



AMERICAN ISLAMIC DIVERSITY
Telephone: +1 (972) 207-1911
AmericanIslamicDiversity@gmail.com
www.AmericanIslamicDiversity.org

Peace be upon you,

Thank you for taking the time to read the process of the operation of our mobile food pantry. My name is Ruba Qewar and I am the CEO of American Islamic Diversity (AID).

About American Islamic Diversity (AID)

Based in the Dallas-Fort Worth Metroplex, American Islamic Diversity (AID) is a 501(c)(3) non-profit organization dedicated to bridging the gap between immediate humanitarian relief and long-term economic self-sufficiency. Our mission is to preserve the **dignity** of families in need by providing holistic support that extends beyond temporary aid.

By integrating food security with vocational training, family counseling, and cultural education, AID empowers refugees, immigrants, and low-income households to overcome systemic barriers and become thriving, contributing members of society. Through strategic partnerships with organizations like the **North Texas Food Bank** and **Texas Workforce**, we are building a more resilient and inclusive community for all.

Our Website: <https://americanislamicdiversity.org/>

Mobile Food Pantry Operation:

For anyone who *needs food*, they have to register with us through this link:

<https://americanislamicdiversity.org/AID/recipientform.php>

Or you may find a hard copy of the registration form on this link:

<https://docs.google.com/document/d/1PEwSot-qRf49c7gUBfI7IgYf15vjNLDIRXLPWkZsTOg/edit?usp=sharing>

For anyone would like to *volunteer*, they have to register with us through this link:

<https://americanislamicdiversity.org/AID/volunteerform.php>

Or you may find a hard copy of the registration form on this link:

<https://docs.google.com/document/d/1mJ-P017GU3AveuLTK8P7VZwtaQPRldfusDtJdD77Xlc/edit?usp=sharing>

All information provided here is confidential and may not be shared with anyone without the consent of American Islamic Diversity. (AID)

Please log in to the admin account:

<https://www.americanislamicdiversity.org/AID/Admin/login.php> **Username:** confidential

Password: confidential

Once logged in, click on **Recipients** to view the list of registered individuals.

Manage Data
Admin | Volunteers | Recipients | Vol.xlsx | Rec.xlsx | Delivery

Recipient Data

Send SMS to Recipients Panel
Send SMS to the selected recipients, by choosing the name of the recipients you want to select. Then type or select template to send.
Note: The arabic might seem like special but will be sent perfectly fine.
Choose an SMS template:
Select a template: [dropdown]
Or write a custom message:
[text input]
 Save this custom message as a new template
[Send SMS]

Number of Recipients: 641
Selected: 0

Actions	ID	Name	Phone	Email	Distributor ID	Items	Apt Num	Address	City	Zip Code	Latitude	Longitude	English	Language	Replied Date	Replied With	Approved
<input type="button" value="Clear"/> <input type="button" value="Search"/>	ID	Name	Phone	Email	ID	<input type="checkbox"/>		Address	City	ZIP Code			<input type="checkbox"/> English <input type="checkbox"/> Fluent <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic <input type="checkbox"/> None	<input type="checkbox"/> Arabic <input type="checkbox"/> Farsi <input type="checkbox"/> Spanish <input type="checkbox"/> Urdu <input type="checkbox"/> Myanmar <input type="checkbox"/> Pashto		<input type="checkbox"/> Yes <input type="checkbox"/> Owns a car <input type="checkbox"/> Next month <input type="checkbox"/> Delete from list <input type="checkbox"/> No response	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved

Approval Process for New Registrations:

The newly registered recipients are not yet approved. Before approving:

Zip Code	Latitude	Longitude	English	Language	Replied Date	Replied With	Approved
ZIP Code			<input type="checkbox"/> Fluent <input type="checkbox"/> Intermediate <input type="checkbox"/> Basic <input type="checkbox"/> None	<input type="checkbox"/> English <input type="checkbox"/> Arabic <input type="checkbox"/> Farsi <input type="checkbox"/> Spanish <input type="checkbox"/> Urdu <input type="checkbox"/> Myanmar <input type="checkbox"/> Pashto		<input type="checkbox"/> Yes <input type="checkbox"/> Owns a car <input type="checkbox"/> Next month <input type="checkbox"/> Delete from list <input type="checkbox"/> No response	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
75080	32.94009150	-96.73802650	Intermediate	Spanish	1 Days ago	No response	0

1. Verify that the address is correct.

2. Confirm that the **city** and **ZIP code** match.

Note: If the address does not match the ZIP code, it will disrupt the system and cause the recipient to appear in the wrong location on the map.

Extra Step (Backup Plan)

If the AID website is not working, please enter the new addresses in the following Google spreadsheet:

[Google Spreadsheet Link](#)

There are tabs at the bottom for different regions. Please add the new information under the appropriate region tab.

Communication with Recipients

1. Add the recipient's phone number to your contact list.
2. Send them the following introductory message (translated into their preferred language if needed):

Message Template: الرسالة

العربية | فارسي | Arabic

Peace be upon you,

You have registered with us to receive food.

My name is [Ruba].

Please save my number so that you can receive confirmation messages from me about delivery dates and times.

Also, please join our **Food Pantry Group** to receive monthly reminders:

<https://chat.whatsapp.com/BIaAUFaWON4maxUNqkExE>

—

السلام عليكم

لقد قمتم بالتسجيل معنا لتلقي المواد الغذائية.

اسمي [رُبي]

يرجى حفظ رقمي على هاتفك حتى تصلك رسائل تأكيد مني حول مواعيد وتواريخ التسليم. كما يرجى الانضمام إلى مجموعة "المخزن الغذائي" لدينا لتلقي تذكيرات شهرية:

<https://chat.whatsapp.com/BIaAUFaWON4maxUNqkExE>

—

سلام عليكم

شما برای دریافت مواد غذایی با ما ثبت نام کرده اید.

نام من [رُبی] است.

لطفاً شماره من را در گوشی خود ذخیره کنید تا پیام های تأیید مربوط به تاریخ و زمان تحویل از طرف من برای شما ارسال شود.

همچنین لطفاً به گروه «انبار مواد غذایی» ما بپیوندید تا یادآوری های ماهانه دریافت کنید:

<https://chat.whatsapp.com/BIaAUFaWON4maxUNqkExE>

3. Adding them to the Whats app group of the AID Recipients "Food Pantry" Group.
4. I also have a broadcast list on Whats App, so I can send an individual message to them all at once.

If you want to do that, you need to add them all to your phone, then you must tell them to add your number to their phone, otherwise, they will not receive the individual messages.

Family Groups and Complexes:

1. Certain families who live in the same area or housing complexes, along with newly registered families in those locations, must be added to these groups and assigned to a distributor ID.

(Note: The assigned distributor may change from month to month.)

<input type="button" value="Clear"/> <input type="button" value="Search"/>		ID	Name	Phone	Email	ID	Sort	Address	City	ZIP Co			
<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Approve"/> <input type="button" value="Disapprove"/> <input type="button" value="Delete"/>	794	Wdad dabas	8172311788		29	1	20	2231 New York Avenue	Arlington	76010	32.70975450	-97.08047230
<input type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Approve"/> <input type="button" value="Disapprove"/> <input type="button" value="Delete"/>	756	Moriah Cooksey	4692458809	moriahcooksey@gmail.com	29	1	307	2121 North Collins Street	Arlington	76011	32.76809980	-97.09541470

Family Groups are as the following

- a. **Ladera**: for all families residing in the 76119 zip code
 The distributor is:
confidential
 Their ID # *confidential*
 Please add the ones who live in the zipcode 76119 to the "Ladera" Group on
 Whats App: *confidential*
- b. **Jinan** Group: for all families residing in the 76104 zip code and East & South Fort Worth such as: 76105, 76111, 76114, 76112, 76132, 76107, 76008, 76137, 76105 etc.
 The distributor
Jinan Kazem
1800 Jones Circle S
Fort Worth 76104
5616289941
 Their ID # **723**
 Please add the new ones to the "Jinan" Group on Whats App
confidential

Confidential
Confidential
Confidential

Reminder: Should a distributor decide not to continue their role in any month, it is your duty to appoint a replacement and update the family IDs from the former distributor to the new one.

Family Confirmation:

1. A **week** before the Food Distribution Day, go to “Admin” → “Manage” → “Start New Month.” Doing this will clear all responses from the recipients.
2. Send the following Message to the following groups:

English | العربية | فارسي

Assalamu Alaikum (Peace be upon you),

This is Ruba from American Islamic Diversity.

Please click the link below, enter your registered phone number, and respond to the prompt letting us know if you're available to receive a food box this coming Saturday.

Thank you!

السلام عليكم،

معكم رُبي من مؤسسة التنوع الإسلامي الأمريكي.

يرجى الضغط على الرابط أدناه، وإدخال رقم هاتفكم المسجل، ثم الرد على السؤال لمعرفة ما إذا كنتم متاحين لاستلام صندوق غذائي هذا السبت القادم.

شكراً جزيلاً!

السلام عليكم

من رُبي از مؤسسه تنوع اسلامی آمریکا هستم.

لطفاً روی لینک زیر کلیک کنید، شماره تلفن ثبت شده خود را وارد کنید، و به پیام پاسخ دهید که آیا برای دریافت جعبه غذا در این شنبه آینده در دسترس هستید یا خیر.

با تشکر فراوان!

<https://americanislamicdiversity.org/AID/reply.php?>

The **Groups** are:

- AID FOOD PANTRY <https://chat.whatsapp.com/BIaAUFaWON4maxUNgkExE>
- AID General Services <https://chat.whatsapp.com/FvoX7sxeI2cGcSgoqyzFBv>
- Confidential
- Confidential

confidential

- Confidential

3. If any family chooses: “**Remove** me from the list” then please delete them from the list and the group on Whats App

Volunteer Registration:

Please log in to the admin account:

<https://www.americanislamicdiversity.org/AID/Admin/login.php>

Username: confidential

Password: confidential

Once logged in, click on **Volunteers** to view the list of registered individuals.

ID	Name	Phone	Email	Zip Code	Reminder every month	Committed every month	Committed every 2 months	Committed every 3 months	Committed every 4 months	Committed every 6 months	Committed every 12 months	Committed every 24 months	Committed every 48 months	Food Pantry Packing	Food Pantry Delivery	Iftar Preparation	Iftar Delivery	Ramadan Basket Delivery	Gift Wrapping	Gift Delivery	Bazaar Volunteering	Meat Delivery	Furniture Pickup & Delivery	No response	English	Arabic	Urdu	Myanmar	Pashto	Other	Approved
441	Amr Zahr	510-211-1075	amrkhan@basha@gmail.com	44	Reminder every month	Committed every month	Committed every 2 months	Committed every 3 months	Committed every 4 months	Committed every 6 months	Committed every 12 months	Committed every 24 months	Committed every 48 months	Food Pantry Packing	Food Pantry Delivery	Iftar Preparation	Iftar Delivery	Ramadan Basket Delivery	Gift Wrapping	Gift Delivery	Bazaar Volunteering	Meat Delivery	Furniture Pickup & Delivery	No response	English						0
440	Abdul Siddiq	520-211-1000	abulsid@gmail.com	44	Reminder every month	Committed every month	Committed every 2 months	Committed every 3 months	Committed every 4 months	Committed every 6 months	Committed every 12 months	Committed every 24 months	Committed every 48 months	Food Pantry Packing	Food Pantry Delivery	Iftar Preparation	Iftar Delivery	Ramadan Basket Delivery	Gift Wrapping	Gift Delivery	Bazaar Volunteering	Meat Delivery	Furniture Pickup & Delivery	No response	English						0
445	Muhammad Ahmad	310-211-1326	ahmadm@basha@gmail.com	44	Reminder every month	Committed every month	Committed every 2 months	Committed every 3 months	Committed every 4 months	Committed every 6 months	Committed every 12 months	Committed every 24 months	Committed every 48 months	Food Pantry Packing	Food Pantry Delivery	Iftar Preparation	Iftar Delivery	Ramadan Basket Delivery	Gift Wrapping	Gift Delivery	Bazaar Volunteering	Meat Delivery	Furniture Pickup & Delivery	No response	English						0
444	Ibrahim Khan	214-211-1029	ibrahimkhan@gmail.com	75254	Reminder every month	Committed every month	Committed every 2 months	Committed every 3 months	Committed every 4 months	Committed every 6 months	Committed every 12 months	Committed every 24 months	Committed every 48 months	Food Pantry Packing	Food Pantry Delivery	Iftar Preparation	Iftar Delivery	Ramadan Basket Delivery	Gift Wrapping	Gift Delivery	Bazaar Volunteering	Meat Delivery	Furniture Pickup & Delivery	No response	English						0
443	Isabel Nava	94532-1006	isabelnava@gmail.com	75254	Reminder every month	Committed every month	Committed every 2 months	Committed every 3 months	Committed every 4 months	Committed every 6 months	Committed every 12 months	Committed every 24 months	Committed every 48 months	Food Pantry Packing	Food Pantry Delivery	Iftar Preparation	Iftar Delivery	Ramadan Basket Delivery	Gift Wrapping	Gift Delivery	Bazaar Volunteering	Meat Delivery	Furniture Pickup & Delivery	No response	English						1
442	Amr Zahr	510-211-1075	amrkhan@basha@gmail.com	44	Reminder every month	Committed every month	Committed every 2 months	Committed every 3 months	Committed every 4 months	Committed every 6 months	Committed every 12 months	Committed every 24 months	Committed every 48 months	Food Pantry Packing	Food Pantry Delivery	Iftar Preparation	Iftar Delivery	Ramadan Basket Delivery	Gift Wrapping	Gift Delivery	Bazaar Volunteering	Meat Delivery	Furniture Pickup & Delivery	No response	English						1

If a new volunteer registers, you may notice that they are **not yet approved**. Please **approve them, save their number**, send them the message below, and **add them to the "Main" group of AID**.

This is Ruba Qewar from American Islamic Diversity.. you have registered to volunteer with us

Jazakom Allah kheir

Please join our volunteering group and save my number to receive a reminder of our next volunteering opportunity

<https://chat.whatsapp.com/J8w6h8URWGq8sI9V2fNs65>

هذه ربي قعوار من مؤسسة التنوع الإسلامي الأمريكي. لقد قمت بالتسجيل للتطوع معنا. جزاكم الله خيرًا.

يرجى الانضمام إلى مجموعة التطوع الخاصة بنا وحفظ رقمي لتلقي تذكير بفرص التطوع القادمة:

<https://chat.whatsapp.com/J8w6h8URWGq8sI9V2fNs65>

Volunteer Confirmation:

Please log in to the admin account:

<https://www.americanislamicdiversity.org/AID/Admin/login.php>

Username: confidential

Password: confidential

One week before Food Distribution Day, go to Admin → Manage → Delivery Table, then click “Reset Volunteer Replied Status” and “Reset and Archive Delivery Table.”

Send the following message to all the volunteers in the “Main” and “Social” groups on Whats App.

English | اردو | العربية

This is Ruba from American Islamic Diversity.

Please follow the link below, enter your registered phone number, and let us know through the prompt if you’re available to volunteer this Saturday.

Thank you!

،السلام عليكم

،معكم رُبی من مؤسسة التنوع الإسلامي الأمريكي

،یرجى الضغط على الرابط أدناه، وإدخال رقم هاتفكم المسجل، ثم الرد على السؤال لإعلامنا إذا كنتم متاحين للتطوع هذا السبت

،شكرًا جزيلًا

،السلام عليكم

میں روبی ہوں، امریکن اسلامک ڈائورسٹی فاؤنڈیشن سے۔

براہ کرم نیچے دیے گئے لنک پر کلک کریں، اپنا رجسٹرڈ فون نمبر درج کریں، اور یہ بتانے کے لیے پیغام کا جواب دیں کہ

کیا آپ اس ہفتے کے ہفتہ کو رضاکارانہ خدمت کے لیے دستیاب ہیں۔

،شکریہ

<https://americanislamicdiversity.org/AID/reply.php>

Assigning Distributors to the Recipients

This step must be done between **3-7 days** before the food distribution day.

Please log in to the admin account:

<https://www.americanislamicdiversity.org/AID/Admin/login.php>

Username: *confidential*

Password: *confidential*

Also open this spreadsheet side by side with the admin page

Confidential link

Right-click on the first tab at the bottom left and select **Duplicate**. Then, **double-click** the new tab and rename it with the **month and year** you are working on.

Begin by **contacting the distributors** to confirm their availability to receive and distribute the food boxes. If a distributor is unavailable, it is your **responsibility to find a replacement** who resides in the same area. If a distributor is changed, you must **update the recipients’ ID numbers** to reflect the new distributor.

The current distributors are:

1. *Confidential link*

It's time to **start entering the number of boxes** for each distributor. The recipients should indicate whether they want a box, and their responses will be **reflected in the system**.

Open this link <https://americanislamicdiversity.org/AID/distributorpage.php> then enter the phone number of each distributor and check how many families are confirmed with them.

Distributor Portal

Hello, AHMAD M JASEM

Search by name or phone...

All Pending Pickup Picked Up

23 Recipients

Name	Phone	Boxes	Action
Adilnadi Najj zada	6822872252	150 Cathedral Dr Apt 112	Mark
AHMAD UMMAR RAHMAN	82005009	450 Cathedral Dr Apt 11	Mark
Ahmed Saif Imam	730338	2300 Monarch Dr Apt 105	Mark
Maahar	8177514185	4512 Regal Dr Apt 207	Mark

Then please log these numbers in the spreadsheet

I usually give some but not all of the distributors extra boxes, because they reside in large apartment complexes

I calculate it as the following

1. *confidential (Ladera - Fort Worth) + 30 boxes*
2. *Confidential (Park Ave. - Arlington) + 3 boxes*

Combine these numbers with the previously confirmed amounts.

Send the Distributors the following message:

Peace be upon you.

May Allah reward you for your assistance in distributing food boxes in your residential complex.

Please visit the following link:

<https://americanislamicdiversity.org/AID/distributorpage.php>

Then enter your phone number.

A list of all families in your complex who have confirmed receipt will appear. When each family receives their box, please click the button next to their name to see who has received it and who has not yet.

Thank you again, and may Allah reward you abundantly.

السلام عليكم،
جزاكم الله خيراً على مساعدتكم في توزيع صناديق الطعام في مجمعكم السكني.

يرجى زيارة الرابط التالي:

<https://americanislamicdiversity.org/AID/distributorpage.php>

ثم إدخال رقم هاتفك.

سنظهر لك قائمة بجميع العائلات في مجمعكم الذين أكدوا استلامهم.
عند استلام كل عائلة لصندوقها، يرجى الضغط على الزر بجانب اسمها حتى تتمكن من متابعة من استلم ومن لم يستلم بعد.

شكراً مرة أخرى، ونسأل الله أن يجزيكم خير الجزاء.

Remember, you need to arrange someone to deliver the boxes. Usually, volunteers assist with delivery if they are available. If they are not, it is your **responsibility to find a replacement.**

Contact each volunteer letting them know how many boxes they need to deliver and to which address

Example:

Assalamu Alaykom

In sha Allah On Saturday around 4pm

Pick up location is

Jinan Kazem

1800 S Jones Circle Fort Worth, TX 76104

☎ +1 (561) 628-9941

18 BOXES to one location

please confirm receipt

Go to each group of the distributors and send the following message

a. **Jinan Group:** <https://chat.whatsapp.com/EddxYt93yUsBHm5WX70cGy>

Peace be upon you,

On Saturday after 3:30-5PM, please go to Sister Jinan to pick up your box of food.

السلام عليكم،

يوم السبت بعد الساعة الثالثة والنصف إلى الخامسة مساءً الرجاء التوجه للأخت جنان لاستلام صندوق الطعام الخاص بكم.

درود بر شما،

شنبه بعد از ساعت ۳:۳۰ - ۵ بعد از ظهر، لطفاً برای تحویل جعبه غذا به خواهر جنان بروید.

Jinan Kazem

1800 Jones Circle S

Fort Worth 76104

5616289941

Open the Recipients page, choose the option of "**Owens a Car**"

افتح صفحة المستفيدين واختر الخيار "الذين لديهم سيارة"

If any of these families do not have a distributor ID assigned, please assign them to the distributor nearest to their residence. Also please add them to the group of the distributor in Whats App

Sometimes you have to send some of them messages to come and pick the boxes from the designated pick up locations.

Confirmation of the Volunteers

A **week** before the food distribution day. Please send this message to all the volunteers in the "Main" and the "Social" groups on Whats App.

العربية | اردو | English

This is Ruba from American Islamic Diversity.

Please follow the link below, enter your registered phone number, and let us know through the prompt if you're available to volunteer this Saturday.

Thank you!

لسلام عليكم،

معكم ربي من مؤسسة التنوع الإسلامي الأمريكي.

يرجى الضغط على الرابط أدناه، وإدخال رقم هاتفكم المسجل، ثم الرد على السؤال لإعلامنا إذا كنتم متاحين للتطوع هذا السبت.

شکراً جزیلاً!

السلام علیکم،

میں رومی ہوں، امریکن اسلامک ڈائورسٹی فاؤنڈیشن سے۔ براہ کرم نیچے دیے گئے لنک پر کلک کریں، اپنا رجسٹرڈ فون نمبر درج کریں، اور یہ بتانے کے لیے پیغام کا جواب دیں کہ کیا آپ اس ہفتے کے ہفتہ کو رضاکارانہ خدمت کے لیے دستیاب ہیں۔ شکریہ!

<https://americanislamicdiversity.org/AID/reply.php>

Note: Volunteers often respond slowly and may require multiple reminders. You can also message them individually via SMS and manually update their responses if they reply. Please be patient.

Assigning Volunteers to the Recipients

This step must be done between **3-7 days** before the food distribution day.

Please log in to the admin account:

<https://www.americanislamicdiversity.org/AID/Admin/login.php>

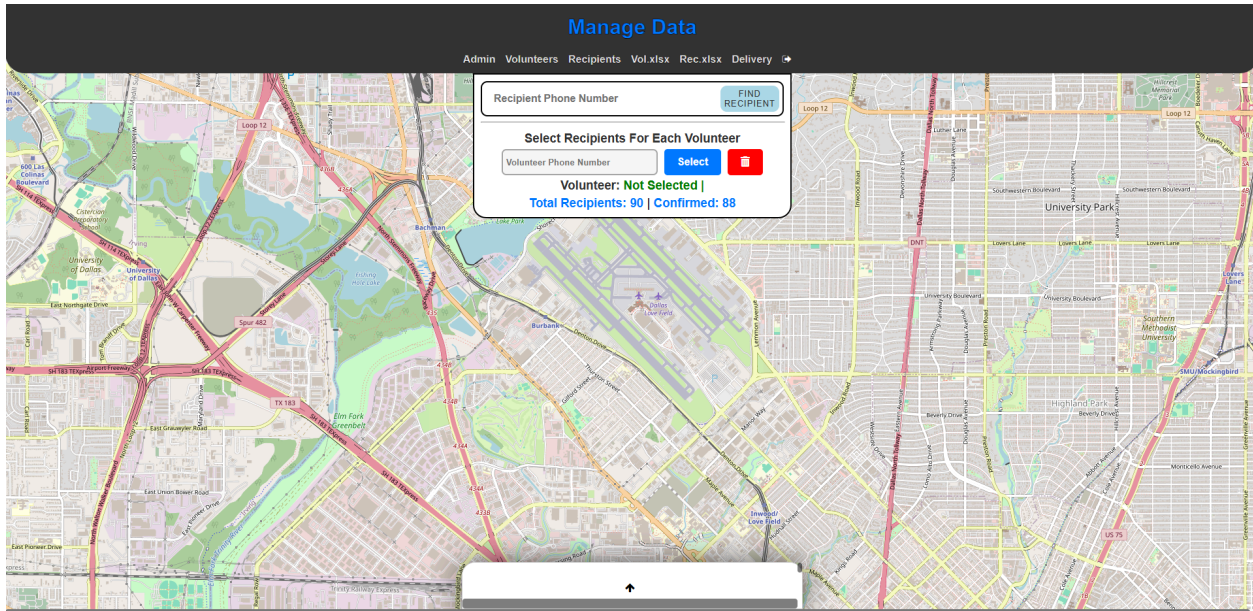
Username: confidential

Password: confidential

Also open this spreadsheet side by side with the admin page

<https://docs.google.com/spreadsheets/d/1YtWCE3OWAj2N6HGoWuuCjUjP9dBfs64x7tePBjPavCc/edit?usp=sharing>

In the page of the Admin, click on "Deliver" a map will appear

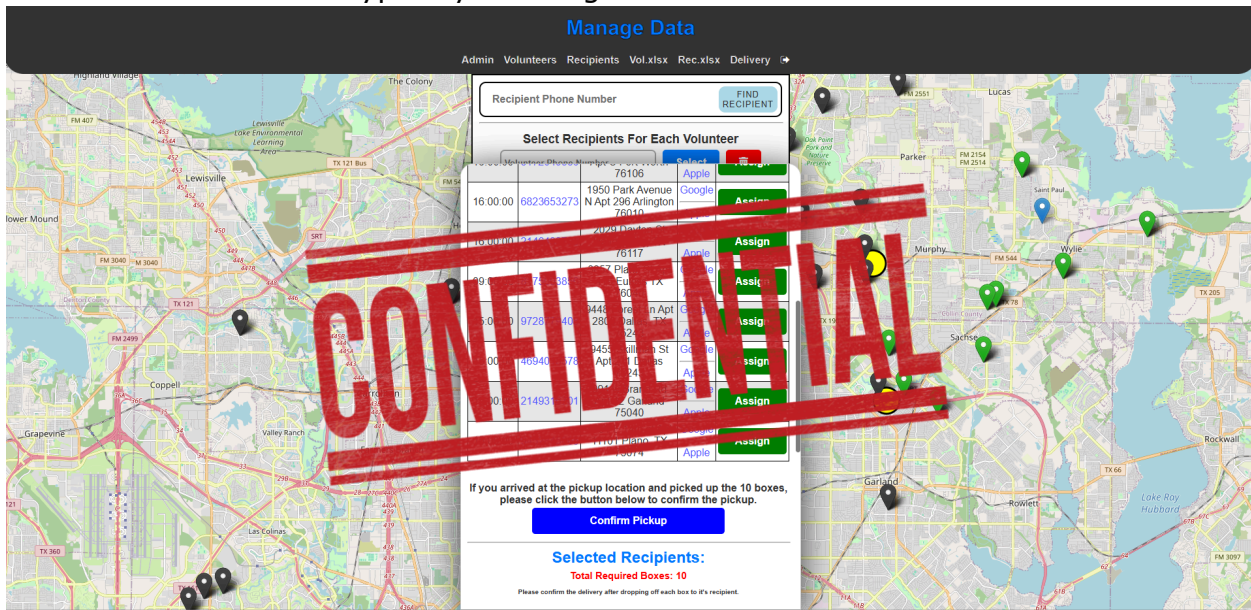


If you click on the space where it says “Volunteer Phone Number” a drop menu of all the available volunteers who can deliver will appear.

Please do not select volunteers who are responsible for delivering to the distributors. However, you may assign them under their designated distributor.

After selecting a volunteer, begin choosing the recipients on the map who live near one another — do **not** select the distributors.

Each volunteer should typically be assigned **6–8 families**.



Once you’ve selected the recipients, click “**Confirm All Recipients.**” You’ll see their color change from **blue to green** — recipients shown in **black** are already assigned to other volunteers.

*Please note: **Volunteers should not choose their own recipients;** this is the admin’s responsibility.*

Additionally, try to assign recipients who live close to the volunteer to avoid long driving distances.

These are the volunteers who assist us most frequently, along with the regions they typically cover.

Name	Phone	Region Covered
Abdou	Confidential	Dallas
Adam	Confidential	Dallas County
Ahmed	Confidential	Dallas
Akhlaq	Confidential	Arlington
Yalda asadi	Confidential	Plano
Zahid zabidi	Confidential	Dallas

Ziaul Jami Huq	<i>Confidential</i>	Rockwall, Mesquite
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When assigning volunteers, please **add them to the spreadsheet** along with the **number of boxes they will be picking up**.

Once you have confirmed that all delivery volunteers are assigned, send each volunteer a message **reminding them to log in** and providing their route. You can use ChatGPT to help create a **Google Map** for them.

Example:

First Message:

Assalamu Alaykum (Peace be upon You),

Jazak Allah Khair for your help.

Pickup Contact & Location:

Ruba Qewar
(Address)

📞 972-207-1911

Date: Saturday 10/04/2025

Time: 1-3pm

Please log in using your phone number by clicking the link below:

<https://americanislamicdiversity.org/AID/deliver.php#>

Once logged in, you will see the names and locations of the recipients assigned to you on the map.

Important: *All contact information is confidential. Please do not share it. You may send this message to the recipients when you are on your way to deliver their food boxes.*

Here's the order of your stops ranked from closest to farthest relative to 1059 S Sherman St, Richardson, TX 75081:

<https://maps.app.goo.gl/pcimC6ohSc6NmyX27>

Jazakum Allah Khair!

السلام عليكم،
جزاكم الله خيراً على مساعدتكم.
(العنوان)

التاريخ: السبت 04/10/2025

الوقت: 1-3 مساءً

يرجى تسجيل الدخول باستخدام رقم هاتفك من خلال الرابط التالي:

[#https://americanislamicdiversity.org/AID/deliver.php](https://americanislamicdiversity.org/AID/deliver.php)

بمجرد تسجيل الدخول، ستظهر لك أسماء ومواقع المستفيدين المخصصين لك على الخريطة.

مهم: جميع معلومات الاتصال سرية. يرجى عدم مشاركتها. يمكنك إرسال هذه الرسالة إلى المستفيدين عندما تكون في طريقك لتوصيل صناديق الطعام الخاصة بهم.

إليك ترتيب محطات التوصيل الخاص بكم من الأقرب إلى الأبعد بالنسبة لـ: 1059 شارع شيرمان الجنوبي، ريتشاردسون، تكساس 75081

<https://maps.app.goo.gl/pcimC6ohSc6NmyX27>

جزاكم الله خيراً!

Second Message:

العربية | فارسي | English

Peace be upon You

I am a volunteer with American Islamic Diversity (AID). I will be arriving shortly to deliver the food boxes to your location. Please be prepared to assist in transferring the food from the car to your home.

Thank You

السلام عليكم

سأصل قريباً لتوصيل صناديق الطعام إلى موقعك. يرجى الاستعداد. (AID) أنا متطوع في مؤسسة التنوع الإسلامي الأمريكي للمساعدة في نقل الطعام من السيارة إلى منزلك.

شكراً لك

درود بر شما

هستم. من به زودی می رسم تا جعبه های غذا را به محل شما تحویل دهم. (AID) من یک داوطلب با تنوع اسلامی آمریکایی، لطفاً برای کمک به انتقال غذا از ماشین به خانه خود آماده باشید.

متشکرم

8 boxes, please confirm receipt

ثمانی صنادیق برجی التأكيد

You need to send these messages to EVERY volunteer delivering that month.

• Message for those who are packing:

Log in to the **Admin** page, go to **Volunteers**, and filter the list to show only those who responded with "**packing**." Send each of them the following message:

Peace be upon you!

Address for Packing:

(Address)

Day: Saturday 07/12/2025

We start at 9am in sha Allah

1. If you're packing, then please be available at or after 9am. We will try to finish around 12pm.

a. It's recommended to bring a mask but it's not a requirement.

b. We will have nylon gloves, but you may bring gloves as well.

c. You may also bring an apron to avoid any dirt or dust.

d. Please wear closed shoes and have them on at all times to avoid any accidents.

e. We will be working inside mostly, except for unloading the pallets.

f. Please try to stay a little later to help in cleaning (it's recommended but not obligatory)

g. If you are in charge of a food station. Please break the empty boxes down and put the trash of nylon wrappers in a trash bag.

h. For the male volunteers and able to carry the cases, please come early to receive the truck.

Again, thank you so much for all your help and I am available for any questions, comments or suggestions.

Extra Tips for Packing

1- Don't throw the soft bags of food in the box, they rip apart easily.

2- Keep the soft items on top of the food cans so that they don't get mushed

3- Keep the items organized in the boxes so more stuff will fit inside

4- Take your water bottles with you. After you leave we throw lots of water bottles with water in them in the trash.

5- Clean before you leave

JazakAllah khair kaseera

السلام عليكم!
عنوان التعبئة:
العنوان

اليوم: السبت 12/07/2025

سنبدأ في الساعة 9 صباحاً إن شاء الله.

1. إذا كنت ستشارك في التعبئة، يرجى التواجد في الساعة 9 صباحاً أو بعدها. سنحاول الانتهاء حوالي الساعة 12 ظهراً.

a. يُستحسن إحضار كمامة، لكنه ليس إلزامياً.

b. سيكون لدينا قفازات نايلون، لكن يمكنك أيضاً إحضار قفازات خاصة بك.

c. يمكنك أيضاً إحضار منزر لتجنب الأوساخ أو الغبار.

d. يرجى ارتداء أحذية مغلقة وارتداؤها طوال الوقت لتجنب أي حوادث.

e. سنعمل في الداخل معظم الوقت، باستثناء تفريغ المنصات (. Pallets).

f. يُستحسن البقاء قليلاً بعد انتهاء العمل للمساعدة في التنظيف (مستحب لكنه غير إلزامي).

g. إذا كنت مسؤولاً عن محطة طعام، يرجى تفكيك الصناديق الفارغة ووضع نفايات الأغلفة البلاستيكية في كيس قمامة.

h. بالنسبة للمتطوعين الذكور القادرين على حمل الصناديق، يرجى الحضور مبكراً لاستلام الشاحنة.

مرة أخرى، شكراً جزيلاً على كل مساعدتكم، وأنا متاحة لأي أسئلة أو تعليقات أو اقتراحات.

نصائح إضافية للتعبئة:

1. لا ترم الأكياس الناعمة للطعام داخل الصندوق، فهي تتمزق بسهولة.

2. ضع المواد الناعمة فوق علب الطعام حتى لا تتعرض للضغط والتلف.

3. نظم المواد داخل الصناديق بحيث يمكن وضع المزيد من العناصر بداخلها.

4. خذ زجاجات المياه الخاصة بك معك. بعد مغادرتك، نضطر لرمي الكثير من زجاجات المياه المملوءة في القمامة.

5. نظف مكانك قبل المغادرة.

جزاكم الله خيراً كثيراً.

- For the **main distributor in Fort Worth** (in this case, **Jinan Kazem**), please provide her with the **number of boxes she will be receiving**, along with the **names of the volunteers who will be picking them up from Fort Worth** and the **number of boxes each volunteer is collecting**.

At the end, calculate the final box count and post the details in the WhatsApp Management group.

Example:

Assalamu Alaykom السلام عليكم
Total number of boxes is 500

The route to Fort Worth is as follows:
Pickup location
(Address)

TOTAL BOXES to Fort Worth
115 Boxes

First Stop:
65 BOXES
Jinan Kazem
5616289941
1800 Jones Cir S
Fort Worth 76104

Second Stop
50 BOXES
Ahmad Jasem
8177792533
2305 Galleria Dr
Apt 6207
Fort Worth 76119

In The Day of the Food Pantry Distribution في يوم توزيع الطعام

Preparation:

Create a list of volunteers and the number of boxes they will be delivering:
confidential. Include the **name, phone number, region covered, and number of boxes**.

On the day:

- Print the sheet and have it with you.
- As volunteers arrive to pick up boxes, **cross out their names**.
- If a volunteer cancels at the last minute, find a replacement by either:

- Assigning the closest volunteer from another region and splitting the boxes, or
 - Finding an unassigned volunteer and giving them the addresses.
- If any families don't respond, volunteers may contact you. Keep your phone with you at all times to call recipients and check if they are coming to pick up their box.
- Call volunteers who are late in picking up the boxes.

May Allah grant you success.