

## 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.