**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 Inventor 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 received** | **Quantity returned** | **Condition received** | **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:** | | | | | |

**NOTE TO DESIGN TEAM: Suggest include scissors and dotted line in design to mark where to cut between grey and white areas.**

**Sample Inventory Log**

**Completed one month after receiving the Supply Kit**

| **Quantity received** | **Quantity returned** | **Condition received** | **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 | 6 | Glue sticks |
| 4 | 3 | Good | Good | 7 | Paper masking tape |
| 4 | 3 | Good | OK | 8 | Metal pencil sharpener |
| 4 packages | 3 | Good | Good | 9 | Post-it note pad |
| 4 packages | 3 | Good | Good | 10 | Index cards |
| 14 packages | 14 | OK | OK | 11 | Markers (Regular) |
| 4 packages | 4 | Good | Good | 12 | Markers (Dry-erase) |
| 5 packages | 5 | Good | OK | 13 | Pencil (Regular) |
| **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**

**Completed three months after receiving the Supply Kit**

| **Quantity received** | **Quantity returned** | **Condition received** | **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 | 6 | Glue sticks |
| 1 | 1 | OK | OK | 7 | Paper masking tape |
| 2 | 2 | Good | Good | 8 | Metal pencil sharpener |
| 1 package | 1/2 | Good | Good | 9 | Post-it note pad |
| 1 package | 1/2 | Good | Good | 10 | Index cards |
| 2 packages | 2 | OK | OK | 11 | Markers (Regular) |
| 1 package | 1 | Good | OK | 12 | Markers (Dry-erase) |
| 2 packages | 2 | OK | OK | 13 | Pencil (Regular) |
| **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. | | | | | |