



Donating to
Ilm-o-Amal
A Guide

Are you choosing a charity to donate to?

Are you in the process of deciding what the most important use of your donations is?

The information in this guide will help you make informed decisions about donating to Ilm-o-Amal Association

Our Mission Statement:

The scale of problems faced by poor families in Pakistan is immense. We want to help at least 10,000 families, throughout Pakistan, to leave poverty behind within 10 years.



Who is Ilm-o-Amal?

Ilm-o-Amal is a welfare association registered under the Societies Act, 1860. Donations to Ilm-o-Amal are exempted from Income Tax by CBR notification.

Please visit www.ilmoamal.org for more information



Are you a smart donor? With the help of this guide you can put your charitable donations to where it is needed most

Some people already know which charity they want to support, such as a school, a free clinic or their mosque.

If you are still in the process of choosing a charity for your zakat and donations, this guide will tell you why Ilm-o-Amal is a trusted charity and how, with the help of its volunteers and communication technologies, is it using its resources for the causes where your funds are needed most?

The most deserving cause?

Pakistan, like the rest of the globe, is going through a phase of severe inflation. The prices of basic consumer items like food, medicines, rent and fuel are increasing on a daily basis.

Families with limited income and many mouths to feed are suffering badly in this situation. Our focus should be to help such families in the form of:

- Family Support assistance
- Educational Scholarships, &
- Income Opportunities

Basic family needs

Ilm-o-Amal has developed an objective basis to calculate the basic needs of a family and determine the level of poverty. Please visit www.ilmoamal.org to try our family need calculator



Who is Ilm-o-Amal?

Ilm-o-Amal is a network of volunteers. It is managed by young Pakistanis from different walks of life including professionals, home-makers, students and entrepreneurs.

All our welfare activities to help deserving families are managed by our volunteers and part time staff.

All our funds are contributed by our members and socially aware individuals.

But what about overhead costs?

It is reasonable to expect that your donation should be used to alleviate the suffering of a deserving person instead of paying for an air-conditioned office in a posh neighborhood or high salaries to the managers of the charity.

We studied all the possible ways to eliminate costs and took two important decisions:

1. To use volunteers and part-time staff instead of full time staff
2. To adopt the concept of 'virtual office'

Our overheads are less than 10% of our donations based on the figures of 2007-08.



Shall the recompense of goodness be anything but good? Al-Quran [55:60]

How office and field volunteers work together?

We have two types of volunteers. Office volunteers perform all office functions including budgeting, planning, marketing, accounting and technology support.

In addition of our team of office volunteers, we also have a team of field volunteers and coordinators in Pakistan who perform all the tasks requiring face-to-face interaction with beneficiaries including visiting their home, place of work or educational institutions, payments and performing reviews, marketing visits and conducting workshops.



Both the office and field volunteer teams are managed by our Management Committee. These teams communicate with each other through the mobile communication and our virtual office called 'Beneficiary Management System' (BMS).



Shall the recompense of goodness be anything but good?
Al-Quran [55:60]

What is a Virtual Office?

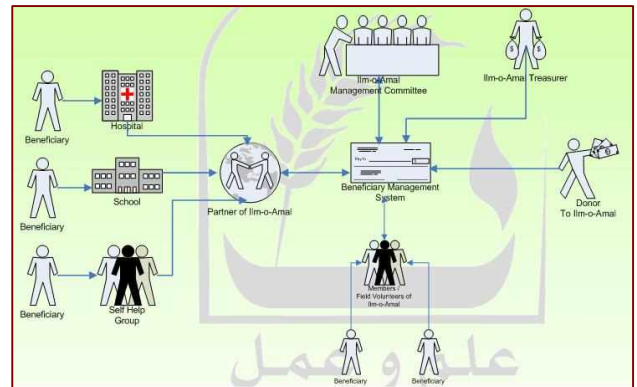
Beneficiary Management System (BMS) is our virtual office. The concept of 'Virtual Office' means an online and paperless environment that enables a network of volunteers to contribute efficiently by using online communication technologies. Our volunteers need a PC, an Internet access, scanner and a digital camera for the virtual office.



Ilm-o-Amal does not maintain a brick-and-mortar office. With the new communication technologies in the form of Internet and mobile phones we are able to reduce our overheads by working from our homes and offices.



We rely on BMS and communication technologies to collaborate and deliver our services smoothly on-time and with minimum costs.



Virtual Office: www.ilmoamal.org/bms

Our programs

We provide the following types of help to deserving families:

- Family assistance for food, medicine, rent or any other basic necessity. Maximum amount Rs 3,000/- per month.
- Educational Scholarships. Maximum amount Rs 600/- per month.
- Income Opportunity for small enterprise. Maximum amount Rs. 15,000/- once.
- Any exceptions for more deserving cases are approved on a case-by-case basis

How does it work?

Ilm-o-Amal brings together the donors and the deserving on the web

Our members login to www.ilmoamal.org and post applications for deserving families in their families, neighborhoods and places of work in Pakistan

Ilm-o-Amal team verifies and approves the posted applications

Our team consisting of our management committee, coordinators and field volunteers verify the application. The people in need are initially supported by our funds.

Sponsorship made easy and personal

Donors go to ilmoamal.org and browse through the profiles of people in need. Donors can select any of these applications and become part of Ilm-o-Amal team.

Ilm-o-Amal team continues to support and review the applications regularly

Our current cases and projections

Projected	Jul '08 Current	Jul '09 Projected	Jul '17 Projected
Family Support	48	100	5,000
Children Scholarship	55	100	5,000
Income Opportunities	18	50	1,000
School Supplies	2	5	100

Beneficiary Management System (BMS)

Beneficiary Management System (BMS) is a web-based application developed by the Ilm-o-Amal Association. The Members of the Association can access it anytime, and from anywhere through an Internet connection. BMS provides a secure and collaborative environment to the Members of the Association to:

- Launch Welfare Projects
- Manage Applications
- Manage Payment/Disbursements
- Collaborate with other Members
- Share information & discuss ideas
- Download documents and forms

It requires a valid 'Username' and 'Password'. It is hosted in a secured environment. It is developed with software tools under GNU Public License including PHP and MySQL database



Beneficiary Management System

How can you Donate?



You can participate with us and help deserving families and children in many different ways.

- Sponsor a Family
- Sponsor a Child's education
- Sponsor an income opportunity
- Become a Donation Leader

Visit www.ilmoamal.org to review and select beneficiaries, or

Write to us at info@ilmoamal.org to help you select a deserving case.

Donation Leader

A donation leader helps Ilm-o-Amal in fund raising by undertaking to spread our message and seeking sponsors for approved applications.

You can become a donation leader and help us raise funds for a good cause. If you wish to become a donation leader please write to us info@ilmoamal.org

Mode of Donations

Remittance to our account:
Ilm-o-Amal Association
119898-01 KASB Bank, Shaheed-e-Millat
Branch, Karachi, Pakistan

OR

Contact us at info@ilmoamal.org to pay cash and obtain a receipt

What information you will receive?



We will provide complete online information about the sponsored person or family through our web-based Beneficiary Management System (BMS).

You can log on to the BMS and obtain the following information:

- profile of the beneficiary
- list of all interactions with the beneficiary including field visits, reviews
- history of payments
- all relevant documents such as NIC, applications, medical history or school records
- complete information about our team and projects



You may also accompany our field volunteer to visit the beneficiary and verify the case or explore additional ways to help.

Application Profile in BMS

BMS has an easy to use interface to navigate and obtain required information about the applications you are supporting.

View Basic Information | Approvals & Comments | Payments | Actions | Attachments

Last Review Date 2008-06-10

Last Review Recommendation Increase amount of help

Picture of the Beneficiary

Approvals P | VP | T | S

- ✓ First Visit Done
- ✓ Documents on file
- ✓ Payment Initiated
- ✓ Review Done

Our Team

Our coordinators:

- Ayesha Shahzad, Family Help
- Nausheen Ahmad, Education
- Noorus Sabah, Income Opportunity
- Sadaf Momin, New members
- Shariq Mustaquim (I.T)
- Abdul Ghani (Marketing)
- Ibrahim Hamid (Canada)
- Nasir Bhatti (Canada)
- Ali Akbar (Singapore)

Field Volunteers

- Safdar Sherwani
- Shahbaz Pasha
- Faheem Shaikh
- Munir Ahmad Balouch
- Yawar Khayam
- Waseem Khan
- Nighat Sultana

Marketing Content Development

- Ahsan Abdi
- Tahmeena Khan

Our management committee:

Responsible for direction and management



Saira Nasir
President



Saif Manzoor,
Secretary
Operations
smanzoor@rocketmail.com



Nasir Jamal
Treasurer
Finance, Accounting and
Legal Matters
mnasirjamal@hotmail.com



Ahmad Faraz
Vice President
Responsible for Accounting &
Review
af.ilmoamal@yahoo.com

Our Contact Information

Registered Office:
202, F-88 Block B, North Nazimabad, Karachi,
Pakistan

Email: info@ilmoamal.org

Website: www.ilmoamal.org

Bank Account Information:

Ilm-o-Amal Association
119898-01 KASB Bank, Shaheed-e-Millat
Branch, Karachi, Pakistan