

Supplies



This Supply Guidance outlines how to use different supplies and materials to support activities with the Adolescent Kit for Expression and Innovation.

In some cases you may have access to a **Supply Kit**, which is a package of materials, equipment and supplies specifically designed to support your work with adolescents. But don't worry if you don't have a Supply Kit! This guidance will help you to find ways to procure or make your own supplies, using whatever resources are available in your community.

Who is the Supply Guidance for?

The Supply Guidance is for anyone involved in activities with the Adolescent Kit! This includes programme coordinators, partner organisations, facilitators, **adolescents**, parents and community members. In particular, adolescents are encouraged to use this guidance to help them to plan how they can manage and take care of the supplies they use during their activities within Adolescent Circles.

What is included in the Supply Guidance?

The Supply Guidance includes:

- ▶ An introduction to the Supply Kit;
- ▶ A list of the components and contents in each Supply Kit;
- ▶ Suggestions for additional supplies that could be included in the Supply Kit;
- ▶ Guidance for finding and making supplies locally;
- ▶ Guidance for maintaining and replacing supplies; and
- ▶ Checklists and tools to help with managing supplies.

Consult the **Manage Supplies** section of the **Programme Coordinator's Guidance** for more information on how to work with facilitators, partners and adolescents to manage supplies.

The Supply Kit is a set of materials, equipment and supplies that can be used to support activities with adolescents. Each Supply Kit is designed to meet the needs of 50 adolescents and four facilitators.¹

The materials in each Supply Kit aim to make the activities and approaches in the Adolescent Kit more engaging for adolescent girls and boys, and to encourage them to have fun, express themselves, experiment, and connect with others through drawing, writing, and team projects.

Key features of the Supply Kit

The Supply Kit is specifically designed for use in humanitarian environments where conditions may be challenging. Key features include:

- ▶ **Lightweight and portable:** The Supply Kit is designed so that all of the supplies can be easily carried (by adults or adolescents). Take advantage of this design to carry out activities with the Adolescent Kit in different locations where adolescents live or spend time, including in remote areas or the homes of the most marginalised adolescent girls and boys.
- ▶ **Multipurpose:** Many of the items in the Supply Kit can be used in different ways. Check the list of contents and components of the Supply Kit so that you get the most out of each item!
- ▶ **Durable:** The Supply Kit is designed with waterproof, durable material. It can be used, transported and stored in all sorts of environments – rainy, dusty, muddy, very hot or very cold.
- ▶ **For adolescents:** The Supply Kit is first and foremost for adolescents. Make sure that adolescent girls and boys have a key role in planning how the supplies are used, managed, stored and replaced.

See the **Manage Supplies** section in the **Programme Coordinator's Guidance** for more details.

What's in each Supply Kit?

Before getting started, examine the Supply Kit and make sure all of the contents are there. Take some time to familiarize yourself with each of the items, and to identify how they can be used in activities with adolescents.

The Supply Kit can be easily and quickly assembled by following the video instructions on the USB key that is included with it (also available on the website: <http://adolescentkit.org>).

1. The Supply Kit aims to complement, (rather than duplicate) supplies that can be found in other UNICEF Kits such as School-In-A-Box or the Recreation Kit. The Supply Kit focuses on the basic items needed to run activities with adolescents, not the games, sports or arts and crafts equipment.

Supply Kit list: components / contents

Step	Picture	Description	How to use this item
Primary carrier		<p>Quantity: 1</p> <p>Colour: Clear</p> <p>Size: 78cm x 111cm</p> <p>Die-cut piece of corrugated plastic</p>	<p>The primary carrier holds eight supply pods. It can be used to carry supplies to and from activity spaces.</p> <p>The primary carrier can be placed on the ground when stored in doors or in mild environments. In harsher environments (e.g. rain, dust, or mud) it can be suspended from a tree or beam using the carrier straps.</p> <p>The primary carrier can also create a marker board by attaching the polycarbonate sheets. The straps can be used to hang the marker board from a tree or beam.</p> <p>The primary carrier can also be used a flat, waterproof surface that adolescents or facilitators can use for drawing or writing.</p>
Large carrier straps		<p>Quantity: 2</p> <p>Colour: Black</p> <p>Size: 310cm x 2.5 cm</p> <p>Polyester straps with plastic buckle.</p>	<p>A large carrier strap can be looped through the primary carrier so that it can be carried over the shoulder. The Secondary carrier strap (blue) can be secured around the primary carrier to hold it closed while it is being carried or stored.</p> <p>Large carrier straps can also be used to suspend the primary carrier from a tree or beam, either for storage, or when it is being used as a marker board..</p>
Secondary carrier		<p>Quantity: 1</p> <p>Colour: White</p> <p>Size: 78cm x 111cm</p> <p>Die-cut piece of corrugated plastic</p>	<p>The secondary carrier holds the large supply pods.</p> <p>The secondary carrier can be placed on the ground when stored in doors or in mild environments. In harsher environments (e.g. rain, dust, or mud) it can be suspended from a tree or beam using the carrier straps.</p> <p>The secondary carrier can also create a portable whiteboard by attaching the large polycarbonate sheet. The large carrier straps can be used to hang the marker board from a tree or beam.</p>
Backpack carrier		<p>Quantity: 1</p> <p>Colour: Clear</p> <p>Size: 38cm x 120cm</p> <p>Die-cut piece of corrugated plastic</p>	<p>The Backpack carrier can hold up to four (4) small pods. It is ideal for small adolescent circles requiring fewer supplies.</p> <p>The large primary strap can be looped through the carrier to hold it closed while it is being carried or stored.</p>
Secondary carrier straps		<p>Quantity: 2</p> <p>Colour: Blue</p> <p>Size: 125cm x 2.5 cm</p> <p>Polyester straps with plastic buckle.</p>	<p>The secondary carrier straps can be used to hold the primary and secondary carriers closed while they are carried or stored.</p>

Supply Kit list: components / contents

Step	Picture	Description	How to use this item
Large polycarbonate sheets		Quantity: 1 Colour: Clear Large rectangular sheets of very flexible plastic.	The large polycarbonate sheets can be attached to the secondary carrier and opened flat to create a reusable marker board. Facilitators or adolescents can write notes or instructions on the sheets with dry erase markers. Sheets can be cleaned with dry erase solution so they can be reused multiple times
Small supply pods		Quantity: 8 Colour: Blue Size: 54cm x 59 cm Flat pieces of die-cut corrugated plastic.	The eight pods can be stacked and carried together inside either the primary or secondary carriers. Each pod is designed to carry a different type of supply, such as pencils or pens, to keep them organized. While adolescents are working on activities the small pods can be used as trays to keep supplies dry and organized, or as flat surfaces to draw or write against.
Large supply pod		Quantity: 2 Colour: Clear Size: 79cm x 105 cm Flat pieces of die-cut corrugated plastic.	The large supply pods can carry one stack of A4 paper at the base and one stack of A3 construction paper toward the top. The large supply pod can also carry the sheets of polycarbonate or easel roll paper.
Facilitators' tablets		Quantity: 4 Colour: White Size: 56 x 43 cm Flat pieces of die-cut corrugated plastic	Tablets can be used by facilitators to hold notes and supplies they need while facilitating activities. The small polycarbonate sheets can be attached to the front of the tablet to create a reusable marker board for facilitators to write notes or instructions. The back of the tablet can hold Portable Activity Cards, so the facilitator can easily keep and refer to activity details during sessions. It can also be used as a flat surface to write or draw against. Rope can be looped through the front hole of the tablet to act as a carrying strap.
Small polycarbonate sheets		Quantity: 8 Colour: Clear Size: 21cm x 29.7 cm Small rectangular sheets of very flexible plastic.	The small polycarbonate sheets can be attached to the facilitators' tablets with metal clips to create a reusable marker board. Facilitators or adolescents can write instructions on the sheets with dry erase. Sheets can be cleaned with dry erase solution so they can be reused multiple times.

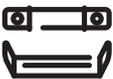
Supply Kit list: components / contents

Picture	Name of Item	Quantity	Description	Notes
	Rope	4	4 pieces of nylon rope. Length: 2 meters	Attach to the facilitators tablet for use as a carrying strap that facilitators can wear around the neck or over the shoulder.
	Round-tip medium scissors	12	Rounded-tip scissors made of stainless steel. Plastic handle.	For use by adolescents for cutting paper or fabric. Rounded tip makes scissors safe for use by younger children.
	Ruler	4	Plastic, shatterproof ruler. Length: 30cm Measurements in inches and centimeters.	For use by adolescents for measurement or to draw straight lines.
	Ruler with magnifying glass	1	Plastic, shatterproof ruler. Clear, rectangular magnifying glass runs along the entire length of the center of the ruler. Length: 35cm Measurements in inches and centimeters.	Adolescents, especially those with visual impairments, can use the magnifying glass to magnify images or text. Also for use by adolescents for measurement or to draw straight lines.
	Eraser	12	Soft rubber eraser. Color: White Size: 30x 20 x 10mm	Erases pencil marks on paper.
	Glue stick	4	Small cylindrical tubes containing solid glue.	Can attach one piece of paper to another.
	Paper masking tape	4 rolls	Roll of tape Color: Tan Size: 55 meters of tape on each roll	Can attach paper to walls without damaging them or tearing the paper.

Supply Kit list: components / contents

Picture	Name of Item	Quantity	Description	Notes
	Metal pencil sharpener	4	Metal with steel blade.	Use to sharpen regular pencils or colored pencils.
	Sticky note pad	24 pads	Small pads of paper notes. Various colors. 8cm x 8cm	Can be attached to other pieces of paper or walls and removed without tearing or damage to either.
	Permanent marker packages	56 markers	14 packs each containing: 1 red, green, black and blue marker	Use to draw on paper.
	Dry-erase marker package	4 package	Set of four (4) fine point markers, eight (8) chisel tip markers, one (1) dry ink eraser, one 8 oz. dry ink cleaner (1), and a storage case.	Markers can be used to write on marker boards (made with large carriers and/or facilitator tablet with polycarbonate sheet), and marks erased using the eraser. Cleaner can be used to clean polycarbonate sheets. Note: Dry erase markers are not recommended for use draw on paper, as this will cause them to dry up and become useless very quickly!
	Pencils (regular)	Package of 60	Five packages with 12 identical pencils each. Wood with lead core.	For drawing or writing. Sharpen with metal sharpeners. Remove marks made by pencils with erasers.
	Pencils: Colored	60	Five packages with 12 pencils, each a different color	For drawing or writing. Sharpen with metal sharpeners. Remove marks made by pencils with erasers.

Supply Kit list: components / contents

Picture	Name of Item	Quantity	Description	Notes
	Sharp tipped scissors	4	Stainless steel scissors, sharp at the tip.	For use to cut paper or fabric Note: For use by mature adolescents or adults only. Must be kept out of the reach of young children. Suggested storage in Facilitators Tablet.
	Metal clips (fasteners)	8	Stainless steel clips	Used to secure small polycarbonate sheet and Portable Activity Cards to Facilitator Tablets. Can also be used to secure paper to Facilitator Tablets.
	Easel paper roll	1	Large roll of blank, white paper. Size: 60cm x 70 meters	Cut into smaller pieces for adolescents to use for drawing or writing, or into larger pieces for facilitators to use as flip charts or facilitation notes. Keep small scraps of paper for reuse for drawings, collage or other creative projects.
	Manila (heavy stock) paper	500 sheets	1 pack of 500 sheets of heavy stock paper. Color: Cream/off-white. Size: 21cm x 29.7 cm (A4)	For use for drawing or artwork.
	Lined writing paper	500 sheets	1 pack of 500 sheets. Color: White with blue lines Size: 21cm x 29.7 cm (A4)	For use for writing.
	Binder with metal loops	4	Color: Blue	For use to hold Activity Cards, Energizer Cards and Inspiration Cards.
	USB flash drive	1	2GB USB flash drive/memory stick	Includes all guidance materials and tools for the Adolescent Kit for Expression and Innovation.
	Waterproof Cloth (Duct) tape	1 roll	Color: Silver Roll length: 55 meters, width 5 cm	Made from a lamination of polythene film cotton cloth and extremely strong rubber adhesive.

Additional supplies

Each Supply Kit provides all of the materials needed for activities with the Adolescent Kit. Don't let this limit you! You can also add any supplies that you can find locally that you think will contribute to activities with adolescents. Bear in mind that the type of supplies you add to the Supply Kit will depend on your resources, what is available locally, and whether you will be conducting activities with adolescents in a relatively fixed space (where you might be able to set up more permanent features such as furniture, cushions, etc.), or will be moving from location to location.

Suggestions for additional supplies you might consider procuring include:

- ▶ **A ground cover** such as a tarpaulin, rug, mat, wooden pallet, or sheeting made from plastic, cardboard or rubber – make sure it's comfortable to sit on!
- ▶ **Shade netting** to protect tented or outdoor spaces from sunlight;
- ▶ **Arts materials** such as crayons, chalk, paints, multi-sized and multi-coloured paper, ribbons, shoelaces, socks (for puppets), buttons, string, wool, stickers, modelling clay;
- ▶ **Equipment such as footballs**, volleyballs, tennis balls, sponge balls, skipping ropes, and games such as marbles, beanbags, puzzles, blocks, dominoes, balloons, bubbles and any traditional games;
- ▶ **Toys** such as dolls, dice, wooden or plastic animals, toy cars,
- ▶ **Musical instruments**,
- ▶ **Books**, including fiction and nonfiction books appropriate for the reading level and interests of adolescents,
- ▶ **An exercise book** (to create an inventory log);
- ▶ **A poster that lists all of the services and programmes** for adolescents in the community (to be posted during sessions);
- ▶ **A sign** that encourages adolescents to wash their hands before and after sessions;
- ▶ **A lightweight pump** to inflate balls;
- ▶ **A referee whistle** for games and activities;
- ▶ **A stop watch** for games and activities;
- ▶ **A camera** to document activities, aid project work and take photos to decorate activity spaces ²
- ▶ **A projector** to display facilitation instructions, or share images of adolescents' work ²
- ▶ **A radio** to listen to and discuss music, local news, or other stories ²
- ▶ **A First Aid Kit** – make sure that someone knows how to use it!
- ▶ **Furniture** such as chairs, benches, tables, or cushions. (Remember that in some cultures, adolescents may prefer to sit on the ground, and that furniture may take up some of your space for activities).
- ▶ **A small activity tent** that can be used within the activity space – this can be a way of dividing up the space, or dedicating a special place for activities.

These are just suggestions! There are a lot of other items you may want to add to your Supply Kit. Look around at what resources you have in your community and see what adolescent girls and boys are already using as games, toys and other forms of entertainment that you could include with your supplies.

Try to include materials for traditional games and activities from adolescents' home communities. This can help contribute to a sense of continuity and familiarity.

For example, in South Sudan, games and toys that adolescent girls and boys commonly made and played with in their communities were used in activities with the Adolescent Kit.

2. Bear in mind that if you include more valuable items with your supplies you will need to find a safe place to store them. Also keep in mind that carrying or having access to valuable supplies may put adolescents at risk of harm.

Create your own set of supplies

Create your own set of supplies

If you don't have access to a Supply Kit, you can make or procure your own set of supplies and materials to support activities with the Adolescent Kit. There are several ways to do this:

Use the Supply Kit templates:

You can replicate the main components of the Supply Kit by downloading the templates from the website (<http://adolescentkit.org>) and use those to build and procure the necessary pieces working with local vendors. Work with your Operations Team to identify the best way to reproduce the templates in your own environment.

Procure supplies locally:

It may be possible (and much cheaper) to buy many of the items in the Supply Kit locally. Check to see if you can buy paper, pencils, erasers, glue, scissors and any other supplies in local markets or shops. Make sure that these materials meet quality standards for safe use and are culturally appropriate.

Find or make new supplies:

Work with adolescents to see what other items you might be able to use to support activities with the Adolescent Kit – or to create new activities. These could be things like leaves and sticks that are found in the natural environment, or discarded items that can be re-invented as equipment for activities.

Find alternative supplies:

You don't need to find exact replacements for all of the items in the Supply Kit. If it isn't possible to obtain some of the materials, use your imagination and common sense to think of possible alternatives.

For example:

Supply Kit item	Alternatives?
Carrier Bags	Use strong bags or containers
Carrier Straps	Use strong string, rope or fabric to make your own straps
Facilitator's Tablets	Use plastic folders to hold documents
Reusable marker board (polycarbonate sheets)	Use a portable flipchart, white/black board, or even a dark rubber mat to make a reusable blackboard
Coloured pencils	Use chalk, crayons, or markers
Masking tape	Use pins, sticky tape
Post-its	Cut up paper and use blue-tack or tape

Note! Even if you do have a Supply Kit, the items suggested above can be used to replace items when they run out, or if they become damaged or broken.

Be creative!

For example, the items below could all be used for games, to make toys (dolls, cars/trucks, boats, footballs, puppets, instruments) or for art projects:

- ▶ Rocks, palm or banana leaves, clay, pebbles, sticks, sand, shells, beads, bones, corn husks, seeds, pods, grass, bamboo, wild nuts or fruits;
- ▶ Plastic bottles, cardboard or plastic cartons, plastic shopping bags, newspapers, rims of tires, scraps of material and paper, wool, bottle caps, match boxes, candy wrappers, cardboard, wood; and
- ▶ Rubber bands, paper, tin cans, rope, wire, pipe, old slippers, wheels, newspaper.

Other resources:

There are a lot of useful resources that can provide you with creative ideas on using locally available supplies for activities with children and adolescents.

For example, see: www.arvindguptatoys.com/toys.html for inspiration. You can also refer to the Guidance and Resources section in the Core Guidance.

Borrow and share supplies:

Check to see if you might be able to use materials, equipment and supplies from other projects, services or kits. For example, education, child protection, psychosocial and life skills programmes, sports and arts initiatives, and children's clubs and youth organisations may have supplies that they can share for activities with adolescents.

- ▶ What materials, equipment or supplies does the entry point programme have that could be used in activities with adolescents?
- ▶ Do other programmes or services have equipment or supplies they could donate or lend?
- ▶ Are there other kits available for children or adolescents that include supplies that could be shared?

Similarly, it may be possible to access games, toys, education materials and other useful supplies from other UNICEF kits, such as the:

- ▶ **UNICEF Recreation Kit:** Supports children and adolescents to engage in games, sports and recreation activities; includes balls for different games and play materials such as skipping ropes and frisbees; available at: www.unicef.org/supply/files/Education_Kits_User_Manuals_Module_2.pdf
- ▶ **UNICEF School-in-a-Box:** Supports children and adolescents to continue their education in humanitarian situations; Contains basic school supplies such as exercise books, pencils, erasers and scissors, as well as educational posters and other teaching aids; available at: www.unicef.org/supply/files/Education_Kits_User_Manuals_Module_4.pdf
- ▶ **UNICEF Early Childhood Development Kit:** Supports early development activities such as structured play and learning for children ages 0-6 years; Contains games, toys, books and art supplies; available at: www.unicef.org/supply/files/Education_Kits_User_Manuals_Module_3.pdf

Guidance for other UNICEF kits is available at: www.unicef.org/supply/index_78176.html.

See Tool: Creating your own supplies for more guidance on putting together your own set of supplies, or replacing items in the Supply Kit.

List: Suggested basic supplies

You won't need to have every item in the Supply Kit, but you will need some basic items to run activities with adolescents:

These include:

Item	Quantity	Description	Notes
Bag, container or trunk	1	Should be strong, lightweight, waterproof, ideally with a strong strap or handles	Can be used to carry all of the supplies
String, rope or cloth	1	Should be strong	To serve as a strap for the supply bag or container (if it doesn't have one) so it can be carried or hung up

Create your own set of supplies

Item	Quantity	Description	Notes
Smaller bag or container	2	Should be lightweight and waterproof	Can be used to keep supplies such as pencils and paper dry and organised
White/black board or flip chart	1	Should be portable, lightweight and reusable	Can be used by facilitators or adolescents to write notes or instructions
Chalk or erasable markers	18 packs	4 markers/chalk pieces per pack	Can be used to write on a white board/black board
Hard sheets	4	Can be cardboard, plastic or another hard material	Adolescents can put paper against them to write/draw on and/or use them as ground sheets to sit on
Plain Paper	3 packs	500 sheets/pack, Can be manilla, composition or coloured paper	Can be used for adolescents to draw and write on
Pencils	50	Both regular and coloured if possible	Adolescents can use for writing or drawing
Pencil sharpener	4	Small	Those with sharp edges should be stored and used carefully
Scissors	4	Medium	Should be used carefully as they have sharp blades
Glue sticks	4	Extra strength if possible	Can help attach one piece of paper to another
Art supplies		Paints, crayons, etc	Include anything that adolescents can use to make art!

Please note that these are simply estimates of how many items you might need for working with a group of approximately 50 adolescents over a three-month period! Do what makes sense for adolescent girls and boys in your particular situation – and remember that some items may be used up more quickly than others.

Using, maintaining and replacing supplies

Your supplies won't last forever! Many will run out, some may become damaged, and others may be lost or stolen. With a bit of effort, you can make sure that your supplies last for a longer time – and can be easily replaced.

Maintaining supplies

Use your supplies! The whole point of having supplies is to use them. Integrate them into your activities with adolescents and don't hide them away to keep them in perfect condition or worry about 'spoiling' items. Use your supplies carefully... but have fun with them too!

Take good care of your supplies: The key to enjoying your supplies for a longer time is taking good care of them. Try to handle them responsibly, keep them clean, and make sure they are returned to their containers/kits after use. Make it routine to check on the condition of the items and to look for cracks, tears, sharp edges or other damage so that you can make repairs (if possible), or discard the damaged supplies.

Store your supplies somewhere safe: Make sure that you store your supplies somewhere indoors where they are safe from theft, and where they will be protected from rain, snow, high or low temperatures and dew. You can either lock the supply bags/containers themselves, or put them in a cupboard or room with a lock.

Keep an inventory: Some of your supplies will be used up faster than others. Keep an inventory so that you can keep track of items that go missing, become damaged or run low. This will help you to replace supplies before they run out, and to repair those that are damaged.

See Tool: How to make and use an inventory log.

Involve adolescents! Adolescents can and should play a key role in taking care of supplies, including storing them safely and transporting them. Work together to decide on ground rules for managing the supplies and then post those rules somewhere visible to everyone. Appoint volunteers to collect supplies at the end of each activity session and to manage the inventory.

See Tool: Creating ground rules for managing supplies and also the Manage Supplies section in the Programme Coordinator's Guidance.

Get the most out of your supplies: Do your best to use your supplies to the fullest and don't waste anything. For example, use both sides of flip-chart paper, keep pencil stubs that still write, and find creative ways to use up scraps of paper in projects or artwork.

Be prepared: Many of the consumable items in the Supply Kits (such as pencils and paper) may run out within three months of activities with the Adolescent Kit. Be ready to replace them or to come up with alternative materials at that point.

Replace supplies locally: As much as possible, try to replenish supplies locally. This is usually much faster, cheaper and better for the environment than ordering supplies from external sources. Make sure that replacement supplies meet quality standards for safe use and are culturally appropriate.

Replace items externally: Certain supplies may be unavailable locally, and may need to be purchased externally. Work with your Supply Office or liaise with UNICEF to order those items. Make sure to do so well in advance of when you will need them, as delivery may take a long time.

Involve adolescents! Encourage adolescents to come up with creative ideas for replacing supplies. For example, run a competition for adolescents to design new Supply Kits, or conduct a brainstorming session on recycling local materials to use as supplies.

See Activity Guide: Brainstorming solutions, possibilities and project ideas.

See Tool: Creating your own supplies for more guidance on replacing supplies.

Before you get started! A final checklist for managing supplies

Before you get started! A final checklist for managing supplies

Before getting started, review the checklist below to make sure that you have planned how your supplies will be used, taken care of, managed and replaced.

Task	Check if completed
1. Did you review the Supply Guidance?	
2. Did you examine all of the items in the Supply Kit?	
3. Do you understand the function of each of the Supply Kit items?	
4. Did you remove any items that are inappropriate within your religious and cultural context?	
5. Did you add any further supplies that you think could benefit activities with adolescents?	
6. If you don't have access to a Supply Kit, did you identify ways to procure or make your own set of supplies for activities with the Adolescent Kit?	
7. Did you identify a safe place to store the supplies?	
8. Did you create an inventory log?	
9. Did you agree on ground rules for minding the supplies? This includes who stores the supplies, who keeps an inventory and how often items are cleaned and checked for damage.	
10. Did you make a plan for replacing lost, damaged or stolen supplies?	
11. Did you involve adolescents and relevant adults (facilitators, partners, volunteers, steering committee representatives) in planning how the supplies will be stored, managed and replaced?	

Remember to consult adolescents!

Managing supplies for the Adolescent Kit is a great opportunity for adolescents to practice skills such as planning and problem solving, to use their creativity and imagination, and to take responsibility for important tasks. Try to inspire a sense of ownership by involving adolescent girls and boys in all steps of managing supplies, and when appropriate, let them take the lead.

See the Manage Supplies section in the Programme Coordinator's Guidance for advice on involving adolescents in managing supplies.

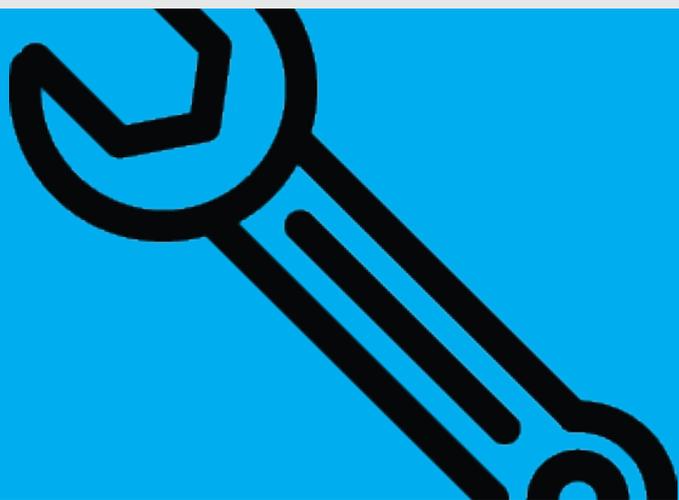




Tools

Tool: Creating your own supplies

Consider the questions below when putting together your own set of supplies, or replacing items in the Supply Kit:



1

Are the supplies appropriate within the religious, traditional and cultural context? Avoid any items that might cause confusion or misunderstanding within the community.

2

Are there items that will appeal to both adolescent girls and boys, to different age groups, to diverse ethnic and language groups and to adolescents with disabilities? Try to be as inclusive as possible with your supplies!

3

Could any of the items be easily damaged within the particular physical environment? Avoid items that will break, tear or fall apart too easily.

4

Are the supplies safe, and of reasonable quality? Try to find supplies that meet standards of good quality and safe use (e.g. avoid items made with toxic paint or materials), and stay away from very sharp or dangerous items that could cut or harm adolescents.

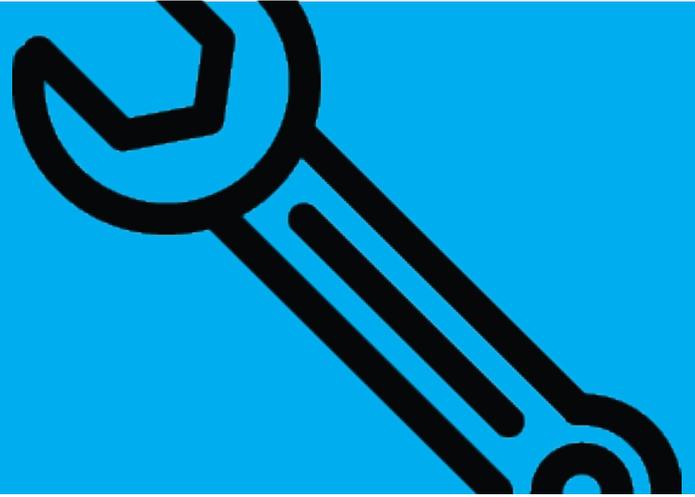
5

Are the supplies easy to carry and store? Make sure that the supplies aren't too heavy or cumbersome to pack into the Supply Kit (or whatever container you are using for supplies), or to transport to different locations for activities with adolescents.

6

Will you be able to restock these items easily? Try to include supplies that you can easily and quickly replenish when they run out – either by buying them in local markets (paper, pencils, etc.) or collecting them from the environment (stones, sticks, empty plastic bottles).

Tool: Creating ground rules for managing supplies



Use the following questions to agree on ground rules for managing supplies. Post the ground rules somewhere where everyone can see them.

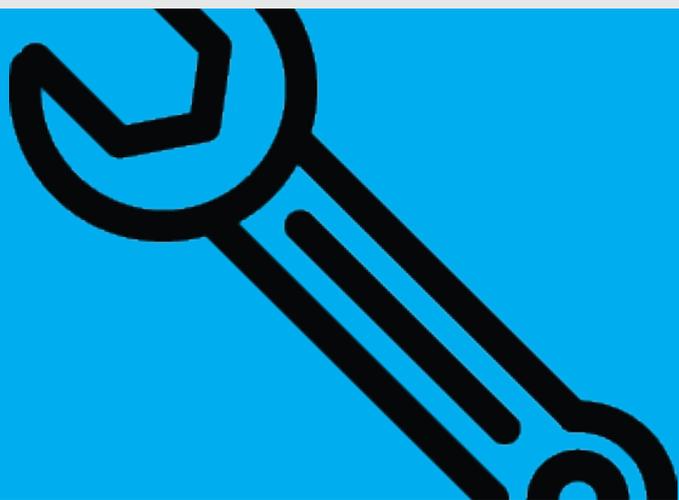
- ▶ Where will the supplies be stored?
- ▶ Will the supplies be locked up? If so, who will mind the key?
- ▶ Who will be involved in minding the supplies? Facilitators? Adolescents? Adult volunteers?
- ▶ Will someone keep an inventory of the supplies? If so, who? Will it be one person or will this responsibility be rotated among several people?
- ▶ Who will transport the supplies between locations?
- ▶ Who will check on the condition of the supplies? How often will they check?
- ▶ Will someone be responsible for making sure all of the supplies are returned at the end of each activity session? If so, who?
- ▶ How often will the supplies be cleaned or wiped down? Who will do this?
- ▶ How will you make sure that the supplies are handled carefully and responsibly?
- ▶ What will happen if items are damaged, lost, stolen or you run-out? Will they be repaired, thrown out, replaced?
- ▶ How will supplies be replaced? Who will be responsible for replacing them?

See also: Tool: Planning how to manage supplies: Discussion Guide in the Manage Supplies section of the Programme Coordinator's Kit for further ways to guide discussions with adolescents on managing supplies.

Tool: How to make and use an inventory log

Anyone can make an inventory log to keep track of supplies!

Follow the steps below and use the Sample Inventory Log to get started.



1

Find an empty notebook or exercise book. Ideally this should be bound on the long side rather than the top (short side), and should have lined paper.

2

Turn to the last page of the notebook and write down the item names as shown in the right-hand column of the Inventory Log template.

3



Cut all the other pages of the notebook along the line between the white and grey areas.

4

Copy the section in white onto the first page of the notebook. This grid should be recopied onto a new page of the notebook each time the inventory log is updated.

5

The Inventory Keeper should fill out the grid at the end of each day that the supplies are used and sign it in the indicated space. A second Inventory Keeper should check and co-sign the inventory log.

6

Review the inventory log on a regular basis to confirm that it is accurate, to assess the condition of the materials in the Supply Kit, and to discuss how to replace supplies that are broken, used up or missing.

Choosing an inventory keeper:

The Inventory Keeper can be an adolescent, a facilitator or an adult from the community. Consider the following issues:

- ▶ **Fairness:** Anyone who is interested should have a chance to take on the role, but no one who doesn't want to should be forced to do it.
- ▶ **Safety:** No one should be put at risk of harm or embarrassment by taking on this responsibility.
- ▶ **Skill level:** Some adolescents may not have the basic skills to manage an inventory log, so it may make more sense to give this responsibility to a facilitator or an adult.
- ▶ **Support:** Make sure that adolescents get the support they need to manage the Inventory Log. Younger adolescents can be paired up with older adolescents if they don't yet have the maturity or knowledge for this role.

Inventory Log Template

Quantity when received	Condition when received	Quantity returned	Condition returned	s/n	Item name
				1	
				2	
				3	
				4	
				5	
				6	
				7	
				8	
				9	
				10	
				11	
				12	
				13	
Date:		Storage location:			
Inventory Keeper 1:		Signature			
Inventory Keeper 2:		Signature			
Key held by:					
Comments:					

Sample Inventory Log

Quantity when received	Condition when received	Quantity returned	Condition returned	s/n	Item name
12	12	Good	Good	1	Round-tip medium scissors
4	3	Good	Poor	2	Ruler (30 cm)
2	2	Good	Good	3	Ruler (12 inch)
11	9	OK	OK	4	Eraser
4	3	Good	Good	5	Glue sticks
4	3	Good	Good	6	Paper masking tape
4	3	Good	OK	7	Metal pencil sharpener
4 packages	3	Good	Good	8	Post-it note pad
4 packages	3	Good	Good	9	Index cards
14 packages	14	OK	OK	10	Markers (Regular)
4 packages	4	Good	Good	11	Markers (Dry-erase)
5 packages	5	Good	OK	12	Pencil (Regular)
				13	
Date:		Storage location:			
Inventory Keeper 1:		Signature			
Inventory Keeper 2:		Signature			
Key held by:					
Comments: One pencil sharpener missing Two erasers missing Need to replace one ruler and repair some of the others					

Sample Inventory Log

Quantity when received	Condition when received	Quantity returned	Condition returned	s/n	Item name
9	8	OK	OK	1	Round-tip medium scissors
3	3	OK	OK	2	Ruler (30 cm)
2	1	Good	OK	3	Ruler (12 inch)
5	5	Poor	Poor	4	Eraser
2	1	OK	OK	5	Glue sticks
1	1	OK	OK	6	Paper masking tape
2	2	Good	Good	7	Metal pencil sharpener
1 package	1/2	Good	Good	8	Post-it note pad
1 package	1/2	Good	Good	9	Index cards
2 packages	2	OK	OK	10	Markers (Regular)
1 package	1	Good	OK	11	Markers (Dry-erase)
2 packages	2	OK	OK	12	Pencil (Regular)
				13	
Date:		Storage location:			
Inventory Keeper 1:		Signature			
Inventory Keeper 2:		Signature			
Key held by:					
Comments: 1 scissors missing, 1 ruler broken and 1 glue stick used up. Need to replace nearly all items, especially pencils, post-it notes, index cards, glue sticks and erasers.					