|  |  |
| --- | --- |
| ⬜ | 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.** |