

# MOSQUE EXCELLENCE AWARDS 2005

## APPENDIX D2

(Please submit 4 sets of documents listed below)

### **Community Relations Category** **Guide to List of Submissions**

1. Schedule of activities/programs related to community relations
2. List of mosque's partners and the activities held in collaboration
3. Name of MMB/sub-committee members in Inter Religious Consultative Circle (IRCC)/Community Club Management Committee (CCMC)/Community Consultative Committee (CCC)/others
4. List of qaryahs together with their executive committee members
5. List and samples (where available) of materials used to disseminate information to jemaah
6. Standard Operating Procedure (SOP) used to handle public
7. Sample feedback form
8. Mosque's office operating hours
9. Any other relevant materials