

**CAIR**

Council on American Islamic Relations  
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January 26, 2003

Br. Ribih Shawar  
CAIR Seattle Chapter  
14732 SE 66<sup>th</sup> Street  
Bellevue, WA, 98006

Dear Br. Ribih,

Assalamuelikum Wa Rahmatullah

Subject: Chapter Approval

It is with pleasure that I wish to inform you that the CAIR Board has approved the formation of CAIR-Seattle Chapter. Although Br. Omar Ahmad did all the work on behalf of CAIR National, it was a pleasure for me to work with you during this development and application stage and I look forward to working with you and other brothers and sisters to build a strong chapter, Insha Allah. Please pass this news and congratulations to other members who are on the application form and CAIR supporters in your region.

The next steps are:

1. Form the Chapter Board, committees, and sub-committees as recommended in the chapter manual. Once that is done please fill out and return the form that I have attached below with this letter and send it back to me for our records.
2. Organize a chapter kick off event to announce the chapter inauguration to the community. This could be a dinner, seminar, workshop, conference or any event that you see as benefiting for the community. Someone from CAIR, like Br. Omar Ahmad, Br. Nihad Awad, Br. Bassem Khafagi or myself, will attend this event to announce the chapter formation to the community. The objective of such an event is to raise enough funds for the chapter to operate with an office and 1 or 2 fulltime staffers for one year. Chapters in cities like Chicago and Houston have been successful in collecting enough funds to reach this goal. We would be glad to work with you to achieve the same.
3. Once the committees are formed then fill out the "Chapter Officer Information Form" and fax or mail it to me for our records. Kindly report any changes in board members, chapter officials or contact numbers promptly so that we can adjust our records at the National.
4. Hire competent people to run the office. The sample job description for the chapter Executive Director is in the Manual.

5. Register the chapter with the state government. We suggest that you register the chapter as a charitable organization under a tax-deductible 501 (c) (3) status.
6. Read and sign the contract in the chapter manual and mail it attention my name at the address above. Please remember to keep a copy for your records.

For any chapter and especially new ones training is critical, particularly in the areas of CAIR's work, like media relations, civil rights, political lobbying, chapter management etc. CAIR offers a special internship program to its chapter's board members and officials specifically designed for their needs. This program, at our CAIR headquarters in Washington, DC, can vary from one day to two weeks, depending on your time availability. The interns for chapters spend time with each department, learning how they operate and how they work on cases and projects. This learning experience provides the participants with actual hands-on experience on how to work on a civil rights case, or how the action alert is developed and sent, or news and events are monitored. CAIR H.Q. looks after the program here as the chapter pay of the travel, boarding and lodging expenses.

There is a monthly chapters meeting via conference call first Tuesday evening of each month at 9:30 pm eastern time. I look forward to having you or a designate from the chapter in the next conference call on February 4<sup>th</sup> 2003. The conference call details and agenda will be forth coming, Insha Allah. Chapters are also invited to participate on a rotational basis to join the CAIR national monthly Board meeting held either on the second Tuesday of each month via conference call or physical weekend meetings held here in Washington DC.

Congratulations once again. I look forward to working with you towards an active and strong chapter, Insha'Allah.

Was-Salaamu alaikum.

Khalid Iqbal  
Director of Operations

Cc: Br. Omar Ahmad  
Br. Nihad Awad  
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