

DREAM WORLDWIDE LOGISTICS DOCUMENT

A guide for communities hosting Bayyinah's educational course



INTRODUCTION:

We thank you for taking initiative in bringing Bayyinah's revolutionary Dream Worldwide to your respected community. We pledge to uphold the highest standards of professionalism and teaching excellence at each one of our intensives. We sincerely hope that our programs complement and even enhance the educational activities and services offered in your community and that this is the start of a long term friendship.

The purpose of this document is to answer essential questions you may have in regards to hosting Dream Worldwide. It covers all administrative, marketing and financial logistics involved in making the program successful for both Bayyinah and your community. It is hoped that the committee or team taking the lead in executing this program on your end will read through this material carefully and address any questions or concerns well in advance.

6 THINGS YOU SHOULD KNOW:

1. Scheduling
2. Venue
3. Finances
4. Advertising
5. Additional Responsibilities
6. What Will Be Taught
7. Follow Up Studies

1. SCHEDULING

A. POINT OF CONTACT:

A Bayyinah representative will propose the schedule for a single program via email to a point of contact assigned by your group. Please keep in mind that you must assign a single point of contact for us to remain in touch with. This person will be responsible for communicating details with the rest of your group. Our point of contact can be reached directly at dream@bayyinah.com.

B. PROGRAM LOGISTICS:

Please note that all of our Dream Worldwide intensives begin on a Wednesday evening and if possible, Ustadh Nouman Ali Khan will conduct the Friday sermon that week. The sermon will not be about the program but will include counsel and general advice. This is an 8 evening consecutive course scheduled from 7 pm to 10 pm on the weekdays and 2 pm to 8 pm on the weekend and will include prayer breaks as needed. Ustadh Nouman Ali Khan, alone and in some cases with assistants, will be there at 6 pm everyday to answer any questions students may have. It is critical that your facility does not hold any parallel program(s) during the same 8 day span.

C. CONFIRMING DATES:

Once you get approval on your end for dates, an email confirming the schedule must be sent through an official representative (i.e. board of directors, president, secretary) to dream@bayyinah.com. Bayyinah will then send a contract to be signed by the representative.

2. VENUE

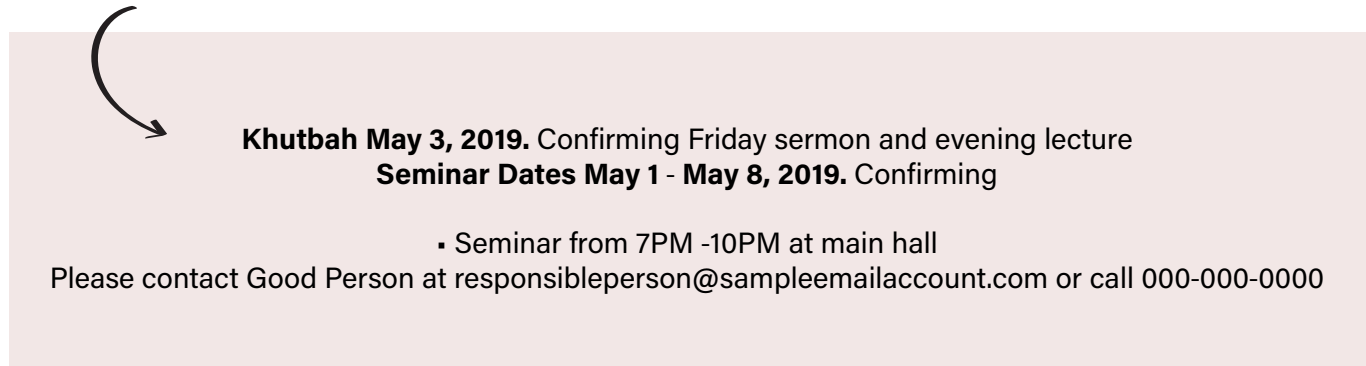
A. PREFERENCE:

Ustadh Nouman Ali Khan prefers to hold his educational programs on the premises of an Islamic center or school. We feel that these locations are familiar to the community, allow easy management of prayer breaks, and provide an at-home atmosphere during the program. The program also drives traffic to the center which is beneficial to the community long term.

B. CONFIRMATION:

In order for your request to be considered, you must either represent a masjid or any other facility that can possibly host the Dream program or have direct contact with someone in that capacity that has already informally agreed to hosting our program. This way the conversation can progress towards a formal confirmation. In cases where government approvals may be necessary, we will expect your party to help arrange for it while our organization will provide whatever information necessary for that process. The confirmation email sent through the point of contact should include confirmation of the use of the facility for the hours specified.

An example email may look like:



C. VENUE ESSENTIALS:

We provide educational programs with equal access to both brothers and sisters. We believe that both groups should have equal access to the instructor when it comes to questions and participation in a respectful, dignified and Islamically acceptable fashion. Additionally the following items will be required:

- Mic - preferably portable otherwise an extended mic will be acceptable too.
- Podium with power supply for laptop connectivity to projection screens
- Projection with single or two screens for ease of viewing for both gender audiences.

Please note all equipment shall remain in place and only during prayer breaks is the the podium to be moved if necessary.

3. FINANCES

A. VENUE USAGE:

Bayyinah encounters three scenarios when it comes to using venues at Islamic centers:

- i. The center is offered 10% of all tuitions collected at a Bayyinah program. (common)
- ii. The center has a strictly enforced venue usage fee policy and gives Bayyinah a financial amount in advance. If Bayyinah can afford it, the program gets confirmed and if it can't, the program is cancelled. (rare)
- iii. The center feels that Bayyinah is providing a valued service and offers their venue free of charge. (rare)

B. TRAVEL AND LODGING FOR INSTRUCTOR:

We typically cover all flight and lodging costs for the instructor on our own.

C. TUITION POLICY:

- i. On the first day of the program, attendance is open for the entire community and no sign up is necessary.
- ii. By day two of the program, all previously unregistered students must sign up online or in person.
- iii. Bayyinah only accepts tuition from individuals and families that can afford it. Anyone unable to pay tuition is not asked for an explanation as we have a policy of not turning anyone away. For example, if a family of 5 can only afford to pay for 2 of its members in full, they are not asked to pay tuition for the remaining members. We either collect full tuition or nothing at all.
- iv. We do not accept partial payments.
- v. Individuals who cannot afford the tuition receive sponsorships on an honor system. We do not ask for them to sign any kind of form or waiver. Sponsorships are determined through the process below.
 - a. On the second day of the program, the volunteers will conduct a head count of attendees and match it against the number of paid registrants [the point of contact will be given a registration document indicating how to obtain a list of paid registrants]. On the third day of the program, Ustadh Nouman AliKhan will announce that X number of students were not able to afford their tuition. While maintaining their anonymity we ask the rest of the student body to pitch in and help sponsor a student if they can. We encourage each local community to support their own and share in the blessings.

D. COLLECTING TUITIONS:

Tuitions are collected by a responsible volunteer or volunteer team assigned by your community. We will orient that volunteer(s) ahead of time as to the collections process. Some students pay their tuition online, others pay on-site the day of the program. By having your volunteer collect tuitions, we ensure that you know exactly how much tuition was collected and so exactly what 10% of that would constitute. A payment in that amount is issued and delivered within two weeks of the conclusion of the seminar.

Total collected tuition along with a summary of collections report is discussed with Bayyinah's primary point of contact 5 business days after the last day of the seminar.

4. ADVERTISING:

A. WORD OF MOUTH:

Bayyinah is not a local entity to your community. This is why we rely on your emails, phone calls and most of all, word of mouth to get people to at least attend the promotional evening lecture and if not, at least the Friday sessions of the seminar which are open to the entire community.

5. ADDITIONAL RESPONSIBILITIES OF THE POINT OF CONTACT:

A. Assigning a responsible volunteer as registrar who will maintain contact with assigned Bayyinah representative.

6. WHAT WILL BE TAUGHT

Each of our courses comes with a detailed course description document that is sent to you and is also available online at our website. We at Bayyinah are a non-denominational group whose focus is the Quranic language and literary appreciation. Even when we cover the Qur'an and Sunnah literature, we highlight the recited, linguistic and literary beauty embedded therein. All of our programs revolve around this central concept.

In conclusion, we at Bayyinah want to make our educational programs convenient, affordable, manageable and efficient for the community at large and for the organizers that are helping us deliver the program.

7. FOLLOW UP STUDIES

Bayyinah will provide for all attendees a comprehensive study and resource program beyond this 8 day course via our website. This will include a full curriculum that will allow each student to continue their education through a self guided learning platform tailored to the student's pace.

CONTACT BAYYINAH:

Website: www.dreamworldwide.net

General Questions: dream@bayyinah.com