Assistance for Office Establishment and Management of Lazismu Ngaglik Products as An Effort to Advance The Community

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Abstract. Lazismu is a zakat institution that focuses on community empowerment through the productive utilization of zakat, infaq, and generosity funds obtained from individuals, institutions, companies, and other agencies. This service aims to help partners, namely Lazismu Ngaglik, in improving the management of products or programs as well as funds. The assistance is carried out in the form of providing training to Lazismu Ngaglik staff such as making a feasibility study for establishing an office, product feasibility, and administration. The result of this dedication is the establishment of the Lazismu Ngaglik service office.

Keywords: LazizMu, community, Office Establishment

1 Introduction

Islam is a perfect religion and rahmatan lil alamin. Islamic teachings regulate all aspects of human life, such as social, political, economic, and so on. In addition, Islamic teachings teach the harmony of the servant's relationship with God (hablum minallahi) and social relations between human beings (hablumminannasi). This is the duty of humans as caliphs on this earth, namely to carry out worship to Allah (hablum minallahi) and also to realize the welfare of human life (hablumminannasi) [3].

Muhammadiyah is an Islamic organization engaged in the social and religious fields. Since its establishment on November 18, 1912, Muhammadiyah has carried out religious practices in the spirit of Surah Al-Maun which became known as Al-Maun Theology. Surah Al-Maun teaches people that orphans and the poor are part of a weak or dhu'afa society. So that those who are weak must be defended, supported, and empowered so that they can be normal and equal to other human children and become lucky humans in their lives [7].

The Amil Zakat Muhammadiyah Institute, which was later called Lazismu, is one of the embodiments of Al Maun's Theology. Lazismu was founded by the Muhammadiyah central leadership in 2002 and then reconfirmed through the Decree of the Minister of Religion of the Republic of Indonesia number 730 of 2016. Lazismu is a national Islamic philanthropic institution dedicated to community empowerment through the productive utilization of zakat, infaq, and other philanthropic funds from individuals, institutions, companies, and other agencies. For work areas, Lazismu is divided into three levels, namely the central (national) level, regional (provincial) level, and regional (regency/city) level.

One of the working areas at the regional or provincial level is the Lazismu Special Region of Yogyakarta, which is then called Lazismu DIY. Based on explanation by the chairman of the DIY Lazismu governing body on the DIY Lazismu external audit activities,
stated that in the Special Region of Yogyakarta, there have been 42 Lazismu service offices. Then, from the results of this audit, around 18 billion were collected from 5 regions or 42 service offices throughout DIY.

Lazismu DIY seeks to carry out various ways in the context of empowering zakat according to its duties and functions, to create social welfare in the province of Yogyakarta. One way to maximize the creation of community welfare is to establish a new office in Ngaglik. Besides that, the establishment of the new Lazismu Ngaglik office is because in Ngaglik there is one of the well-known universities in DIY so it can become a large market share to be able to raise public awareness in carrying out zakat, infaq, and sadaqah. Then Lazismu Ngaglik was assisted and fostered so that it had a good impact and the implementation of ZIS fundraising. This is to create community welfare in the Yogyakarta area in general and Ngaglik in particular.

However, in the process of establishing this new office, there has not been a program capable of promoting community welfare and fundraising. Fundraising can be interpreted as an activity or act of collecting or raising zakat, infaq, and sadaqah funds from both individual and group communities which later is distributed to mustahik [8]. Therefore, there is a need for assistance and preparation of adequate programs to get the maximum possible fundraising. Fundraising itself is a challenge in the initial steps of forming an amil zakat institution that needs to be considered and prioritized [4].

For progress and improvement in the collection and distribution, it is necessary to have a program. So that Lazismu Ngaglik is not just standing around. With the existence of a zakat management institution, it is hoped that it can notify and attract the interest of the community to channel funds through the zakat management institution [12].

However, there is a lack of programs or efforts to increase fundraising from Lazismu Ngaglik. This is a problem that needs to be considered by Amil Zakat institutions. It is necessary to have office management as well as products or programs that can later be used for efforts to increase fundraising. Not only this but assistance is provided to be able to be recognized by the public and to increase public trust in amil, zakat, and sadaqah institutions. Fundraising activities have at least five main objectives, namely raising funds, collecting donors, gathering sympathizers or supporters, as well as building an institutional image (brand image), and providing satisfaction to donors, which are inseparable from the management of zakat are Muzakki and zakat-able assets, mustahik, and amil [1]. Therefore, good zakat management is needed. Zakat management is the organization, planning, implementation, and supervision of the process of collecting and distributing funds, zakat management should be carried out with a modern strategic management [2].

Referring to this, it is necessary to hold community empowerment related to zakat management which is expected to be able to foster awareness of zakat fund management as an alternative to economic empowerment [9]. Lazismu Ngaglik also developed an office based on Zakat Law No. 23 of 2011, zakat management is planning, implementing, and coordinating activities in the collection, distribution, and utilization of zakat. (Zakat Law No. 23, 2011). With this, it is able to increase the contribution of zakat and waqf in the welfare of the grassroots. In Islam itself, zakat and waqf are instruments that can support the country's economy, especially in the welfare of its people. With a large Muslim population, it should be able to encourage this so that it can form an increase in economic stability. This empowerment can be interpreted broadly as an effort to make partners more independent so they don't depend on amil [11]. However, in reality, the growth of zakat and waqf is very low, this is due to a lack of public literacy, a lack of public awareness regarding the obligation to tithe, and difficulty accessing zakat and waqf institutions with integrity [6].

2 Methodology
This service activity was carried out at Lazsimu Ngaglik, Yogyakarta. This service activity is carried out in a way that is in the form of mentoring, training, and evaluation, with the following steps:

1. Observation
   The service team and partners conducted observations in advance to understand the problems that occurred. The results of the observations became a reference for determining the right solution to overcome existing problems.

2. Visitation or Visit
   Visitation or visit was carried out by the service team to assist in the establishment of offices by making regular visits. This aims to monitor or see the progress and obstacles in the new Lazismu Ngaglik office.

3. Programming
   Program preparation was carried out using a method in the form of training. This training aims to see and develop the potential of Lazismu Ngaglik's human resources.

4. Evaluation
   The evaluation was carried out after completing the service. This evaluation aims to correct deficiencies and as a means of determining further policies.

### 3 Results and Discussion

In practice, the activities that have been carried out are providing solutions to existing problems, namely by socializing Lazismu Ngaglik regarding the Product Management of Lazismu Ngaglik. The solutions that have been provided to partners are as follows:

1. Observation
   The service team conducted an assessment and requested data related to the Lazismu Ngaglik office which was then carried out and provided assistance.

2. Visitation
   The service team checks the completeness of the Lazismu Ngaglik office, such as office stationery, tables, chairs, and other administrative equipment. Apart from that, Lazismu Ngaglik regularly reports office developments or problems to the community service team.

3. Programming
   The service team provides training to administrators or prospective administrators of Lazismu Ngaglik who are located at Lazismu UMY and Lazismu Ngaglik. The training is filled with various materials such as the preparation of Implementation Operational Standards which are then referred to as SOPs and making office layouts. In addition, the service team helps in preparing programs that are suitable for Lazismu Ngaglik such as Fundraising, Celengan Mu, 

4. Evaluation
   After the dedication was carried out, the team assisted for 3 months and evaluated the programs that had been carried out.

### 4 Conclusions

Lazismu as an Islamic philanthropic institution that focuses on community empowerment, always seeks to spread benefits to the people. From this dedication, the Lazismu Ngaglik office has been established and has started running the programs that have
been prepared. To equip Lazismu Ngaglik's human resources, the service team has conducted a series of offline training on administration and public speaking.

References

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