

Before you get started! A final checklist for managing supplies

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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.