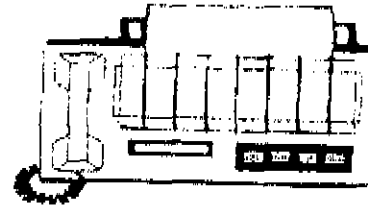
Haitham Maghawri
Office Coordinator

مؤسسة الأرض المقدسة

Holy Land Foundation
For Relief and Development



مؤسسة الأرض المقدسة
للإغاثة والتنمية



Facsimile Transmission

To:

Company: *HLE*

Facsimile Number:

From: *Shakli*

Subject of Fax: *Please sign it and fax it back*

Date: *12/6/96*

Comments:
.....
.....
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(2) Number of pages including cover sheet

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Weekly Report

Check List

Name: Abdul Rahman Odeh

Office: Easton Office - NJ

Date: 11/29/96 Week of 11/23 to 11/29 month November

Week overview

- 1- Total hours worked in office and outside 42
2- Total revenue generated for the week 1827.00

Headquarter business

How many times did you contacted the Headquarter office during this week: few

- In regard of: 1- Mr. Ibrahim about orphans
2- Mr. Ayman about checks
3- _____

Office work

1- Do you maintain a regular office hours? yes from _____ to _____

Total office hours for the week 8 hours

2- Did you initiate any phone calls to donors? yes How many _____

Ask for a new donation Tamirah

Follow up on pledges Annual / mahayin

Answer their concerns and questions _____

Other Anything to market families and orphans / raising fund for Tamirah

3- Did you receive any guests in office? N^o How many _____

4- Did you issue any letters? yes How many 15

5- Other major jobs done in office for the week:

Big Campaign to collect raise fund for child Tamirah
and participating in N. Bergen Masjid Annual
Conference in their masjid with our showcase.
from Friday 11/29 → 12/1/96

Field Work

- 1- Do you maintain a regular field activity hours? Yes from _____ to _____
 Total field hours for the week 34

- 2- Displayed the booth in a masjid or during community activity? yes
 Name of masjid or activity N. Bergen - annual Conference
 Number of people attended 800 each day
 Total amount collected _____

- 3- Did you do any coin collection or planting? yes
 How many stops did you make? 31
 How many new boxes did you plant? 1
 How much money did you collect for the week? 828.-

- 4- Did you visit businesses or community members? yes
 How many visits did you make for the week? 5
 Did you generate any new business? yes
 Did you ask for a new donation? yes
 Did you follow up on pledges? yes
 Did you answer their concerns and questions yes
 Other _____

- 5- Did you do any town home meeting? No How many attended? _____

- 6- How many of the following did you accomplish for the week:
 New personal contacts 3
 New orphan sponsorships 2
 New general pledge _____
 New needy family sponsorships 3
 New mailing list acquired 20
 New pot luck activity _____

Weekly Report

Check List

Name: Abdul Rahman Odeh

Office: Eastern office - NY

Date: 11/22/96 Week of 11/16 to 11/22 month November

Week overview

- 1- Total hours worked in office and outside 38
- 2- Total revenue generated for the week 2756.-

Headquarter business

How many times did you contacted the Headquarter office during this week: _____

- In regard of:
- 1- calling Ibrahim about families & Orphan
 - 2- calling Ayman about conferences
 - 3- calling Ayman about Orphan

Office work

- 1- Do you maintain a regular office hours? _____ from _____ to _____
 Total office hours for the week 21 hours
- 2- Did you initiate any phone calls to donors? yes How many _____
 Ask for a new donation Jamileh
 Follow up on pledges Makajon
 Answer their concerns and questions _____
 Other _____
- 3- Did you receive any guests in office? No How many _____
- 4- Did you issue any letters? yes How many 50
- 5- Other major jobs done in office for the week:
Issuing 50 letters to Makajon's donors
and more connections for Jamileh (child) Don.

Field Work

- 1- Do you maintain a regular field activity hours? _____ from _____ to _____
 Total field hours for the week 17

- 2- Displayed the booth in a masjid or during community activity? _____
 Name of masjid or activity _____
 Number of people attended _____
 Total amount collected _____

- 3- Did you do any coin collection or planting? yes
 How many stops did you make? 10
 How many new boxes did you plant? _____
 How much money did you collect for the week? 188.

- 4- Did you visit businesses or community members? yes
 How many visits did you make for the week? about
 Did you generate any new business? yes
 Did you ask for a new donation? yes
 Did you follow up on pledges? yes
 Did you answer their concerns and questions yes
 Other _____

- 5- Did you do any town home meeting? no How many attended? _____

- 6- How many of the following did you accomplish for the week:
 New personal contacts 2
 New orphan sponsorships 2
 New general pledge 5
 New needy family sponsorships 3
 New mailing list acquired 20
 New pot luck activity _____

Weekly Report

Check List

Name: Muhammad Salim Odeh

Office: Eastern office - NJ

Date: 11/19/96 Week of 11/9 to 11/15 month November

Week overview

- 1- Total hours worked in office and outside 61 hours
2- Total revenue generated for the week \$20019.00

Headquarter business

How many times did you contacted the Headquarter office during this week:

- In regard of: 1- calling H.Q. about mahrajani's activities
2- calling Denahin about Samir's post
3- _____

Office work

- 1- Do you maintain a regular office hours? yes from _____ to _____

Total office hours for the week 25 hours

- 2- Did you initiate any phone calls to donors? yes How many about

Ask for a new donation _____

Follow up on pledges _____

Answer their concerns and questions _____

Other and ~~was~~ trying to collect ~~the~~ Mahrajani's donat.
and reassuring my past pledges.

- 3- Did you receive any guests in office? no How many _____

- 4- Did you issue any letters? yes How many 20

- 5- Other major jobs done in office for the week:

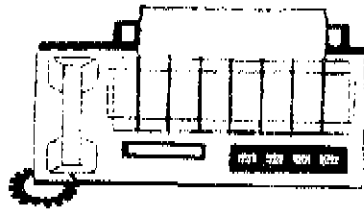
sending letters to mahrajani's donors to thank
them for their support and donations

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Holy Land Foundation
For Relief and Development



مؤسسة الأرض المقدسة
للإغاثة والتنمية



Facsimile Transmission

To: *الشيخ الكريم*

Company: *مؤسسة الأرض المقدسة*

Facsimile Number:

From: *هيفم*

Subject of Fax: *office performance for the month of october*

Date: *11/6/96*

Comments: *١- الرجاء تقديمه في وقت سابق*

..... *٢- الرجاء متابعة العمل على شحنة المواد الطبية*

..... *٣- للاخوة الذين لم يرسلوا النسخة الرجاء ارسالها يرجع وقت ممكن*

..... *تمديد موعد التسليم السنوي في مدينة جدة، يرجى المساهمة في رمضان للدراسة*

..... *داعلي برك لكي أقوم بالترتيب والسلام عليكم*

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11/01/96

Offices Performance

From 10/01/96 to 12/31/96

Office	Fund	Amount	No. of Transactions
CALIFORNIA OFFICE	EMERGENCY RELIEF FUND	\$10,087.00	38
	BOSNIA RELIEF FUND	\$1,381.00	1
	GENERAL FUND	\$80.00	1
	AMAR FUND	\$40.00	1
	Office Total	\$11,588.00	
CHICAGO OFFICE	EMERGENCY RELIEF FUND	\$25,963.00	32
	GENERAL FUND	\$19,030.00	12
	ORPHAN SPONSORSHIP	\$500.00	9
	FAMILY SPONSORSHIP	\$100.00	1
	Office Total	\$36,593.00	
HOUSTON OFFICE	EMERGENCY RELIEF FUND	\$9,607.00	18
	AMAR FUND	\$4,290.00	6
	ORPHAN SPONSORSHIP	\$350.00	7
	Office Total	\$14,247.00	
MICHIGAN OFFICE	EMERGENCY RELIEF FUND	\$26,647.00	35
	ORPHAN SPONSORSHIP	\$50.00	1
	GENERAL FUND	\$25.00	1
	Office Total	\$26,722.00	
NJ OFFICE	EMERGENCY RELIEF FUND	\$34,780.00	33
	GENERAL FUND	\$15,143.00	24
	ORPHAN SPONSORSHIP	\$1,920.00	19
	FAMILY SPONSORSHIP	\$200.00	2
	Office Total	\$52,043.00	
Grand Total		\$141,203.00	

Weekly Report

Check List

Name: Alidul Rahman Odoh

Office: Eastern Office - NY

Date: 11/8/96 Week of 11/2 to 11/8 month November

Week overview

- 1- Total hours worked in office and outside 63
2- Total revenue generated for the week 6338.-

Headquarter business

How many times did you contacted the Headquarter office during this week: _____

- In regard of: 1- about the Sufians of the ~~the~~ Aqsa Mosque
2- about the Mahaya
3- about sponsoring the families of Aqsa

Office work

- 1- Do you maintain a regular office hours? _____ from _____ to _____
 Total office hours for the week 8 hours
- 2- Did you initiate any phone calls to donors? yes How many _____
 Ask for a new donation _____
 Follow up on pledges _____
 Answer their concerns and questions _____
 Other _____
- 3- Did you receive any guests in office? NO How many _____
- 4- Did you issue any letters? yes How many 10
- 5- Other major jobs done in office for the week:
calling the people to attend the Jerusalem festival and getting tickets too.
taking care of the 1st Arab House program and
and lectures. Food

Field Work

1- Do you maintain a regular field activity hours? yes from _____ to _____

Total field hours for the week 55

2- Displayed the booth in a masjid or during community activity? yes

Name of masjid or activity Tenney city

Number of people attended 60

Total amount collected _____

3- Did you do any coin collection or planting? yes

How many stops did you make? 1

How many new boxes did you plant? 1

How much money did you collect for the week? 8. -

4- Did you visit businesses or community members? yes

How many visits did you make for the week? _____

Did you generate any new business? _____

Did you ask for a new donation? Sandik Fund.

Did you follow up on pledges? yes

Did you answer their concerns and questions yes

Other participating in the activity in masjid Tenney city and setting up the table in the masjid

5- Did you do any town/home meeting? _____ How many attended? _____

6- How many of the following did you accomplish for the week:

New personal contacts alot

New orphan sponsorships 1

New general pledge _____

New needy family sponsorships _____

New mailing list acquired 50

New pot luck activity _____

Weekly Report

Check List

Name: A. Abdul Rahman Odoh
Office: Easton office - NJ
Date: ~~10/26~~ 11/1/96 Week of 10/26 to 11/1 month October

Week overview

- 1- Total hours worked in office and outside 33
2- Total revenue generated for the week 1598.

Headquarter business

How many times did you contacted the Headquarter office during this week: alot
In regard of: 1- Mr. Haytham about ICNA Conference / credit Card
2- Mr. Ibrahim about sponsoring families
3- Ayman about cheqs.

Office work

- 1- Do you maintain a regular office hours? ~~yes~~ from _____ to _____
 Total office hours for the week 14 hours
- 2- Did you initiate any phone calls to donors? yes How many _____
 Ask for a new donation _____
 Follow up on pledges _____
 Answer their concerns and questions _____
 Other _____
- 3- Did you receive any guests in office? No How many _____
- 4- Did you issue any letters? yes How many 6
- 5- Other major jobs done in office for the week:
meeting with Committee of Mahajir 96

Field Work

- 1- Do you maintain a regular field activity hours? yes from _____ to _____
 Total field hours for the week 19
- 2- Displayed the booth in a masjid or during community activity? NO
 Name of masjid or activity _____
 Number of people attended _____
 Total amount collected _____
- 3- Did you do any coin collection or planting? yes
 How many stops did you make? 50
 How many new boxes did you plant? 2
 How much money did you collect for the week? 928.-
- 4- Did you visit businesses or community members? yes
 How many visits did you make for the week? _____
 Did you generate any new business? yes
 Did you ask for a new donation? _____
 Did you follow up on pledges? _____
 Did you answer their concerns and questions _____
 Other _____
- 5- Did you do any town home meeting? NO How many attended? _____
- 6- How many of the following did you accomplish for the week:
 New personal contacts 4
 New orphan sponsorships _____
 New general pledge _____
 New needy family sponsorships (pledging)
 New mailing list acquired 150
 New pot luck activity _____

Weekly Report

Check List

Name: Abdulhameed Odoh

Office: Easton office - NJ

Date: 10/28/96 Week of 10/19 to 10/25 month October

Week overview

- 1- Total hours worked in office and outside 30
2- Total revenue generated for the week 1842

Headquarter business

How many times did you contacted the Headquarter office during this week: _____

- In regard of: 1- about of supper with the Samra
2- Wahaja
3- Southern Islamic Council

Office work

- 1- Do you maintain a regular office hours? no from _____ to _____
 Total office hours for the week 10 hours
- 2- Did you initiate any phone calls to donors? yes How many _____
 Ask for a new donation _____
 Follow up on pledges _____
 Answer their concerns and questions _____
 Other _____
- 3- Did you receive any guests in office? no How many _____
- 4- Did you issue any letters? yes How many 8
- 5- Other major jobs done in office for the week:
issuing invitation letters to ~~the~~ Donors
to the Wahaja

Field Work

- 1- Do you maintain a regular field activity hours? NO from _____ to _____
 Total field hours for the week 20
- 2- Displayed the booth in a masjid or during community activity? NO
 Name of masjid or activity _____
 Number of people attended _____
 Total amount collected _____
- 3- Did you do any coin collection or planting? yes
 How many stops did you make? 13
 How many new boxes did you plant? _____
 How much money did you collect for the week? 422
- 4- Did you visit businesses or community members? NO
 How many visits did you make for the week? _____
 Did you generate any new business? _____
 Did you ask for a new donation? _____
 Did you follow up on pledges? _____
 Did you answer their concerns and questions _____
 Other _____
- 5- Did you do any town home meeting? NO How many attended? _____
- 6- How many of the following did you accomplish for the week:
 New personal contacts _____
 New orphan sponsorships _____
 New general pledge 3
 New needy family sponsorships _____
 New mailing list acquired 25
 New pot luck activity _____

Weekly Report

Check List

Name: A. Abdul Salam Odeh
Office: Salon office - NJ
Date: 10/21/96 Week of 10/12 to 10/18 month October

Week overview

- 1- Total hours worked in office and outside 30
2- Total revenue generated for the week \$4021.-

Headquarter business

How many times did you contacted the Headquarter office during this week: _____

- In regard of: 1- about onphus project
2- about malaga
3- _____

Office work

- 1- Do you maintain a regular office hours? no from _____ to _____
 Total office hours for the week 15 hours
- 2- Did you initiate any phone calls to donors? yes How many about
 Ask for a new donation _____
 Follow up on pledges _____
 Answer their concerns and questions _____
 Other _____
- 3- Did you receive any guests in office? no How many _____
- 4- Did you issue any letters? _____ How many _____
- 5- Other major jobs done in office for the week:

Field Work

- 1- Do you maintain a regular field activity hours? yes from _____ to _____
 Total field hours for the week 15

- 2- Displayed the booth in a masjid or during community activity? no
 Name of masjid or activity _____
 Number of people attended _____
 Total amount collected _____

- 3- Did you do any coin collection or planting? yes
 How many stops did you make? 20
 How many new boxes did you plant? _____
 How much money did you collect for the week? 471. -

- 4- Did you visit businesses or community members? yes
 How many visits did you make for the week? _____
 Did you generate any new business? _____
 Did you ask for a new donation? _____
 Did you follow up on pledges? _____
 Did you answer their concerns and questions _____
 Other and putting out the flyers of Mahajan

- 5- Did you do any town home meeting? no How many attended? _____

- 6- How many of the following did you accomplish for the week:
 New personal contacts _____
 New orphan sponsorships _____
 New general pledge _____
 New needy family sponsorships _____
 New mailing list acquired 10
 New pot luck activity _____

Weekly Report

Check List

Name: Abdul Rahman Odeh

Office: Sector 4 office - NJ

Date: 10/11/96 Week of 10/5 to 10/11 month October

Week overview

- 1- Total hours worked in office and outside 50
2- Total revenue generated for the week 1206.00

Headquarter business

How many times did you contacted the Headquarter office during this week: _____

- In regard of: 1- I was in the Head office for 3 days.
2- _____
3- I called Mr. Shaker about crediting our office

Office work

- 1- Do you maintain a regular office hours? yes from _____ to _____
 Total office hours for the week 39 hours
- 2- Did you initiate any phone calls to donors? yes How many _____
 Ask for a new donation _____
 Follow up on pledges _____
 Answer their concerns and questions _____
 Other _____
- 3- Did you receive any guests in office? no How many _____
- 4- Did you issue any letters? yes How many about (receipts)
- 5- Other major jobs done in office for the week:

Field Work

- 1- Do you maintain a regular field activity hours? yes from _____ to _____
 Total field hours for the week 11
- 2- Displayed the booth in a masjid or during community activity? no
 Name of masjid or activity _____
 Number of people attended _____
 Total amount collected _____
- 3- Did you do any coin collection or planting? yes
 How many stops did you make? 7
 How many new boxes did you plant? _____
 How much money did you collect for the week? 116.-
- 4- Did you visit businesses or community members? yes
 How many visits did you make for the week? 3
 Did you generate any new business? _____
 Did you ask for a new donation? _____
 Did you follow up on pledges? _____
 Did you answer their concerns and questions _____
 Other _____
- 5- Did you do any town home meeting? no How many attended? _____
- 6- How many of the following did you accomplish for the week:
 New personal contacts _____
 New orphan sponsorships _____
 New general pledge _____
 New needy family sponsorships _____
 New mailing list acquired _____
 New pot luck activity _____

Weekly Report

Check List

Name: Abdulrahman Odoh

Office: Southern office - NJ

Date: 10/4/96 Week of 9/28 to 10/4 month Sept/October

Week overview

- 1- Total hours worked in office and outside 56. → hours
2- Total revenue generated for the week ~~\$866~~ 17066.00

Headquarter business

How many times did you contacted the Headquarter office during this week: alot -

- In regard of: 1- Hanza departure
2- AQ59 fund
3- Orphan

Office work

- 1- Do you maintain a regular office hours? yes from _____ to _____
 Total office hours for the week 15 hours
- 2- Did you initiate any phone calls to donors? yes How many alot
 Ask for a new donation _____
 Follow up on pledges ✓
 Answer their concerns and questions _____
 Other following up annual donations and AQ59 fund.
- 3- Did you receive any guests in office? yes How many 3
- 4- Did you issue any letters? yes How many alot
- 5- Other major jobs done in office for the week:
working with North Bergen masjid
about Friday prayers and fund raising

Field Work

- 1- Do you maintain a regular field activity hours? yes from _____ to _____
 Total field hours for the week 41
- 2- Displayed the booth in a masjid or during community activity? _____
 Name of masjid or activity _____
 Number of people attended _____
 Total amount collected _____
- 3- Did you do any coin collection or planting? yes
 How many stops did you make? 15
 How many new boxes did you plant? _____
 How much money did you collect for the week? 521.
- 4- Did you visit businesses or community members? yes
 How many visits did you make for the week? alot
 Did you generate any new business? yes
 Did you ask for a new donation? yes
 Did you follow up on pledges? yes
 Did you answer their concerns and questions yes
 Other talking to them about our work in aqsa
- 5- Did you do any town home meeting? _____ How many attended? _____
- 6- How many of the following did you accomplish for the week:
 New personal contacts alot
 New orphan sponsorships _____
 New general pledge _____
 New needy family sponsorships _____
 New mailing list acquired _____
 New pot luck activity _____

Weekly Report

Check List

Name: Aladel Paulman Odeh

Office: Eastern office - NJ

Date: 10/4/96 Week of 9/21 to 9/27 month Sept.

Week overview

- 1- Total hours worked in office and outside 81. - hours
2- Total revenue generated for the week 1,0152. -

Headquarter business

How many times did you contacted the Headquarter office during this week: alot

- In regard of:
- 1- about annual activity
 - 2- about visits of Shaik's mansion
 - 3- about our ~~new~~ 1997 fund.

Office work

1- Do you maintain a regular office hours? yes from _____ to _____

Total office hours for the week 29 hours

2- Did you initiate any phone calls to donors? yes How many over 100 calls

Ask for a new donation _____

Follow up on pledges _____

Answer their concerns and questions _____

Other to invite them to our annual activity and follow their pldgs

3- Did you receive any guests in office? yes How many 3

4- Did you issue any letters? yes How many over 120

5- Other major jobs done in office for the week:

getting ready with everything concerning
our 1st annual activity friday 21/1996

Field Work

- 1- Do you maintain a regular field activity hours? yes from _____ to _____
 Total field hours for the week 52
- 2- Displayed the booth in a masjid or during community activity? _____
 Name of masjid or activity _____
 Number of people attended _____
 Total amount collected _____
- 3- Did you do any coin collection or planting? yes
 How many stops did you make? 27
 How many new boxes did you plant? _____
 How much money did you collect for the week? 1291.00
- 4- Did you visit businesses or community members? yes
 How many visits did you make for the week? alot
 Did you generate any new business? yes
 Did you ask for a new donation? _____
 Did you follow up on pledges? yes
 Did you answer their concerns and questions yes
 Other following up their donations and if they didn't attend our activity ask them to donate.
- 5- Did you do any town home meeting? _____ How many attended? _____
- 6- How many of the following did you accomplish for the week:
 New personal contacts alot
 New orphan sponsorships 10
 New general pledge alot
 New needy family sponsorships _____
 New mailing list acquired _____
 New pot luck activity _____

Weekly Report

Check List

Name: Abdulrahman Odoh
Office: Eastern office - NJ
Date: 8/23/96 Week of 8/17 to 8/23 month August

Week overview

- 1- Total hours worked in office and outside 50
2- Total revenue generated for the week \$2371.-

Headquarter business

How many times did you contacted the Headquarter office during this week: 2
In regard of: 1- with Mr. Hyman discussing our 1st annual festival
2- with Mr. Samma about our phone business.
3- sending our show eve panel to H.A.

Office work

- 1- Do you maintain a regular office hours? No from _____ to _____
 Total office hours for the week 1/2 hours
- 2- Did you initiate any phone calls to donors? yes How many 1
 Ask for a new donation _____
 Follow up on pledges _____
 Answer their concerns and questions _____
 Other _____
- 3- Did you receive any guests in office? no How many _____
- 4- Did you issue any letters? yes How many 2
- 5- Other major jobs done in office for the week:
* ~~am~~ participating in the activity of IAP in North Bergen with a show case
* forming a committee to our annual festival
* went to LCI meeting for phone service so we can get 5% off phone bills.

Weekly Report

Check List

Name: Aledin Palman Odoh

Office: 7 external office - N/S

Date: 8/23/96 Week of 8/17 to 8/23 month August

Week overview

- 1- Total hours worked in office and outside 50
- 2- Total revenue generated for the week \$2371.-

Headquarter business

How many times did you contacted the Headquarter office during this week: 2

- In regard of:
- 1- with Hytham discussing our 1st annual festival
 - 2- with Mr. Samma about our phone business
 - 3- sending our show case panel to H.Q.

Office work

- 1- Do you maintain a regular office hours? No from to
 Total office hours for the week ~~12~~ 12 hours
- 2- Did you initiate any phone calls to donors? yes How many 1
 Ask for a new donation
 Follow up on pledges
 Answer their concerns and questions
 Other
- 3- Did you receive any guests in office? No How many
- 4- Did you issue any letters? yes How many 2

5- Other major jobs done in office for the week:

- * participating in the activity of IAP in North Ridge with a show case
- * forming a committee to our annual festival
- * wants LCI meeting for phone service so we can get 5% off phone bills.

Field Work

- 1- Do you maintain a regular field activity hours? yes from ___ to ___
 Total field hours for the week 38
- 2- Displayed the booth in a masjid or during community activity? yes
 Name of masjid or activity North Dungen
 Number of people attended 150
 Total amount collected \$300.-
- 3- Did you do any coin collection or planting? yes
 How many stops did you make? 25
 How many new boxes did you plant? 2
 How much money did you collect for the week? \$656.-
- 4- Did you visit businesses or community members? _____
 How many visits did you make for the week? _____
 Did you generate any new business? _____
 Did you ask for a new donation? _____
 Did you follow up on pledges? _____
 Did you answer their concerns and questions _____
 Other _____
- 5- Did you do any town home meeting? No How many attended? _____
- 6- How many of the following did you accomplish for the week:
 New personal contacts _____
 New orphan sponsorships 3
 New general pledge _____
 New needy family sponsorships _____
 New mailing list acquired 10
 New pot luck activity _____

Weekly Report

Check List

Name: Aldulrahman Odoh
Office: Eastern office - NJ
Date: 8/19/96 Week of 8/10 to 8/16 month August

Week overview

- 1- Total hours worked in office and outside 68
2- Total revenue generated for the week 431.

Headquarter business

How many times did you contacted the Headquarter office during this week: 3
In regard of: 1- The handicapped Mr. Bilal in New York
2- about Dr. Ouplan's
3- about Mr. Hamzah Mansour

Office work

- 1- Do you maintain a regular office hours? N from _____ to _____
 Total office hours for the week ~~48~~ 8 hours
- 2- Did you initiate any phone calls to donors? yes How many 1
 Ask for a new donation _____
 Follow up on pledges _____
 Answer their concerns and questions _____
 Other _____
- 3- Did you receive any guests in office? yes How many 1
- 4- Did you issue any letters? yes How many 1
- 5- Other major jobs done in office for the week:

* Traveling to Chicago and visiting our office
there and working on my off filing system
and computerize the work in Chicago.

* Inviting Mr. Sulaiman Atsha to the office and
ask him to donate for Darul Salam Hospital and he
did donate \$500.-

* Trying to do business with LCI phone co. to switch
people from ATT to LCI and gain 5% to H.L.F.
next Monday meeting.

Field Work

- 1- Do you maintain a regular field activity hours? Yes from _____ to _____
 Total field hours for the week 60

- 2- Displayed the booth in a masjid or during community activity? No
 Name of masjid or activity _____
 Number of people attended _____
 Total amount collected _____

- 3- Did you do any coin collection or planting? Yes
 ~~How~~ many stops did you make? 12
 How many new boxes did you plant? _____
 How much money did you collect for the week? 431.-

- 4- Did you visit businesses or community members? _____
 How many visits did you make for the week? _____
 Did you generate any new business? _____
 Did you ask for a new donation? _____
 Did you follow up on pledges? _____
 Did you answer their concerns and questions _____
 Other _____

- 5- Did you do any town home meeting? No How many attended? _____

- 6- How many of the following did you accomplish for the week:
 New personal contacts _____
 New orphan sponsorships 1
 New general pledge 5000
 New needy family sponsorships _____
 New mailing list acquired 12
 New pot luck activity _____

Weekly Report

Check List

Name: Ahmed Rahman Coleh

Office: Easton office - NJ

Date: 8/9/96 Week of 8/3 to 8/9 month August

Week overview

- 1- Total hours worked in office and outside 30
2- Total revenue generated for the week 470.00

Headquarter business

How many times did you contacted the Headquarter office during this week: 4

- In regard of: 1- asking for orphans
2- asking about the annual event.
3- _____

Office work

- 1- Do you maintain a regular office hours? NS from _____ to _____
 Total office hours for the week 15 hours
- 2- Did you initiate any phone calls to donors? yes How many 1
 Ask for a new donation _____
 Follow up on pledges _____
 Answer their concerns and questions _____
 Other _____
- 3- Did you receive any guests in office? yes How many 2
- 4- Did you issue any letters? yes How many 1
- 5- Other major jobs done in office for the week:
Contacting a group of humanity in N.Y. they are holding an activity in New York and they want us to participate in their activity.

Field Work

- 1- Do you maintain a regular field activity hours? NO from ~~5~~ to _____
 Total field hours for the week 15

- 2- Displayed the booth in a masjid or during community activity? NO
 Name of masjid or activity _____
 Number of people attended _____
 Total amount collected _____

- 3- Did you do any coin collection or planting? yes
 How many stops did you make? 3
 How many new boxes did you plant? 1
 How much money did you collect for the week? 60.-

- 4- Did you visit businesses or community members? yes
 How many visits did you make for the week? 4
 Did you generate any new business? 2 orphans
 Did you ask for a new donation? _____
 Did you follow up on pledges? _____
 Did you answer their concerns and questions _____
 Other _____

- 5- Did you do any town home meeting? NO How many attended? _____

- 6- How many of the following did you accomplish for the week:
 New personal contacts _____
 New orphan sponsorships 2
 New general pledge _____
 New needy family sponsorships _____
 New mailing list acquired 15
 New pot luck activity _____

Weekly Report

Check List

Name: Abdullahman Odeh

Office: Sutton office - NJ

Date: 8/2/96 Week of 7/27 to 8/2 month July / August

Week overview

- 1- Total hours worked in office and outside 32
2- Total revenue generated for the week \$645.-

Headquarter business

How many times did you contacted the Headquarter office during this week: 5

- In regard of:
- 1- asking for Shaheed's family (martyr's family)
 - 2- discussing the annual event with Hays
 - 3- keep requesting the ~~the~~ logo for calling card
 - 4- asking for syphon from Nohis

Office work

- 1- Do you maintain a regular office hours? yes from _____ to _____
 Total office hours for the week 20 hours
- 2- Did you initiate any phone calls to donors? yes How many 1
 Ask for a new donation _____
 Follow up on pledges _____
 Answer their concerns and questions _____
 Other _____
- 3- Did you receive any guests in office? no How many _____
- 4- Did you issue any letters? yes How many 4
- 5- Other major jobs done in office for the week:
trying to reorganise Hasalah project
because it becomes the case of NJ income.

Field Work

- 1- Do you maintain a regular field activity hours? ~~yes~~ ^{NO} from _____ to _____
 Total field hours for the week 12
- 2- Displayed the booth in a masjid or during community activity? NO
 Name of masjid or activity _____
 Number of people attended _____
 Total amount collected _____
- 3- Did you do any coin collection or planting? yes
 How many stops did you make? 8
 How many new boxes did you plant? 8
 How much money did you collect for the week? none
- 4- Did you visit businesses or community members? yes
 How many visits did you make for the week? 2
 Did you generate any new business? yes (New orphan)
 Did you ask for a new donation? yes
 Did you follow up on pledges? yes
 Did you answer their concerns and questions yes
 Other _____
- 5- Did you do any town home meeting? no How many attended? _____
- 6- How many of the following did you accomplish for the week:
 New personal contacts 1
 New orphan sponsorships 1
 New general pledge _____
 New needy family sponsorships _____
 New mailing list acquired 10
 New pot luck activity _____

Weekly Report

Check List

Name: Abdul Rahman Odeh
Office: Sastern office - NJ
Date: 7/29/96 Week of 7/28 to 7/26 month July 2/26

Week overview

- 1- Total hours worked in office and outside 50
2- Total revenue generated for the week 1144.-

Headquarter business

How many times did you contacted the Headquarter office during this week: 4

- In regard of:
- 1- asking for Ouphan from Nabilas
 - 2- asking for design for the calling card
 - 3- discussing the annual activity with Haytham

Office work

- 1- Do you maintain a regular office hours? Yes from to
 Total office hours for the week 18 hours
- 2- Did you initiate any phone calls to donors? yes How many 2
 Ask for a new donation
 Follow up on pledges
 Answer their concerns and questions
 Other
- 3- Did you receive any guests in office? no How many
- 4- Did you issue any letters? yes How many 2
- 5- Other major jobs done in office for the week:
contacting mr. Hasan Abdul kameem to
make a good deal about H.K.F.'s calling card
with a prices suitable for the over-seas callers

Field Work

- 1- Do you maintain a regular field activity hours? yes from _____ to _____
 Total field hours for the week 32
- 2- Displayed the booth in a masjid or during community activity? No
 Name of masjid or activity _____
 Number of people attended _____
 Total amount collected _____
- 3- Did you do any coin collection or planting? yes
 How many stops did you make? 60
 How many new boxes did you plant? 4
 How much money did you collect for the week? 794
- 4- Did you visit businesses or community members? yes
 How many visits did you make for the week? 3
 Did you generate any new business? yes
 Did you ask for a new donation? yes
 Did you follow up on pledges? _____
 Did you answer their concerns and questions yes
 Other getting a new donor through coin box.
- 5- Did you do any town home meeting? No How many attended? _____
- 6- How many of the following did you accomplish for the week:
 New personal contacts 3
 New orphan sponsorships 1
 New general pledge _____
 New needy family sponsorships _____
 New mailing list acquired 50
 New pot luck activity _____

Weekly Report

Check List

Name: Abdul Salam Odoh

Office: Eastern office - MS

Date: _____ Week of 7/13 to 7/19 month July

Week overview

- 1- Total hours worked in office and outside 42
2- Total revenue generated for the week 992.-

Headquarter business

How many times did you contacted the Headquarter office during this week: 4

- In regard of:
- 1- New Calling Cards Under Our (HLE) name & logo
 - 2- Sheikh Anes Ahmad lecture
 - 3- _____

Office work

- 1- Do you maintain a regular office hours? yes from _____ to _____
 Total office hours for the week 15 hours
- 2- Did you initiate any phone calls to donors? yes How many 3
 Ask for a new donation _____
 Follow up on pledges _____
 Answer their concerns and questions _____
 Other Orphans following up
- 3- Did you receive any guests in office? No How many _____
- 4- Did you issue any letters? yes How many 1
- 5- Other major jobs done in office for the week:
Trying to make deal with Mr. Hasan
Al-Dhaher (Egyptian) about calling cards
with our logo & name dealing through MSF
and he will pay the deal willing to 140 \$ MSF.

Field Work

- 1- Do you maintain a regular field activity hours? yes from _____ to _____
 Total field hours for the week 27
- 2- Displayed the booth in a masjid or during community activity? NO
 Name of masjid or activity _____
 Number of people attended _____
 Total amount collected _____
- 3- Did you do any coin collection or planting? yes
 How many stops did you make? 28
 How many new boxes did you plant? 2
 How much money did you collect for the week? \$649. -
A stonepledge AIC \$90. -
- 4- Did you visit businesses or community members? yes
 How many visits did you make for the week? 2
 Did you generate any new business? yes
 Did you ask for a new donation? _____
 Did you follow up on pledges? orphans
 Did you answer their concerns and questions _____
 Other _____
- 5- Did you do any town home meeting? NO How many attended? _____
- 6- How many of the following did you accomplish for the week:
 New personal contacts 1
 New orphan sponsorships 1
 New general pledge _____
 New needy family sponsorships _____
 New mailing list acquired 5
 New pot luck activity _____

Weekly Report

Check List

Name: Abdul Hakim Odoh

Office: Eastern Office - NJ

Date: 7/9/96 Week of 7/6 to 7/12 month July

Week overview

- 1- Total hours worked in office and outside 70-hour
- 2- Total revenue generated for the week 872.-

Headquarter business

How many times did you contacted the Headquarter office during this week: 5

- In regard of:
- 1- Result of ICNA Convention (2)
 - 2- order of coin boxes
 - 3- _____

Office work

- 1- Do you maintain a regular office hours? No from _____ to _____
 Total office hours for the week 20 hours

- 2- Did you initiate any phone calls to donors? Yes How many 1
 Ask for a new donation _____
 Follow up on pledges _____
 Answer their concerns and questions _____
 Other contacting delinquent payers.

- 3- Did you receive any guests in office? No How many _____

- 4- Did you issue any letters? Yes How many 2

- 5- Other major jobs done in office for the week:
working at the ICNA Convention for new donors and new
mailing list - selling In the Memory Lap of BANA magazine
The total revenue in ICNA is \$872.-
and two onphou pledges - New Volunteers

Field Work

- 1- Do you maintain a regular field activity hours? yes from _____ to _____
 Total field hours for the week 56

- 2- Displayed the booth in a masjid or during community activity? yes
 Name of masjid or activity ICNA
 Number of people attended 4000
 Total amount collected 872

- 3- Did you do any coin collection or planting? No
 How many stops did you make? _____
 How many new boxes did you plant? _____
 How much money did you collect for the week? _____

- 4- Did you visit businesses or community members? _____
 How many visits did you make for the week? _____
 Did you generate any new business? _____
 Did you ask for a new donation? _____
 Did you follow up on pledges? _____
 Did you answer their concerns and questions _____
 Other _____

- 5- Did you do any town home meeting? _____ How many attended? _____

- 6- How many of the following did you accomplish for the week:
 New personal contacts 20
 New orphan sponsorships 2
 New general pledge 1
 New needy family sponsorships _____
 New mailing list acquired 150
 New pot luck activity _____

Weekly Report

Check List

Name: Abdulrahman Odeh
Office: Eastern office - NJ
Date: 7/9/96 Week of 6/29 to 7/5 month July

Week overview

- 1- Total hours worked in office and outside 120
- 2- Total revenue generated for the week _____

Headquarter business

How many times did you contacted the Headquarter office during this week: _____
In regard of: 1- quarterly meeting in the Headquarter
2- _____
3- _____

Office work

- 1- Do you maintain a regular office hours? no from _____ to _____
 Total office hours for the week _____ hours
- 2- Did you initiate any phone calls to donors? 1 How many _____
 Ask for a new donation _____
 Follow up on pledges _____
 Answer their concerns and questions _____
 Other _____
- 3- Did you receive any guests in office? _____ How many _____
- 4- Did you issue any letters? _____ How many _____
- 5- Other major jobs done in office for the week:
on Friday 7/5 travelled to Fong Valley
to attend the ICNA Convention

Field Work

- 1- Do you maintain a regular field activity hours? ^{yes} ~~120~~ from _____ to _____
 Total field hours for the week 120
- 2- Displayed the booth in a masjid or during community activity? _____
 Name of masjid or activity _____
 Number of people attended _____
 Total amount collected _____
- 3- Did you do any coin collection or planting? _____
 How many stops did you make? _____
 How many new boxes did you plant? _____
 How much money did you collect for the week? _____
- 4- Did you visit businesses or community members? _____
 How many visits did you make for the week? _____
 Did you generate any new business? _____
 Did you ask for a new donation? _____
 Did you follow up on pledges? _____
 Did you answer their concerns and questions _____
 Other _____
- 5- Did you do any town home meeting? _____ How many attended? _____
- 6- How many of the following did you accomplish for the week:
 New personal contacts _____
 New orphan sponsorships _____
 New general pledge _____
 New needy family sponsorships _____
 New mailing list acquired _____
 New pot luck activity _____

Weekly Report

Check List

Name: Ahmed Rahman Odoh

Office: Eastern office - NJ

Date: 7/9/96 Week of 22 to 28 month June

Week overview

- 1- Total hours worked in office and outside 50
- 2- Total revenue generated for the week 1064.

Headquarter business

How many times did you contacted the Headquarter office during this week: 6

- In regard of:
- 1- complaints
 - 2- our visit to Texas
 - 3- _____

Office work

- 1- Do you maintain a regular office hours? yes from _____ to _____

Total office hours for the week 20 hours

- 2- Did you initiate any phone calls to donors? yes How many 1

Ask for a new donation _____

Follow up on pledges _____

Answer their concerns and questions _____

Other The donor has promised me awhile ago to donate
so I called him and he donated \$425. for Daniels Lam hospital.

- 3- Did you receive any guests in office? no How many _____

- 4- Did you issue any letters? yes How many 1

- 5- Other major jobs done in office for the week:

I went to Mr. Zain El-Ahdeen and collected from
masjid masjid Ebn Omar amount of \$1075.
and I gave him a hall full of ~~cash~~ chains for his
coin boxes upon his request.

The amount from masjid masjid Ebn Omar had been
delivered to Mr. Hamilton in Texas on 7/3/96.

Field Work

- 1- Do you maintain a regular field activity hours? yes from _____ to _____
 Total field hours for the week 32

- 2- Displayed the booth in a masjid or during community activity? No
 Name of masjid or activity _____
 Number of people attended _____
 Total amount collected _____

- 3- Did you do any coin collection or planting? yes
 How many stops did you make? 23
 How many new boxes did you plant? 2
 How much money did you collect for the week? 644. -

- 4- Did you visit businesses or community members? No
 How many visits did you make for the week? _____
 Did you generate any new business? _____
 Did you ask for a new donation? _____
 Did you follow up on pledges? _____
 Did you answer their concerns and questions _____
 Other _____

- 5- Did you do any town home meeting? No How many attended? _____

- 6- How many of the following did you accomplish for the week:
 New personal contacts 2
 New orphan sponsorships _____
 New general pledge _____
 New needy family sponsorships _____
 New mailing list acquired Doctors
 New pot luck activity _____

Weekly Report

Check List

Name: Abdul Rahman Odeh

Office: Eastern office, N.J.

Date: 6/21/96 Week of 15 to 21 month June

Week overview

- 1- Total hours worked in office and outside 50
2- Total revenue generated for the week 2152. - +43. -

Headquarter business

How many times did you contacted the Headquarter office during this week: 8

- In regard of:
- 1- Coupons
 - 2- calling cards
 - 3- Summer guests

Office work

- 1- Do you maintain a regular office hours? NO from 3 to 5
 Total office hours for the week 12 hours
- 2- Did you initiate any phone calls to donors? yes How many 1
 Ask for a new donation _____
 Follow up on pledges _____
 Answer their concerns and questions _____
 Other following a pledge of DR. Ammar Jamad
- 3- Did you receive any guests in office? NO How many _____
- 4- Did you issue any letters? NO How many _____
- 5- Other major jobs done in office for the week:
follow on my calling cards with instant it this week and I already have sold 1500. -

Field Work

- 1- Do you maintain a regular field activity hours? yes from 9 to 5
 Total field hours for the week 38

- 2- Displayed the booth in a masjid or during community activity? N^o
 Name of masjid or activity _____
 Number of people attended _____
 Total amount collected _____

- 3- Did you do any coin collection or planting? yes
 How many stops did you make? 23
 How many new boxes did you plant? 5
 How much money did you collect for the week? 369.-

- 4- Did you visit businesses or community members? to yes
 How many visits did you make for the week? 10
 Did you generate any new business? _____
 Did you ask for a new donation? yes (monthly pledge)
 Did you follow up on pledges? _____
 Did you answer their concerns and questions _____
 Other _____

- 5- Did you do any town home meeting? N^o How many attended? _____

- 6- How many of the following did you accomplish for the week:
 New personal contacts 5
 New orphan sponsorships _____
 New general pledge _____
 New needy family sponsorships 2
 New mailing list acquired _____
 New pot luck activity _____

Weekly Report

Check List

Name: Ahmed Rahman Odeh
Office: New Jersey
Date: 6/14/1996 Week of 8 to 14 month June

Week overview

- 1- Total hours worked in office and outside 45
2- Total revenue generated for the week 5320.-

Headquarter business

How many times did you contacted the Headquarter office during this week: 10

- In regard of:
- Mohamad Al-Anabi Trip
 - Youth Club and Company
 - Sports Game (Soccer)

Office work

- 1- Do you maintain a regular office hours? No from to
 Total office hours for the week 15 hours
- 2- Did you initiate any phone calls to donors? yes How many 1
 Ask for a new donation
 Follow up on pledges
 Answer their concerns and questions
 Other
- 3- Did you receive any guests in office? No How many
- 4- Did you issue any letters? yes How many 2
- 5- Other major jobs done in office for the week:
Typing the new ideas for the
29th of June meeting

Field Work

- 1- Do you maintain a regular field activity hours? yes from 9 to 3
 Total field hours for the week 30

- 2- Displayed the booth in a masjid or during community activity? no
 Name of masjid or activity _____
 Number of people attended _____
 Total amount collected _____

- 3- Did you do any coin collection or planting? yes
 How many stops did you make? 20
 How many new boxes did you plant? none
 How much money did you collect for the week? 820.

- 4- Did you visit businesses or community members? no
 How many visits did you make for the week? _____
 Did you generate any new business? _____
 Did you ask for a new donation? yes
 Did you follow up on pledges? yes
 Did you answer their concerns and questions _____
 Other _____

- 5- Did you do any town home meeting? no How many attended? _____

- 6- How many of the following did you accomplish for the week:
 New personal contacts 2
 New orphan sponsorships 0
 New general pledge 0
 New needy family sponsorships 0
 New mailing list acquired 50
 New pot luck activity _____

بسم الله الرحمن الرحيم

حضرة السيد / هيثم المغاوري المحترم
مدير الفروع
المركز الرئيسي - تكساس

من بعد التحية ، أرسل لسيادتكم طلباتي الخاصة بمؤتمر الـ ICNA راجيا العمل على تجهيزها حين قدومي طرفكم لحضور إجتماعات الفروع يوم ٦/٢٩ لكي أصطحبها معي حين عودتي لنيو جيرسي وهي كالتالي :-

- ١ . صور حجم كبير تلصق على المعرض الخاص بالمؤسسة خاصة بمجازر لبنان وفلسطين وصور عن بعض المشاريع التي قامت بها المؤسسة خاصة التوزيع في لبنان وفلسطين ورفع وتكون الصور من النوع القابل للثني .
- ٢ . لافتة كبيرة بطول المعرض لتعلق عليه بالإنجليزي والعربي عن دعمنا لجنوب لبنان .
- ٣ . مطبوعات ومنشورات بالعربي والإنجليزي عن لبنان أيضا ومشاريعنا .
- ٤ . طلبات أيتام وصورهم لكي يتم تسويقها في المؤتمر وإن أمكن بالإنجليزي .
- ٥ . أي مواد إعلامية أخرى ترونها مناسبة ولم أذكرها أيضا .

مرفق مع هذه الرسالة أيضا عنوان الحاج محمد العربي في مصر لكي تقوم سيادتكم بإرسال الدعوة له ولزوجته الحاجة هناء ثروت

وهو : ٢٢٨ شارع السودان ، شقة رقم ٢١

المهندسين = القاهرة = مصر

على أن تكون الدعوة خلال شهر أغسطس ١٩٩٦

أخوك/عبدالرحمن عودة

١٩٩٦/١/١٤



Weekly Report

Check List

Name: Abdulrahman Odah
Office: New Jersey
Date: 6/7/96 Week of 1 to 7 month June

Week overview

- 1- Total hours worked in office and outside 48
2- Total revenue generated for the week 3353.

Headquarter business

How many times did you contacted the Headquarter office during this week: 8

- In regard of:
- 1- New Programs of generating money
 - 2- Establishing a H.C.F. Committee in New York
 - 3- my trip to Egypt & inviting guests from Egypt

Office work

- 1- Do you maintain a regular office hours? yes from 10 to 5-7
 Total office hours for the week 38 hours

- 2- Did you initiate any phone calls to donors? yes How many 2
 Ask for a new donation _____
 Follow up on pledges _____
 Answer their concerns and questions _____
 Other New applications for Orphan's

- 3- Did you receive any guests in office? NO How many _____

- 4- Did you issue any letters? yes How many 4

- 5- Other major jobs done in office for the week:

reorganizing the office (cleaning - fixing)
entering new doctor's addresses in the doctors list.

Field Work

1- Do you maintain a regular field activity hours? No from _____ to _____
 Total field hours for the week 10

2- Displayed the booth in a masjid or during community activity? No
 Name of masjid or activity _____
 Number of people attended _____
 Total amount collected _____

3- Did you do any coin collection or planting? Yes
 How many stops did you make? 1
 How many new boxes did you plant? _____
 How much money did you collect for the week? 48

4- Did you visit businesses or community members? Yes
 How many visits did you make for the week? 2
 Did you generate any new business? _____
 Did you ask for a new donation? _____
 Did you follow up on pledges? _____
 Did you answer their concerns and questions _____

Calling card Other I have visited a company called Vocall (for home instant calling card) and we might be business with them on the calling cards.

5- Did you do any town home meeting? 1 How many attended? _____

6- How many of the following did you accomplish for the week:
 New personal contacts _____
 New orphan sponsorships _____
 New general pledge _____
 New needy family sponsorships _____
 New mailing list acquired _____
 New pot luck activity _____

Bate #HLNK42 0000250

In the Name of God, the Beneficent, and the Merciful

The respectable Mr./ Haitham Maghawri
Director of branches
Headquarters - Texas

After greetings, I am sending to your excellency my requests relating to the ICNA conference hoping that you would work on getting them done by the time I come to your locality to attend the meeting of the branches, and so that I can take them back with me when I return to New Jersey. They are as follows:

1. Large size pictures of the massacres in Lebanon and Palestine to be affixed on the Foundation's exhibit, and pictures of some of the projects the foundation has undertaken, especially the distribution in Lebanon, Palestine, and Rafah. The pictures should be bendable.
2. A large, exhibition-size banner in English and Arabic to be hung on it about our support for southern Lebanon
3. Print outs and publications in Arabic and English also about Lebanon and our projects.
4. Orphans' applications and their pictures - in English if possible - to be marketed during the conference.
5. Any other informational material you see fit but I did not mention.

Also Attached with this letter the address of Hajj Mohamed Al-'Arabi in Egypt so that your excellency can send him and his wife Hajjah Hana' Tharwat an invitation:

It is: 238 Sudan St., Apt. 21
Al-Muhandiseen - Cairo, Egypt

Provided that the invitation is for the month of August, 1996.

Your Brother
'Abdel Rahman Odeh
6/14/1996
[signed]

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