**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? |  |
| 1. Did you examine all of the items in the Supply Kit? |  |
| 1. Do you understand the function of each of the Supply Kit items? |  |
| 1. Did you remove any items that are inappropriate within your religious and cultural context? |  |
| 1. Did you add any further supplies that you think could benefit activities with adolescents? |  |
| 1. 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? |  |
| 1. Did you identify a safe place to store the supplies? |  |
| 1. Did you create an inventory log? |  |
| 1. 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. |  |
| 1. Did you make a plan for replacing lost, damaged or stolen supplies? |  |
| 1. 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.