

June 1998						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

# Weekly To-Do List

July 1998						
S	M	T	W	T	F	S
	1	2	3	4		
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Mon, Jun 1	Tue, Jun 2	Wed, Jun 3	Thu, Jun 4	Fri, Jun 5	Sat, Jun 6
<input checked="" type="checkbox"/> Finalized the report of Panama trip and give it to Ibrahim. (Cash in hand \$30,000 And \$20,000 to be reserved by this week. <input checked="" type="checkbox"/> Follow up with Abdulrahman for Friday activities. <input checked="" type="checkbox"/> Confirmed a Friday activity in June 19 in Phil. by NJ office. <input type="checkbox"/> Left mess. to FL, IL and NY offices to follow up with them. <input checked="" type="checkbox"/> Confirmed a Friday activity in June 26 in Miami, Masjid Ajnour by FL office <input type="checkbox"/> Phil. activity will be in August 7	<input checked="" type="checkbox"/> To send letter to all offices to arrange activities for Omar Assebehi from June 28 to August 28 And the deadline June 8. <input checked="" type="checkbox"/> To send a letter to offices to arrange the special event for the rest of the year no later than June 21 <input checked="" type="checkbox"/> To send a letter to Raed to establish the contact with Major Donors and provide the list. And to start visiting the Islands. <input checked="" type="checkbox"/> Send NJ display for services to The Trade Group.	<input checked="" type="checkbox"/> Confirmed the reservation for Abu Ibrahim to Cleveland June 12 <input checked="" type="checkbox"/> Meet with ABC to make to samples of the T. Shirts. <input checked="" type="checkbox"/> Prepared all Material and Information for Riad Ali trip to Huntsville June 5 <input checked="" type="checkbox"/> ReScheduled the trip of Mufid to San Diego June 5 in early flight to give Khutba in Masjid Annoor. <input checked="" type="checkbox"/> Follow up with NJ office about the letter was sent to him June 2 and he said that he can not do it. <input checked="" type="checkbox"/> Follow up with Abu Rateb to send the weekly report.	<input type="checkbox"/> To reserve a hotel for Abdulrahman for ADC Convention June 11-14 <input type="checkbox"/> To reserve a hotel and Tickets for Akram & Abdulrahman & Shukri for AMC Convention June 25-28 <input checked="" type="checkbox"/> Shiekh Omar Al soubani called and i explain to him program. <input checked="" type="checkbox"/> Follow up with Kifah for new reservation and he has two Khutba confirmed , July 17 in Memphis , July 30 in Chicago at the Mosque <input checked="" type="checkbox"/> follow up with Fawzi and he has reserved a Friday activity in St. Petersburg June 12	<input checked="" type="checkbox"/> San Dieg Event ( the total amount raised \$25,000)	<p align="center"><b>Sun, Jun 7</b></p> <input checked="" type="checkbox"/> Shipped the Exhibit to NJ office in order to use in the ADC convention June 11-14  <p align="right">HLDL3 0500550</p>