

Jamaat Register & Checklist



THE BALD HILLS ISLAMIC EDUCATIONAL ORGANISATION LTD

ACN- 164 879 618 | ABN-47 164 879 618

Jamaat Amir Details

(Room & Kitchen to be clean & cleared by Friday 12 noon) (No Jamaat on Saturday till 2pm)

Surname:	First Name:	Date of Birth:
Address:		Post Code:
Email:	Jamaat's visiting dates :	
Phone no#:	Jamaat's Origin:	
Have you emailed your request to tbhieol@outlook.com	Y / N	Has approval been sought & granted by BOD Y / N

Attendance Checklist: (Tick in the box means items has been addressed & accepted)

- Maximum 10 individuals per Jamaat - (No more than 10 individuals will be approved)
- Has this Jamaat visited Bald Hills Mosque this calendar year - (1 visit per year per jamaat) , (Multiple visits is no longer permitted per individuals & group in one calendar year)
- Has all attendees attending BHM been verified & validated -(personal details captured by coordinator) (Credentials verified)
- Has the Jamaat Co-coordinator inducted the visiting Jamaat & Amir on BHM requirements
- Will the visiting jamaat be contributing financially to the BHM
- The visiting Jamaat is to bring with them- Toilet paper, Hand towels, Bin Liners, food & cold storage
- Food that smells, either cooked or raw is no longer permitted (eg Fish)
- Council bins to be placed roadside on Thursday nights (If Jamaat at BHM on Thursdays)
- There is no sleeping permitted inside main mosque praying area
- Vacuum Mosque, cleaning of wadhu area, toilets & bathroom daily.No toiletries to be left in bathroom
- All washed clothes is to be hung on clothes line behind ladies wadhu area
- No food scraps to be left in bins without lids (stored in sealed garbage bags, or inside main bins)

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Date:	Amir's (leader) name: Signature
Date:	Coordinator's name: Signature

Terms & conditions

By signing this Visitors' Register, you agree to comply with the TBHIEOL conditions as detailed above and at BHM (director's notice board & website). All leaders (Amir) must be inducted by coordinator prior to commencing jamaat & reference has been made to director's notice board & relevant policies on our website

By signing this form, the coordinator is confirming that all teacher/aids/jamaat groups have been inducted to TBHIEOL conditions of entry, values and purpose and have been made aware of the various risk associated processes (fire evac, emergency contact) and have been referred to the director's notice board for further insights:

- Agree to comply with the host Organization's Code of Conduct & entry conditions
- Acknowledge the values and objectives of the organization
- Agree that female toilets and bathrooms will not be used by male visitors
- Cleanliness is next to godliness so I will keep the place clean to the best of my ability and leave the place in the same state entered or better
- Am accountable for any accompanying visitors and or students
- Will be law abiding & can confirm various checks has been conducted on individuals and group prior to proceeding to BHM for jamaat & or madrasa
- Agree to follow the necessary processes for Workplace health and safety and TBHIEO processes and procedures whilst on premises and notify BOD if any new risk is identified
- Agree not to interfere with local laws and processes
- Agree to report and pay for any damages caused by any visiting group either by madrasa or Jamaat
- Coordinator agrees to share list of names and contacts of accompanying visitors/children and parents (without any sensitive info that is prohibited by law with BOD for their filing)
- All rest, sleep, cook, play, painting art & craft and eating are in designated areas (not in the main mosque) and will always put paramount importance on cleanliness and safety.
- Have been made aware of cleaning time schedules and Jamaat and madrasa times, hence removing double booking and or conflict
- Agree where a visitor does not comply he or she will be reported and asked to leave by an authorized individual.
- Agree where there is a Risk identified or an Incident has occurred this will be reported to the coordinator with the intention of it being presented to the BOD with 24hrs (none major) immediately (major)
- All individuals are aware of the key contact points and fire evacuation maps, and gathering points

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Jamaat Specific

Names of attendee	Visiting from & main mosque details Eg: Sydney, Mascot Mosque	First name	Family Name (surname)

Additional Notes:

All approvals will need to be sought prior to Jamaat attending BHM. SMS text is not a means of approval and this completed & approved form will need to be the AMIR (leader) on the day to verify and validate attendance. All attendees is to have some form of ID to verify name and address. Approved Jamaat is not permitted to invite other Jamaats to BHM during their stay unless approval is sought from the board of directors.

All communication and approval will need to be emailed to tbhieol@outlook.com

OFFICE USE ONLY

Date Returned:		Director emailing approval name:	
Approval granted by BOD:	Y/N		