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| **Assemble Distribution Materials** | |
| ⬜ | Distribution list |
| ⬜ | FDP transfer waybill book |
| ⬜ | Line marker or chalk (for marking areas to set out commodity) |
| ⬜ | Tarpaulins (to set commodities upon, and to protect commodities against adverse weather conditions) |
| ⬜ | Pegs |
| ⬜ | Rope, nylon and jute (to establish control queues) |
| ⬜ | 1-kg hammer |
| ⬜ | Cloth and poles (to establish breastfeeding area) |
| ⬜ | Tent/umbrella (for shade area) |
| ⬜ | Signs to mark distribution site areas (*Entrance, Exit, Please Queue Here, Female Waiting & Breastfeeding Area, Drinking Water, Toilet, Help Desk*) |
| ⬜ | Ration boards |
| ⬜ | Donor (and, if applicable, partner) banners |
| ⬜ | Suggestion box or other feedback system materials |
| ⬜ | Megaphones whistles (for crowd control) |
| ⬜ | First-aid box, fully stocked |
| ⬜ | Plastic tables and chairs |
| ⬜ | T-shirts, hats, aprons, or reflective vests (to identify distribution personnel) |
| ⬜ | Clipboards |
| ⬜ | Stapler and staples (pins) |
| ⬜ | Calculator |
| ⬜ | White paper |
| ⬜ | Pencils/pens |
| ⬜ | Permanent markers (if applicable, to mark ration cards) |
| ⬜ | Punch (if applicable, to mark ration cards) |
| ⬜ | Stamp pad |
| ⬜ | Anthropometric materials (if applicable) |
| ⬜ | Knife/cutter (for opening sacks, cartons, and tins) |
| ⬜ | Reconstitution materials (needles, twine, empty bags, adhesive tape, and jerry cans) |
| ⬜ | Calibrated weighing scale/hanging weighing scales |
| ⬜ | Scoops, calibrated for each type of commodity |
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| **Establish Site** | |
| ⬜ | Delineate a perimeter. Make distribution openly in a public place; however, ensure recipients called to receive their commodities can collect them while the remaining recipients wait their turn outside. The perimeter may be a fence, wall, trench, or simply a rope on poles. |
| ⬜ | Provide (and clearly mark in local language) drinking water and sanitation facilities accessible to all anticipated recipients. |
| ⬜ | Clearly mark the site entrances and exits to avoid congestion. Ropes and poles may be used to keep queuing recipients orderly. |
| ⬜ | Set up required donor branding materials (posters, banners, or other media). |
| ⬜ | Establish a breastfeeding or female waiting area, secluded from general public view. |
| ⬜ | Establish a help desk where the population may: receive information or explanations concerning the distribution, register a grievance or complaint, make suggestions, or seek basic first aid. |
| ⬜ | Segregate different ration stacking/scooping areas (the areas within the site where recipients will physically receive entitlements) for each commodity. |
| ⬜ | Prominently display the per-person ration entitlements, in local language and/or pictorially, near the entrance to ration stacking/scooping area. |
| ⬜ | Physically place commodities on tarpaulins in the ration stacking/scooping areas, and provide extra tarpaulins to protect against adverse weather conditions. |
| ⬜ | Ensure commodity weighing scales are calibrated. |
| ⬜ | Set up table (near the site entrance and close to the first ration stacking/scooping area) for distribution staff that will verify recipients. |
| ⬜ | Set up area (near the first table and before entrance to ration stacking/scooping area) for additional recipient verification or data gathering (e.g., measuring or weighing children). |
| ⬜ | Set up table at the exit from the ration stacking/scooping areas for recipient acknowledgement of commodity receipt. |