



11/01/96

**Offices Performance**

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

Office	Fund	Amount	No. of Transactions
CALIFORNIA OFFICE	EMERGENCY RELIEF FUND	\$10,007.00	38
	BOSNIA RELIEF FUND	\$1,381.00	1
	GENERAL FUND	\$90.00	1
	AMAR FUND	\$40.00	1
	Office Total	\$11,518.00	
CHICAGO OFFICE	EMERGENCY RELIEF FUND	\$25,963.00	32
	GENERAL FUND	\$10,030.00	12
	ORPHAN SPONSORSHIP	\$500.00	9
	FAMILY SPONSORSHIP	\$100.00	1
	Office Total	\$36,593.00	
HOUSTON OFFICE	EMERGENCY RELIEF FUND	\$9,807.00	18
	AMAR FUND	\$4,280.00	6
	ORPHAN SPONSORSHIP	\$350.00	7
	Office Total	\$14,247.00	
MICHIGAN OFFICE	EMERGENCY RELIEF FUND	\$28,847.00	35
	ORPHAN SPONSORSHIP	\$50.00	1
	GENERAL FUND	\$25.00	1
	Office Total	\$28,722.00	
NJ OFFICE	EMERGENCY RELIEF FUND	\$34,780.00	33
	GENERAL FUND	\$15,143.00	24
	ORPHAN SPONSORSHIP	\$1,820.00	19
	FAMILY SPONSORSHIP	\$200.00	2
	Office Total	\$52,043.00	
<b>Grand Total</b>		<b>\$141,203.00</b>	

MLJAN42.0000213

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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]

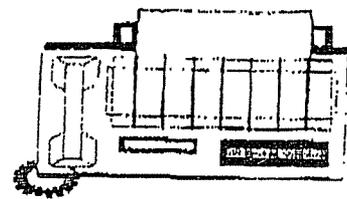
GOVERNMENT  
EXHIBIT  
DOI-0089  
3:04-CT-240-G  
U.S. v. HLF, et al.

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

**Holy Land Foundati n**  
For Relief and Development



**مؤسسة الأرض المقدسة**  
للإغاثة والتنمية



Facsimile Transmission

To: الأخ الكريم  
Company: مؤسسة الأرض المقدسة  
Facsimile Number: \_\_\_\_\_  
From: هيم  
Subject of Fax: office Performance for the month of October  
Date: 11/6/96

Comments: ١- الرجاء مقارنة هذا التقرير مع ما قد أرسلت المكتب  
٢- الرجاء متابعة العمل على تنفيذ المهام الواردة في الخطة  
٣- للاخوة الذين لم يسلموا الخطة السنوية الرجاء ارسالها الى ارجع وقتها ممكن  
تتم يدوي عند الانتهاء من السنوي في حال انتهاء العمل بالمشروع في وقتها للرجوع  
داخلي برك لكي اتوم 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

HLNK42 0000212

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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<b>Grand Total</b>		<b>\$141,203.00</b>	

HLNK42 0000213

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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 لحظوظ إجتماعات الفروع يوم ٦/٢٩ لكي أصطحبها معي حين عودتي لنيوجيرسي 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 .

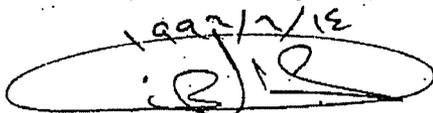
مرفق مع هذه الرسالة أيضا عنوان الحاج محمد العربي في مصر لكي تقوم سيادتكم بإرسال الدعوة له ولزوجته الحاجة هناء ثروت

وهو : ٢٣٨ شارع السودان ، شقة رقم ٢١

المهندسين - القاهرة - مصر

على أن تكون الدعوة خلال شهر أغسطس ١٩٩٦

أخوك/عبدالرحمن عودة

١٩٩٦/٦/١٤  


HEJBC42-600050

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## Holy Land Foundation For Relief and Development

525 International Pkwy., Ste 509 • Richardson, TX 75081 • Tel: (214) 699-9868 • Fax: (214) 699-0198

11/27/96

From : Haitham Maghawri  
Office Coordinator

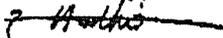
To : All Regional Offices

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 Maghawri  
Office Coordinator

CLASSIFIED

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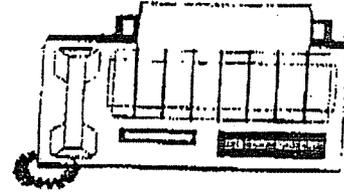
8

مؤسسة الأرض المقدسة

Holy Land Foundation  
For Relief and Development



مؤسسة الأرض المقدسة  
للإغاثة والتنمية



Facsimile Transmission

To:-----

Company:----- *H.L.F.*

Facsimile Number:-----

From:----- *Shukri*

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

Date:----- *12/6/96*

Comments:

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-----  
-----  
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( 2 ) Number of pages including cover sheet

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# Holy Land Foundation For Relief and Development

525 International Pkwy., Ste 509 • Richardson, TX 75081 • Tel: (214) 699-9868 • Fax: (214) 699-0198

*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

Excutive/EWN96

HLF 12/5/96

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**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 07609

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



**EASTERN OFFICE - NJ**  
**MONDAY 10/13/1997**

**TO DO LIST**

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

# 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.L.F Committee in New York
  - 3- my trip to Egypt and 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 - filing)  
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 \_\_\_\_\_

Other I have visited a company called Vocall (for instant calling cards) and we visited business with them on the calling cards.

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: Ahmed Rahman Odoh  
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 5220.

### Headquarter business

How many times did you contacted the Headquarter office during this week: 10

- In regard of:
- 1- mohamad Al-Anali Trip
  - 2- youth Club and Campain
  - 3- 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? Y 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? \$20.
- 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 0  
 New pot luck activity \_\_\_\_\_

# Weekly Report

## Check List

Name: Abdulrahman Odoh  
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. Amman 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 the calling cards  
with instant it this week and I already  
have sold 15 so. -

**Field Work**

- 1- Do you maintain a regular field activity hours? yes from 9 to 5  
 Total field hours for the week 28
- 2- Displayed the booth in a masjid or during community activity? N<sup>o</sup>  
 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<sup>o</sup> 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: Abdul Rahman Odeh  
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 amount 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 Ahideen and collected from  
masjid masad Ebn Omar amount of \$1075.  
and I gave him a hall full of ~~my~~ chairs for his  
coin boxes upon his request.  
\* The amount from masjid masad Ebn Omar had been  
delivered to Mr. Halkam 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 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? 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: 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? <sup>yes</sup> ~~no~~ from \_\_\_\_\_ to \_\_\_\_\_  
 Total field hours for the week 12x
- 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: Abdulrahman Odeh

Office: Scatter 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- Results of ICNA Convention (2)  
2- order of coin  
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 RANA magazine  
on the total revenue in ICNA is \$872 -  
and two orphan pledges. New Volunteers

**Field Work**

- 1- Do you maintain a regular field activity hours? yes from \_\_\_\_\_ to \_\_\_\_\_  
 Total field hours for the week 50
- 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: Abdul Dalman Odeh  
Office: Eastern office - NS  
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 Ahmed 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 follow 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. Hassan  
Abdulhameed Egyptian about calling cards  
with our logo & name dealing through WCT  
and he will have the deal writing to HQ & NS.

**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: Aldin Rahman Odeh

Office: Southern Office - NJ

Date: 7/29/96

Week of 7/28 to 7/26 month July

### 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 Duplan 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 Karim to  
make a good deal about H.L.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 \_\_\_\_\_

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1017

# Weekly Report Check List

Name: Abdullahman Odoh

Office: Saturn 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 Hampton
  - 3- keep requesting the ~~the~~ logs for calling card
  - 4- asking for coupon from Reblis

### 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 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 core of my income.

GOVERNMENT  
 EXHIBIT  
 0013080  
 3:04 CR-240-G  
 U.S. v. HLF, et al.

HLA942 0000234

**Field Work**

- 1- Do you maintain a regular field activity hours? ~~yes~~ <sup>NO</sup> from \_\_\_\_\_ to \_\_\_\_\_  
 Total field hours for the week 1.2
- 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: Ahmed Rahman Odeh  
Office: Eastern 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 475.00

### Headquarter business

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

- In regard of: 1- asking for opinions  
2- asking about the annual event  
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 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 city and they want us to participate in their activity.

**Field Work**

- 1- Do you maintain a regular field activity hours? NO from ~~15~~ 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? Zouphans  
 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 \_\_\_\_\_

ENCLOSURE

# Weekly Report

## Check List

Name: Abdulrahman Odoh  
Office: Eastern office - NY  
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 handbook of Mr. Bilal in New York
  - 2- about the coupons
  - 3- about Mr. Hamzah mandour

### Office work

- 1- Do you maintain a regular office hours? N from      to       
 Total office hours for the week 68 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 the filling request 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. 118 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 \_\_\_\_\_

MLA 950231

# Weekly Report

## Check List

Name: Abdul Rahman 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. Khan discussing our 1st annual festival
  - 2- with Mr. Samra about our company 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:  
\* Am participating in the activity of IAP in North Ridge with show case  
\* forming a committee for our annual festival  
\* want to 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 Bergen  
 Number of people attended 150  
 Total amount collected \$300.00
- 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? \$656.00
- 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: A Linda Halman Odely  
Office: Eastern Office - NJ  
Date: 8/20/96 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 contact the Headquarter office during this week: 4

- In regard of: 1- Orphan's Matters  
2- speaking to Haydham about Sept Activity  
3- 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 a 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: Ad. du Kalman Odch

Office: Eastern office - NJ

Date: 9/6/96 Week of 8/21 to 9/6 month Sept

### Week overview

- 1- Total hours worked in office and outside 34 → Labour Day
- 2- Total revenue generated for the week ~~149~~ 149. -

### Headquarter business

How many times did you contact the Headquarter office during this week: \_\_\_\_\_

- In regard of:
- 1- Mr. Haydon & Read about our 1st Activities Flyers
  - 2- Mr. Duberri about our financing report
  - 3- checking the H.Q. 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 7/1996.

**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? 49.00
- 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? 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 \_\_\_\_\_

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# Weekly Report

## Check List

Name: Abdul Rahman Odah

Office: Eastern 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 224.

### 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 Cape and
  - 2- calling Mr. Ibrahim about orphans. sbgans
  - 3- Asking Mr. Haytham about the ~~last~~ program 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.
- \* putting flyers and posters in the stores "
- \* Asking to 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? 3  
 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 stores windows.
- 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: Abdul Rahman Odoh  
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.-

### Headquarter business

How many times did you contacted the Headquarter office during this week: 4  
In regard of: 1- calling I. Duvalin about Duplons matters  
2- calling Payad about Duplons 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:  
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 washing needed to the event.  
calling the pitons in the area to donate meat for the event.  
calling Bakery to donate Bread to the event.  
calling businesses to sponsor the event.

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90

**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 them 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 \_\_\_\_\_

# Weekly Report

## Check List

Name: Abdul Rahman Odeh

Office: Eastern office - NJ

Date: 10/4/96 Week of 9/24 to 9/27 month Sept.

### Week overview

- 1- Total hours worked in office and outside 8 1/2 hours
- 2- Total revenue generated for the week 1252.-

### Headquarter business

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

- In regard of:
- 1- about annual activity
  - 2- about visits of Sheikh Mansour
  - 3- about the 1996 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 pledge

- 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.-
- 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 \_\_\_\_\_

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# Weekly Report

## Check List

Name: Abdul Rahman Odoh

Office: Sakana office - NJ

Date: 10/4/76 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 ~~\$564~~ 17066.00

### Headquarter business

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

- In regard of: 1- Hanza departure  
2- AQSA fund.  
3- Orphan's.

### 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 AQSA 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:  
meeting 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? 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 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 about  
 New orphan sponsorships \_\_\_\_\_  
 New general pledge \_\_\_\_\_  
 New needy family sponsorships \_\_\_\_\_  
 New mailing list acquired \_\_\_\_\_  
 New pot luck activity \_\_\_\_\_

# Weekly Report

## Check List

Name: Abdul Rahman Odeh

Office: Southern Africa (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 1306.00

### Headquarter business

How many times did you contact the Headquarter office during this week: \_\_\_\_\_

- In regard of: 1- I was in the Head office for three days.  
2- \_\_\_\_\_  
3- I called Mr. Shukri 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 also (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? 53  
 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: 8 outcom 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 \$4021.00

### Headquarter business

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

- In regard of: 1- about ongoing payment  
2- about malinaga  
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 our flyers of Mahnazian
- 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: Abdulhaleem Odeh

Office: Eastern 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 1842.00

### Headquarter business

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

- In regard of: 1- about ag-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 ~~big~~ 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: Abdulrahman Odoh  
Office: Eastern office NY  
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 IENA Conference / credit Card  
2- Mr. Ibrahim about sponsoring families  
3- Ayman about chqs.

### 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 \_\_\_\_\_

55

# Weekly Report

## Check List

Name: Ahmed Lakman Odoh  
Office: Eastern Office (N)  
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 supporters of the 1989 Masara  
2- about the Mahaya  
3- about sponsoring the families of 1989

### 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 selling tickets too.  
taking care of the 1st Arab Press program and  
lectures, funds

**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 Sensay 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? 8.00
- 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 Sensay city and setting up the booth 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 alah  
 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 Kalam Odeh  
Office: Sarkis office - NY  
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 \$2009.00

### Headquarter business

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

- In regard of:
- 1- called HQ about Makujan's activity
  - 2- called HQ about Soudik's work
  - 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 Makujan's donat,  
and reasoning on their 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 Makujan's donors to thank  
them for their support and donations

**Field Work**

- 1- Do you maintain a regular field activity hours? yes from \_\_\_\_\_ to \_\_\_\_\_  
 Total field hours for the week 36
  
- 2- Displayed the booth in a masjid or during community activity? yes  
 Name of masjid or activity Masjid Tawakkul Ashia 96  
 Number of people attended 800-900  
 Total amount collected 17000.-
  
- 3- Did you do any coin collection or planting? yes  
 How many stops did you make? 13  
 How many new boxes did you plant? ~~288~~  
 How much money did you collect for the week? 288.-
  
- 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? family sponsorship  
 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 ahk  
 New orphan sponsorships \_\_\_\_\_  
 New general pledge \_\_\_\_\_  
 New needy family sponsorships \_\_\_\_\_  
 New mailing list acquired 30  
 New pot luck activity \_\_\_\_\_

# Weekly Report

## Check List

Name: Ahmed 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 & system  
2- calling Hajer about companies  
3- calling Ayman about Odeh.

### 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 Jamalah  
 Follow up on pledges Mahajan  
 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 mahajan's donors  
and more connections for Jamalah (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: Abdul Rahman Odeh

Office: Eastern Office - 105

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 contact 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 Damith  
 Follow up on pledges Annual / mahajin  
 Answer their concerns and questions \_\_\_\_\_  
 Other Buying & market families and orphans / Raising fund for Damith
- 3- Did you receive any guests in office? No 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 Damith  
and participating in N. Bangor Masjid Annual  
Conference in their masjid with our showcase.  
from Friday 11/29 -> 12/1/96

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**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. Bengen - annual Conference  
 Number of people attended 500 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? \$28. -
- 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: Abedul Raheem Odeh

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 1713.00

### Headquarter business

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

- In regard of: 1- Talking to Mr. Ibrahim about orphans.  
2- Talking with Mr. Basem about the show materials in Dallas.  
3- Talking with Mr. Maghawi 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 work dengan aktiviti  
collecting functional & 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 \_\_\_\_\_

# Weekly Report

## Check List

Name: Abedul Rahman Odah

Office: Eastern office N.J.

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 \$1271-

### Headquarter business

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

- In regard of:
- 1- Mr. Hayder about Oulads & Cleveland Makhefians
  - 2- Mr. Samia about orphans
  - 3- Mr. Bassam about show in Dallas
  - 4- Mr. Shukri about men, and Vistrid 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 Samiehs 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 a volunteers list for the east zone and they  
mayid. 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.-
- 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: 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 contact the Headquarter office during this week: \_\_\_\_\_

- In regard of:
- 1- calling Mr. Mahud I. Odeh about Ontario/Cleveland
  - 2- Mr. I. Odeh about phone
  - 3- Mr. Basam to return show materials for H.O. & NJ.

### 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 Alexi Donations in Mahajans /
- 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 Mahajans

**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 alot south / Cleveland  
 New orphan sponsorships 12  
 New general pledge alot  
 New needy family sponsorships \_\_\_\_\_  
 New mailing list acquired 50  
 New pot luck activity \_\_\_\_\_

# Weekly Report

## Check List

Name: Ahmed Rahman Odeh

Office: Customs 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.-

### Headquarter business

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

- In regard of:
- 1- Mr. Ayman about the Mayya Convention
  - 2- Mr. Basam 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:  
Meeting Sheikh Mohamad Al-Anafi  
and organizing his visit to NJ  
and ~~participating~~ working with Mayya Passaic  
in their fundraising 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? none  
 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 \_\_\_\_\_

MLA/ALA/AMA

# Weekly Report

## Check List

Name: A. Abdul Rahman Odih

Office: EASTERN OFFICE - NJ

Date: 1/3/1997 Week of 12/27/96 to 1/3/97 month Jan (17)

### 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? N & 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? N & How many \_\_\_\_\_
- 4- Did you issue any letters? yes How many 5
- 5- Other major jobs done in office for the week:  
Participate in a 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 set - NJ)  
 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: Alidul 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.-

### Headquarter business

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

- In regard of: 1- Mr. Haydar about Abdolhamid lecture in photo  
2- Mr. Shukri about on phone  
3- Mr. Ayman about Olog  
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 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 Odeh  
Office: Eastern 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. Basam Kishk Diehina Toughes alim By trip
  - 2- Call to Mr. Shukri & Jada
  - 3- Call with Mr. Samirah

### 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 walk 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: Ahmed Rahman Odeh

Office: EASTERN OFFIC-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 \$732. -

### 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. Basim to discuss about details of my trip
  - 3- Mr. Ayman about checks.

### Office work

- 1- Do you maintain a regular office hours? \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
 Total office hours for the week 10 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? \_\_\_\_\_ How many \_\_\_\_\_
- 5- Other major jobs done in office for the week:  
resetting my 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 Return of 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 Basim Odeh  
 Office: N.J. - 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 contact the Headquarter office during this week: \_\_\_\_\_

- In regard of: 1- Mr. Haydon about Zakat file  
 2- Mr. Baden about Pwchours  
 3- Mr. Shukri about Ouphours

### 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 Abdul Aziz Tahir  
visiting Philadelphia - N. Berg - Towhead - Jersey city -  
my first time fund raising in Philadelphia  
and N. Berg - at Jersey city too.

**Field Work**

- 1- Do you maintain a regular field activity hours? yes 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? yes  
 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 Fitr - Food Packages)  
 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 27  
 New general pledge \_\_\_\_\_  
 New needy family sponsorships 1  
 New mailing list acquired 20  
 New pot luck activity \_\_\_\_\_

# 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 contact the Headquarter office during this week: \_\_\_\_\_

- In regard of:
- 1- calling Mr. Bassam about a Community Center in NY
  - 2- Mr. Ibrahim about orphans.
  - 3- Mr. Bassam 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 ~~vacation~~ Holiday.  
(Sunday & Monday)

2/8/97  
\* Saturday 1st day of Sed's holiday I held a donation's Box  
in front of ICP Center from 6:AM to 1:PM  
asking for Zahed Fils & Donations for Palestine.

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## 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? 21  
 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 Pledge
- 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 \_\_\_\_\_

**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 .

HLJMK42 0000174

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

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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

**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 - 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 .

HLNK42 0000172

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

( 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 ? 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

**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.

HLNK42 0000170

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

( 2 )

**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

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مؤسسة الأرض المقدسة  
للإغاثة والتنمية  
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 & PHIL 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

HLNKA2 0003168

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 : 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**  
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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.

( 2 )

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

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للإغاثة والتنمية  
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 : MARCH 97

**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

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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 : April 97

**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 :

( 2 )

**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

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**مؤسسة الأرض المقدسة**  
للإغاثة والتنمية  
مكتب شرق أمريكا

**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

( 2 )

**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

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**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  
للسانحة 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 :

( 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 ? 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

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**مؤسسة الأرض المقدسة**  
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**WEEKLY REPORT**  
**CHECK LIST**

Name : Abdulrahman 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

( 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 ? 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

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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

( 2 )

**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  
للإغاثة والتنمية  
مكتب شرق أمريكا

**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 :

**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

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For Relief And Development



مؤسسة الأرض المقدسة  
للإغاثة والتنمية

مكتب شرق أمريكا

**Eastern Office**

**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 :

HLBK42 0000148

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( 2 )

**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**

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**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 - 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 :

( 2 )

**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

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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

( 2 )

**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.L. 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

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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 - 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 :

Participating in ICNA convention

HLNK42 000130

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( 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

**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.- Phill. 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 Phill

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 :

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**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.L. 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 - 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 :

**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**  
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*Eastern Office*



مؤسسة الأرض المقدسة  
للإغاثة والتنمية  
مكتب هرق 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 :

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**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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*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 .

HLNK42 0000124

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**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 :

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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 : 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.Yacish 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

HLNK42 0000122

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( 2 )

**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  
*Eastern Office*



**مؤسسة الأرض المقدسة**  
للإغاثة والتنمية  
مكتب شرق أمريكا

**WEEKLY REPORT**  
**CHECK LIST**

Name : Abdulrahman A. Odeh  
Office : Eastern Office  
Date : 8 - 22 - 97 Week of : 8/16 To : 8/22 Month : AUGUST 1997

**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.

HLNK/2 0000120

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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 ? 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 :

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## WEEKLY REPORT CHECK LIST

**Name : Abdulrahman A. Odeh**  
**Office : Eastern Office**  
**Date : 8 - 30 - 97 Week of : 8/23 To : 8/29 Month : AUGUST 1997**

### 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.**

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**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 :

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## 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 ABOUT 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.

**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.L. 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

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## 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 :

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## 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.

( 2 )

**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 :

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## WEEKLY REPORT CHECK LIST

Name : Abdulrahman A. Odeh  
Office : Eastern Office  
Date : 10 - 3 - 97 Week of : 9/27 To : 10/3 Month : OCTOBER 1997

### 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. Bassam 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.

( 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 ? 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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## **WEEKLY REPORT** **CHECK LIST**

Name : Abdulrahman A. Odeh  
Office : Eastern Office  
Date : 10 - 10 - 97 Week of : 10/4 To : 10/10 Month : OCTOBER 1997

### **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 :  
\*

( 2 )

**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 :

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