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| ⬜ | Always involve local authorities, community representatives, and/or community group leaders in distributions to promote ownership, ensure transparency, facilitate immediate resolution of any community issues that arise, and reduce possibility of subsequent claims of improper procedures. |
| ⬜ | Determine the role of women in the context of their community, and plan for women's participation in the distribution in the fullest and most equitable manner possible. |
| ⬜ | Ensure distribution personnel are easily identifiable (for example, with branded hat, apron, or shirt). |
| ⬜ | Ensure there are sufficient numbers of staff, casual laborers, community members, and/or partners to cover the following tasks: |
|  | * Off-load and tally commodity. |
|  | * Document commodity damage or losses. |
|  | * Reconcile and sign waybill. |
|  | * Assemble distribution equipment (including banners and ration boards). |
|  | * Arrange commodity and site facilities. |
|  | * Ensure site security and crowd control. |
|  | * Sensitize community on donor, entitlement, and food usage. |
|  | * Provide help desk services and address feedback issues. |
|  | * Verify recipient eligibility, and mark ration cards. |
|  | * Scoop/distribute commodities. |
|  | * Verify ration measurements. |
|  | * Verify receipt of commodity ration. |
|  | * Reconcile commodity received at site with commodity distributed. |
|  | * Transfer excess commodity and empty containers per standard procedures. |
|  | * Clean site after distribution. |
| ⬜ | Provide training or capacity building to staff, casual laborers, community members, and/or partners involved in distribution procedures. |
| ⬜ | **Avoid using food commodities as payment.** |