



# Tools

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

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

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).

- ▶ 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.