## 2017 RAMADAN RESOURCE GUIDE



## INTRODUCTION TO THE RAMADAN GUIDE

This guide was created to help the Muslim community share Ramadan! The initiative for this project came together through the ideas of our House of Representatives members, staff and interns. May everyone be rewarded abundantly!

In this guide you will find:

#### **Ramadan Taraweeh and Iftar & Community Mosques**

This is a table that details the Taraweeh schedule and iftar availability for most of our member mosques.

#### Ideas for Sharing Ramadan

Find a matrix of 15 ideas to share the blessings of the month of Ramadan. This list is complete with suggested titles should you choose to adopt an idea, along with a short description to help you visualize it.

#### Consider Who You Can Share Ramadan With!

This is a spider diagram of some audiences that you can share Ramadan with! There are people you are in contact with on a daily basis that you can share a small gift or date with and it will spring into a conversation about our blessed month!

#### Go Green This Ramadan!

...And every Ramadan, and every single day. Find 10 ideas to reuse, reduce, recycle and be environmentally conscious. You can print the page out and post it in your mosque.

#### Ramadan & Food

Recipes, how to stay healthy and foods to eat for long days - it's all here in this section with links to articles from varied sources.

#### Planning an Iftar Checklist & Rubric

Plan iftars and check that you got everything with this checklist and rubric.

#### **Templates and Resources**

Ready to use content and templates to help you create your own version, here you will find:

- Sample Courtesy Neighbor Letter
- · Sample Ramadan Greeting Card
- Sample Iftar Invitation for Neighbors
- Islam & Muslims Factsheet
- Ramadan 101 Factsheet

#### THE COUNCIL OF ISLAMIC ORGANIZATIONS OF GREATER CHICAGO

#### **2017 RAMADAN TARAWEEH & IFTAR SCHEDULE**

Mosque	Taraweeh	Rakat	Completing Quran?	Imams	Community Iftar
American Islamic College	After Isha ~10:15pm	20	Yes	Ahmed Chahin	No
Dar-us-Sunnah Mosque	~10:30pm	20	Yes	Hafiz Syeed Sharif Hafiz Azam Hashmi Hafiz Sajid Ahmed	Every night
Downtown Islamic Center	After Isha	20	Yes	Dr. Nabeel Hamoui	Every night
Ephraim Bahar Cultural Center	After Isha	8	No	Omar Abdul Karim	Every night
Islamic Center of Naperville (Ogden and Olesen)	10:15pm first 15 days; 10:20pm after	20	Yes		Every night
Islamic Center of Wheaton	10:15pm	20	Yes	Sh. Ibrahim al Dardasawi	Weekends & Every night last 10 days
Islamic Society of Northwest Suburbs	After Isha	20	Yes	Hafiz Ali Sharif and Hafiz Yusuf Chaudry	Sundays
Islamic Community Center Des Plaines	10:30pm	20	Yes	Hafiz Ilyas	Every night
Islamic Foundation	10:15pm first 15 days; 10:20pm after	20	Yes	Hafiz Sheikh Rageb Kenaw	
Masjid Al-Farooq	After Isha	8	Yes	Imam Ousmane Drame	Every night
Masjid Al-Huda	10:15pm	20	Yes	Imam Wahidullah Khan	Every night
Masjid al Taqwa	After Isha	8	No	Imam Tariq El Amin Imam Rubani Imam Rasaun Tamir	Friday/Saturday
The Mecca Center	After Isha	20	Yes	Sh. Hassan Aly	No
Mosque Foundation	10:15pm	8	Yes	Sh. Jamal Said Sh. Ahmed Arafat Sh. Mohammad Hussain	No
Muslim Community Center	~10pm	20	Yes	Hafiz Alim	Every night
Muslim Education Center	10:20pm	20	Yes	Hafiz Yusuf Abdullah	Every night
Nigerian Islamic Association	After Isha	10	Yes	Sh. Yahya Ali	Every night
Prayer Center of Orland Park	10:15pm	8		Jafar Ahmad Hawa	Every night

Notes:

The CIOGC Community Ramadan Taraweeh and Iftar Schedule is an annual resource provided by CIOGC to connect our communities during the most blessed month of the year. Support our work by donating to CIOGC this Ramadan! You can donate in three ways - by phone at 312-506-0070, online at ciogc.org, and by mail at 231 S. State St., Suite 300, Chicago, Illinois 60604.

## **CIOGC MEMBER ORGANIZATIONS**

Al Furgaan Foundation American Islamic Association (AIA) American Islamic College (AIC) American Muslims for Palestine (AMP) Aqsa School Arab American Family Services (AAFS) At-Takaful Islamic Society CMECCA School Center for Islamic Teachings and Community **Development (CITCD)** Chicago Dugsi Center College Preparatory School of America (CPSA) Council for the Advancement of Muslim Professionals (CAMP) Dar-us-Sunnah Masjid and Community Center Downtown Islamic Center (DIC) East-West University Ephraim Bahar Cultural Center (Masjid Al-Mu'minun) Fox Valley Muslim Community Center Gujarati Muslim Association of America Hamdard Center Helping Hand for Relief and Development (HHRD-USA) Horizon Academy Indian American Muslim Council (IAMC) Inner City Muslim Action Network (IMAN) Institute of Islamic Information & Education **IQRA'** International Education Foundation IQRA' Moral Cartoon, Inc. Islamic Center of Western Suburbs (ICWS) Islamic Center of Wheaton (ICW) Islamic Circle of North America (ICNA) Islamic Community Center of Des Plaines (ICCD) Islamic Community Center of Illinois (ICCI) Islamic Center of Naperville (ICN) Islamic Cultural Center of Greater Chicago Islamic Food & Nutrition Council of America (IFANCA)

**Islamic Foundation** Islamic Foundation North (IFN) Islamic Foundation School (IFS) Islamic Medical Association of North America (IMANA) Islamic Relief USA (IR-USA) Islamic Society of Northwest Suburbs (ISNS) Makki Masjid Masjid Al- Faroog Masjid Al Ihsan Institute of Urban Affairs Masjid Al-Muhajireen Masjid Al-Taqwa Masiid Dawah Masjid Light of Islam Midwest Islamic Center (Masjid Al-Huda) **Mosque Foundation MUNA** Chicago Muslim American Society (MAS) Muslim Association of Bolingbrook Muslim Bar Association (MBA) Muslim Community Center (MCC) Muslim Consumer Group for Food Products Muslim Education Center Academy (MEC Academy) Muslim Educational & Cultural Center of America (MECCA) Muslim Legal Fund of America (MLFA) Muslim Society Inc. (MSI) Muslim Women's Alliance (MWA) Muslim Women's Resource Center (MWRC) Nigerian Islamic Association (NIA) Organization of Islamic Speakers - Midwest Prayer Center of Orland Park (OPPC) Sound Vision Foundation Universal Knowledge Institute Universal School Webb Foundation Zakat Foundation of America

If your organization would like to join CIOGC, download and complete the membership form at www. ciogc.org and e-mail it to rita@ciogc.org or fax it to 312-506-0077. For more information, please call our office at: 312-506-0070.

## IDEAS FOR SHARING RAMADAN

#### Fruit baskets for neighbors

Title: Be fruitful to your neighbors Description: Prepare baskets of fresh fruit (or even little cakes) to be distributed to neighbors.

#### Community Open House Iftar

Title: Community Iftar Description: Invite members of the community around the mosque to Iftar. Share the meaning of Ramadan!

#### **Toy Drives**

Title: Fill the toy box Description: Hold a toy drive at the local mosque or community center to collect toys for underprivileged children in the area, work with local youth charity to help distribute.

#### Kid's Craft Day

Title: Kraft with the Kids Description: Host an afternoon of making arts and crafts for kids at the mosque, community center, or home for the kids to come together and make Ramadan and Eid decorations.

#### Reach out to Diversity Officers

Title: Learn about Ramadan! Description: Get in contact with the diversity officer at your corporation. Collaborate together to promote an event that introduces Ramadan to coworkers.

#### Food drives

Title: Cans for a Cause Description: Break up into small groups within the community and hold a competition to see which group can collect the most cans/food for the needy.

## Donate extra food to shelter houses

Title: Sharing is Caring Description: Plan ahead while grocery shopping or preparing food for the month to donate to homeless shelters in your area.

#### **Charity Bake Sale**

Title: Bake for the Good Description: Community members come together to produce delicious baked goods to be sold. Donate the profit from the bake sale to a local charity of choice.

## Give gifts to service workers

Title: Give to those who give Description: Give little gifts to police officers, doctors, bus drivers, firefighters, teachers etc. Encourage kids to be involved in the gift giving.

#### **Decorate Mosque/Home**

Description: Decorate the mosque and/or home, especially to get your children in the festive mood of appreciating Ramadan. Use websites like Eidway.com, Noorart. com or Ranoon.com

#### **Interfaith Iftar**

Title: Interfaith Iftar Description: Invite members of other religious organizations or faiths to Iftar. Emphasize an understanding of the month of Ramadan and its meaning.

#### **Meat vouchers**

Title: Meat and Greet the Hungry Description: Team up with local butchers to create vouchers for the homeless and needy to get fresh meat from the butcher.

## Ramadan spotlight in libraries

Title: Ramadan Reads Description: Work with a local library to have a reading section of books about Islam and Ramadan on display.

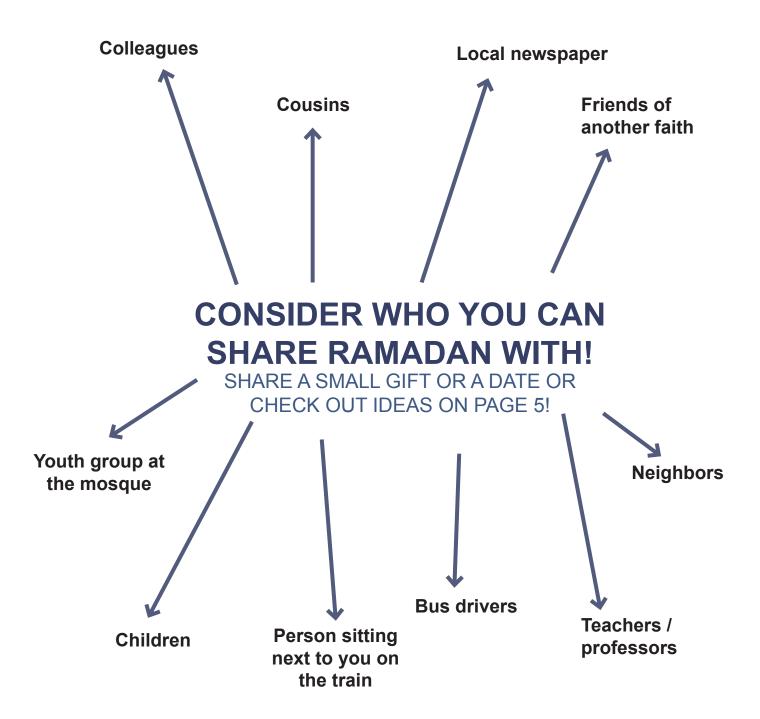
#### **Days of service**

Title: At your service! Description: Plan a community service day as a group to spend time cleaning up a park, hosting an event, raising money for a cause, or volunteer at a local shelter.

#### Share with media

Title: Ramadan, the month of Qur'an. Description: Use the media advisory in the packet or write a reflection piece and submit it to local media.







## **GO GREEN THIS RAMADAN** *Reduce* • *Recycle* • *Reuse* • *Compost*

What is the point of the physical act of fasting if our actions and words go unchanged?

## Share food with your neighbor

Invite your neighbors to enjoy a meal with you in the evenings as you open your fast. Sharing food with your neighbor and being kind to your neighbor might bring them closer to Islam. Remember actions speak louder than words.

Abdullah ibn `Abbas reported that the Prophet said, "The believer is not he who eats his fill while his neighbor is hungry."

#### Don't waste food

Package any unfinished food in eco-friendly wrapping and give the food to a homeless person on the street, an elderly neighbor who has trouble leaving home, or a family you know is often extremely busy.

#### Don't waste water

Be mindful of the time spent showering, never leave the sink running while not in use, keep a watchful eye while making wuduu'. The Prophet (s.a.w) was said to not waste water even when doing wuduu'.



#### **Plant trees**

Purchase seeds from local nurseries or garden stores and plant trees in parks, around the mosque, or near your home to improve the ecosystem

"If the Hour (the day of Resurrection is about to be established and one of you was holding a palm shoot, let him take advantage of even one second before the Hour is established to plant it." -Al-Albani. The Prophet said "if a Muslim plants a tree or sows seeds, and then a bird or a person or an animal eats from it, it is regarded as a charitable gift (sadagah) for him."-Imam Bukhari

### Recycle materials such as plastic

If your home and mosque do not already have a recycling system set up, lead the way to develop a plan for recycling especially materials made of plastic.

#### Don't use Styrofoam cups and plates

When using disposable dishware, only use ecofriendly plates and cups that are biodegradable, especially for masjid iftaars as the usage adds up day by day!

#### Ask for the Khutbah to be about conserving our environment

Take the lead in bringing this kind of education to the community. You can even prepare a sheet about tips & tricks to make homes and businesses more eco-friendly.

#### Use energy saver bulbs

Replaces the bulbs in your home and mosque to produce light in the most eco-friendly way. If your local mosque has not already implemented this, take the initiative to replace all light bulbs.

#### Organize masjid clean up days

Collaborate with members to facilitate a day of cleaning, including the outside and inside of the masjid—eliminate any health concerns that may be surrounding the masjid.

#### Post conservation reminders around the Masjid

Post simple signs around the masjid to remind members to join in on this "green" campaign and keep the ideas flowing, even long past Ramadan ends! Implement a plan for sustainability for your masjid for the long-term.

## **RAMADAN & FOOD**

#### Ramadan Food: When And What To Eat

- Source: the kitchn
- URL: <u>http://www.thekitchn.com/ramadan-when-its-ok-to-eat-and-94989</u>
- **Synopsis:** About who should fast, what fasting is and recommended food.

#### 27 Foods To Eat At Suhoor That Release Energy Throughout The Day During Ramadan

- Source: Buzzfeed
- URL: <u>http://www.buzzfeed.com/emofly/foods-to-</u> <u>eat-at-suhoor-that-release-energy-throughout-the#.</u> <u>tj8838gpX</u>
- Synopsis: Examples of Fiber and Protein food.

## Ramadan Fasting: What to Eat During Iftar and Suhoor

- Source: Diet and Nutrition
- URL: <u>http://www.healthxchange.com.sg/</u> healthyliving/DietandNutrition/Pages/Ramadan-Fasting-What-to-Eat-During-Iftar-and-Suhoor.aspx
- Synopsis: Benefits of eating fruits and vegetables, meat and alternatives, rice and alternatives.

#### Healthy Ramadan meal plan

- Source: NHS choices
- URL: <u>http://www.nhs.uk/Livewell/Healthyramadan/</u> Pages/fastingdietplan.aspx
- Synopsis: Suhoor and Iftar food

## Guide to healthy fasting during Ramadan

- Source: NHS choices
- URL: <u>http://www.nhs.uk/Livewell/Healthyramadan/</u>
   Pages/healthyfasting.aspx
- **Synopsis:** Talks about what to eat, things to avoid. How to eat healthier.

#### Ramadan

- Source: All Recipes Dish
- URL: http://dish.allrecipes.com/ramadan/
- Synopsis: Recipes of food to make during Ramadan

#### Ramadan food recipes

- Source: Asian Recipes
- URL: <u>http://www.asian-recipe.com/afghanistan/</u> <u>ramadan-food-and-recipes.html</u>
- Synopsis: Typical food eaten at iftar, suhoor and id.

## **PLANNING AN IFTAR CHECKLIST**

Sharing iftar with family, friends and the community is a regular and beautiful act of worship throughout the month of Ramadan.

Use this checklist so you don't miss anything!

This checklist is especially useful for large community or interfaith iftars!

- Date
- □ Venue
- Turnout
- □ Space setup
- Dates
- Drinks
- □ Food
- Utensils
- Linens, tables, chairs and centerpieces
- □ Flyer/invitation
- □ Parking
- □ Volunteers (ushers, greeters, registration)
- □ Microphone
- □ Speakers
- □ Screens/projector/laptop
- □ Speakers
- Timed program
- Special guests & seating
- **D** Publicity
- Camera/video camera



## **PLANNING AN IFTAR RUBRIC**

COMPONENT	DETAILS	ASSIGNMENT	NOTES FOR CONSIDERATION
Theme			
Speakers			
- Welcomes / hosts			
- Keynotes			
- MC			
- Guests - Quran / Duaa			
Venue			
- Parking			
- Costs			
- Size			
- Location			
Turnout Strategy			
<ul> <li>Who is in charge</li> </ul>			
of contacting			
which group?			
Marketing materials			
Marketing materials - Flyers			
- Registration			
pages			
- Table materials			
-			
Publicity			
- Emails			
- Calls			
- Mailers			
- Cards - Social media			
- Texting			
- Word of mouth /			
personal invite			
- Press releases /			
media contacts			
Food			
- Price			
- Quantity			
- Cuisine			
Venue logistics			
- Seating			
- Setup - Audio/visual			
- Table			
centerpieces,			
table cloths etc			
Volunteers			
- Registration			
<ul> <li>Parking ushers</li> </ul>			
- Greeters			
- Seaters			
A/V			
- Presentations			
- Mics			
- Cameras			

## **2017 RAMADAN RESOURCE GUIDE**

# TEMPLATES & RESOURCES



## SAMPLE COURTESY NEIGHBOR LETTER

Dear Blessed Neighbors,

This letter is from the community of the Mosque {Insert Mosque Name Here} next door. We hope that it finds you in the best of health and faith.

We would like to thank you for being such a good neighbor to our center, and for your patience during our regular Friday early afternoon sermon services. If you have ever been inconvenienced by our mosque or our community members, we sincerely apologize and hope that you can let us know what issues have disturbed you and how we can work to solve them.

Our community is about to start the holy month of Ramadan. The month of Ramadan is a very important month in the Islamic faith, as it is one of the five pillars of our religion. Ramadan begins on June 17th and ends on July 17th this year (it changes every year by about 10 days because of the lunar calendar!)

Ramadan is the name of the month which takes place during the ninth month of the Islamic lunar calendar. Ramadan entails a complete fast (abstaining from food, drinks, and physical relations) during daylight hours of every day. The purpose of Ramadan is to purify the soul, refocus attention on God and practice self-sacrifice. It is also a way to remember God's blessings and understand what those with lesser means go through, and act upon that by being exceedingly charitable during that particular month. It is a month that re-charges our compassion toward others.

During Ramadan, we not only fast from dawn until sunrise, but we also do extended night prayers. This means that the busiest times for our mosque will be approximately from 8 p.m. until 11:30 p.m. for 30 days.

There will increased traffic in the area because of this. We would like to thank you in advance for your patience and understanding. However, it is most definitely not okay for any one from our community to block drive ways. If this occurs, please notify us immediately and take down the make, model and license plate number of the vehicle. You can call {Insert Mosque Rep Name Here} at {Insert Mosque Rep Number Here}.

Feel free to connect with us if you have any questions.

Additionally, we look forward to having you break fast with us in the coming days in a wonderful celebration called Iftar, which is the Arabic word for break-fast. Iftar is held after sunset when a community breaks their fast together. We will be extending an invitation with details soon.

Thank you, [Mosque Name]

## SAMPLE RAMADAN GREETING CARD

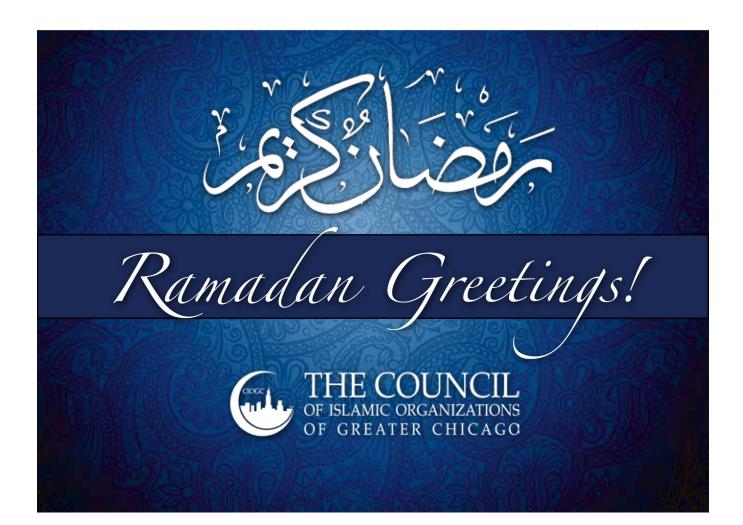
Reference pages 5 and 6 of this guide to help you think of ideas in which this greeting card would come in useful. This 5" x 7" Ramadan Greeting Card is ready to print, cut out, fold and personalize with a note. Find the print-ready greeting card on the next page!



THE COUNCIL OF ISLAMIC ORGANIZATIONS OF GREATER CHICAGO

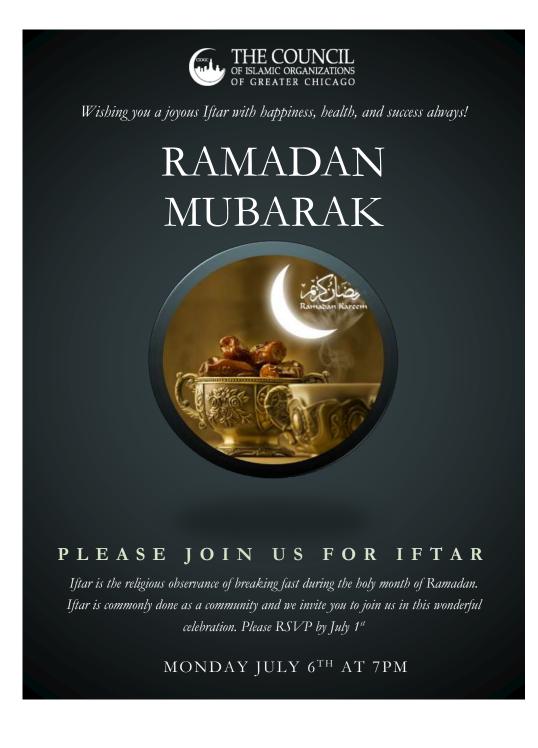






## SAMPLE IFTAR INVITATION FOR NEIGHBORS

E-mail CIOGC at info@ciogc.org to get the template of the Word file below to personalize for your mosque!



THE COUNCIL OF ISLAMIC ORGANIZATIONS OF GREATER CHICAGO

## ISLAM & MUSLIMS FACTSHEET

#### What is Islam?

Islam is one of the three Abrahamic faiths. The word "Islam" comes from a root word in the Arabic language meaning peace. It also means submission to God. Islam is a monotheistic faith regarded as revealed through the Angel Gabriel to the Prophet Mohammed, peace and blessings be upon him, whom Muslims regard as the last messenger of God and as the Prophet for humanity.

A "Muslim" is someone who follows the religion of Islam and submits to the will of God Almighty.

#### What do Muslim's believe?

Muslims believe in only one God.

Muslims believe in 6 tenets of faith: (1) Belief in one God, (2) Belief in the angels that God created, (3) Belief in the revealed books / holy scriptures, (4) Belief in the Prophets of God (peace be upon them), (5) Belief in the resurrection and judgment day, (6) Belief in the predestination by God (destiny), both the (seemingly) good and the (seemingly) bad.

There are 5 pillars of the Islamic faith: (1) Declaration of faith in one God with the Prophet Mohammed as His slave and messenger, (2) Fulfilling the 5 daily prayers, (3) Fasting the month of Ramadan, (4) Almsgiving – annual tax to assist the poor, (5) Performing pilgrimage in Mecca.

#### Do Muslims have scripture?

Yes, the Holy Qur'an is the sacred scripture that was revealed to the Prophet Mohammed, peace and blessings be upon him, when he was 40 years of age. The first words of the Qur'an that were revealed to him by the Angel Gabriel were "Read, in the name of thy Lord, who created" (Qur'an 96:1). The Qur'an has been preserved in the original Arabic for over 1400 years. Any translations of the Qur'an are considered to be interpretations, with the Arabic form as the one considered authentic. The Qur'an is read as an act of worship and is also used to perform the five daily prayers. The Qur'an is considered to be a book of guidance and light, covering all the topics for a balanced life from worship to doctrine to sacred law to cleanliness to spiritual soundness of the heart to stories of the Prophets and to the rights of women, orphans and children.

#### What do Muslims look like?

Muslims come from all over the world. They are one of the most diverse religions. They have several ethnicities, speak many languages and look different from one another. They are united by their faith. Muslims do wear traditional garb which can be a part of their national country's culture or in fulfillment of Islamic guidelines. For example, some women choose to embrace the headscarf which they use to cover their hair, which they believe was ordained by God. Islam encourages followers to dress modestly whether men or women. MUSLIM GREETING as-salaam-u-alay-kom may peace be unto you

#### **Did you know?**

• Muslims believe in all the Prophets, peace be upon them, that were sent calling to God's message, including the Prophets Jesus, Moses, Noah, Abraham, Adam, Jobe, Jacob and many more, peace be upon them all.

• Allah is not a different deity, it is the Arabic word for God.

• Islam is the fastest growing religion in the world.

• Indonesia is the country with the largest population of Muslims.

• Jihad means struggle in the way of God. The "greater jihad" is the struggle that every person has to go through against the evil within oneself. The "smaller jihad" is working against oppression and injustice, which can include fighting for one's land and protecting it from invasion.

• Muslims says "peace and blessings be upon him" after the name of any prophet of God out of respect.

• Muslims believe that all the prophets that God sent were human – humans that were perfected and sent for the guidance of people and to call them to the worship of God alone.

## RAMADAN 101 FACTSHEET

#### What is Ramadan?

Ramadan is an Islamic tradition celebrated on the ninth month of the Islamic calendar. Fasting for the month of Ramadan is one of the 5 pillars of the Islamic faith. Ramadan is regarded as a commemoration of the Prophet Mohammed's (peace be upon him) first revelation of the Qur'an. The Muslim calendar is a lunar calendar, which means that Ramadan shifts by about 10 days every year. During Ramadan, observing Muslims refrain from food, drink and intimate relations from dawn until dusk. During Ramadan, Muslims are recommended increase their worship and charity, and work to inwardly improve themselves and their spirituality.

#### What happens during Ramadan?

The daily life of a Muslim in Ramadan generally looks something like: waking up before dusk to eat and prepare for the fast, also morning prayers take place before the sunrise. While the sun is up, Muslims refrain from eating, drinking, or satisfying any sexual desires. After sunset, the evening prayers are recited and the fast is broken, meaning food and drinks can now be consumed, and intimate relations are allowed. Throughout the day, Muslims continue to worship as much as possible while fulfilling their daily obligations like work. Reading the Qur'an everyday during Ramadan is a big part of worship for most Muslims.

At the end of the month of fasting is a celebration called "Eid al Fitr" (pronounced eed-al-fit-r). This means the celebration of breaking the fast. On Eid day, Muslims have early morning prayers and then engage in gift-giving and family time.

## What deeds are encouraged during Ramadan?

Worship, spirituality, volunteering, compassion, charity, and gift giving are all encouraged during Ramadan. Some examples of the deeds include:

- · Charity: feeding the homeless or a family of high poverty
- · Worship and Spirituality: praying and reading the Qur'an
- Compassion: loving one another, helping others, caring for greater causes and having ambition for a greater cause, such as one's faith.
- Volunteering: giving one's time to feed the homeless at a soup kitchen or in one's local mosque.

• Gift Giving: during Eid, at the end of Ramadan, generally people exchange gifts—often times geared towards children and the poor, but people of all ages participate.

#### **BREAKING FAST**

Traditionally, Muslims break their fast at sunset with dates & water.

#### Greetings of Ramadan

Ramadan Kareem May Ramadan be generous to you

• Ramadan is a time of generosity and charity for Muslims. Muslims hold charity in high regard as it is part of the five pillars of Islam.

#### Ramadan Mubarak Ramadan is bountiful

and full of blessings

• This is said with excitement, as Ramadan is a time of blessings for Muslims.

#### **Eid Mubarak**

Eid is bountiful and full of blessings

• Mostly used by Muslims as a congratulatory greeting on the day of Eid. A rough translation is "May your day of Eid be a blessed one." Similar to how Christians would say Merry Christmas on Christmas Day.