



Muslim Youth Club Start-Up Document

السلام عليكم ورحمة الله وبركاته

This document should act as a guide for you to start a successful Muslim Youth Club at your school. If you follow this guide, you will have the strong foundations to establish a Muslim Youth Club (MYC) and help support the Muslim community in Calgary. Of course, not everything will work at every school so please make sure to work closely with us as well as your school administration to help create the best experience possible for your club. May Allah reward you for all your hard work.

Mission Statement

Our goal is to foster a sense of community and inclusion in the public school system among the Muslim Youth, focusing on the establishment of prayers and other in-school activities. Ultimately, we aim to establish school-approved MYCs in each of the 30+ CBE high schools. However, we will not control or micro-manage MYCs but rather act as an umbrella committee to provide direction, guidance, leadership and more opportunities for ideas, training, development, finances, and planning.

The Muslim Student Advisory Committee Mandate

Muslims pray five times a day. However, Muslim students can find this challenging, especially during winter when the time for the afternoon prayer (Dhuhr) ends before the school day ends. As such, Muslim students need to be accommodated to complete their obligation of praying. This applies to the Friday prayers as well. From our experience, we have found that the most effective method of achieving this goal is to establish an MYC in the given school. Clubs, in general, can negotiate with the school to meet certain demands and are able to advocate for their members. As such, MYCs can use this ability to request the school for a room, area, or time between or during classes to take a few minutes to pray. The method by which this will be provided will depend on the school. Furthermore, the establishment of MYCs will give Muslim students the much-needed space to connect and promote a diverse and robust Muslim community. We believe giving students a chance to establish such a club at their school is essential and will be highly beneficial to their overall wellbeing and identity.

Sincerely,
Muslim Student Advisory Committee



Initial Start-Up

1. Establish your intention for starting the club. Everything we do is for the sake of Allah SWT. If our intentions are in the right place and we ask for help from Allah, then we will be set up for success.
2. Invite a small group of committed, dedicated, and passionate Muslim youths at your school to help you establish the club.
3. Form a committee that will commit to the creation of the club.
4. Check your school rules in regards to club establishment and follow those rules.
5. Find a teacher sponsor who will be willing to supervise and support the Muslim Youth Club for prayers and events.

You may find yourself having to do one or many of these, dependent on your school's criteria and process of starting a club

- Send an email to the principal requesting the official recognition and creation of the MYC
- Address any of the questions and concerns the principal has. This can include:
 - The obligation of prayers
 - A list of activities that the club can do
 - How it will benefit the student population/school
 - Role of each member (who is the club lead, etc)
 - When will the club meet (frequency depends upon the school)
- Discuss and confirm with the supervisor about members, roles, dates, activities, prayers, and any other concerns

Once the club has been school-approved

- Request for Jumaa and Dhuhur prayer.
 - Jumaa might be easier if the time is outside of school hours.
- Address any concerns or issues that the school brings up about prayers and insist on the requirement.
- Discuss with the Muslim Student Advisory Committee if further assistance is required.
- Plan for future events and activities once salah is established. You can do any activity as a club event, as long as it is supported and approved by your supervisor. Some examples of activities are:
 - Fundraisers
 - Networking events (Halaqa, etc.)
 - Awareness events (Ramadan, Eid, etc)
- Some activities may be requested from the Muslim Student Advisory Committee to be run as part of the club in the school. The goal of these activities will be to raise awareness about Muslims and will be run by all MYCs at the same time. Examples of these events might be:
 - Hijab Day/ Islamic awareness Day/ etc.
 - Ramadan/ Eid ul Fitr/ etc/



Some Points to Running a Successful Muslim Youth Club

- Diversity over grades and gender
 - Grades 10, 11 and 12 involvement
 - Planning for activities that engage both genders and all grades
 - Club leadership involving both genders and all grades
- Establishing web and social media presence (if applicable)
 - Weekly posts (ayah of the day/reminders, etc.)
 - Stories (trivia questions/Jumaa info, etc.)
- Club leadership, meetings, and reporting
 - Regular/consistent meetings with meeting agenda
 - Start with dua and Quran/ End with duaa
 - Take meeting minutes and action items
- Strategy to reach out to students
 - Social media pages
 - Group chats
 - Email list
 - School announcements
 - advertising posters around the school
 - Word of mouth
- Keep healthy relations with the Principals and Supervisors
 - Appreciation gift at the end of the year

Roles Within the Club Committee

These are general roles that will help you organize your committee. Roles can be modified, added, or deleted based on club needs. These roles may be shared by more than one person if necessary.

- **Club Leader:** Oversees all club activities and is the main point of contact between the school, the club, and the Muslim Student Advisory Committee. The leader will be responsible for initiating activities (including prayers) and will seek approval from the school for these activities. He or She will be responsible to make sure that all other members know their tasks and keep the club running efficiently.
- **Salah Coordinator:** This person will be responsible for organizing prayers. They will be responsible to report any changes, cancellations, or problems with prayer. They will also be responsible for Khateeb Scheduling for Jumaa.
- **Events Coordinator:** This person will be responsible to organize and initiate, with the help of the club leader, club activities (not including prayers). They will be responsible for the logistics and human resources needed for events.



- **Communication Coordinator:** This person will be responsible to update the club's social media, website, posters, announcements, email, or other points of contact. They will ensure that the members are receiving updates about activities, prayers, and any other pertinent information.

Succession Plan

A valid and achievable succession plan needs to be in place before the end of the school year. This is the responsibility of the club committee members to appoint succession with utmost diligence. The supervisor may also need to be involved in this process. Some points to note are:

- The new committee members must be agreed upon before the end of May
- The new committee members must already be previous members of the club. Members are those students that are involved in the activities of the MYCs
 - Non-members may be appointed if it is decided that this member will be crucial for the functioning of the club
- The committee members must be practicing and are visibly Muslim.
- The club committee will need to introduce the new members to the Muslim Student Advisory Committee before the end of the school year

Expectations from the club

We understand that establishment of this club is not easy and will require dedication, commitment, and passion. We also understand that students have other commitments outside of this club, such as academics and extracurriculars. However, we expect that the club committee members acknowledge their limitations and plan the calendar of events accordingly. Some other expectations from the club are:

- Continuous maintenance of prayers
- Full cooperation and agreement with the Muslim Student Advisory Committee
- Keeping open communication between the Muslim Student Advisory Committee and the club
- Running a minimum of three events each year (including Muslim Student Advisory Committee directed events)
 - If not possible, an alternative plan needs to be submitted to the Muslim Student Advisory Committee.
- Formal reporting to the Muslim Student Advisory Committee **every three months** regarding the progress of the club
- Having regular meetings within the club committee about the club
- The club is inclusive of all Muslims regardless of culture, ethnicity, race, or sex
 - We encourage the involvement of both males and females to be part of the MYC
- Should there be any conflict, and it cannot be resolved by the supervisor or the club members, immediately contact the Muslim Student Advisory Committee and we will work towards a solution.