1. Distribution staff and distribution committee members meet to agree on roles and responsibilities during distribution and distribution site layout.
2. Ensure all scoops, scales, and other equipment are calibrated and operating correctly.
3. Provide a pre-distribution address to all assembled recipients to explain:

* Distribution process (where to enter, exit, seek assistance, etc.)
* Donor of the commodities, and, if applicable partner(s)
* Recipients who will receive rations, and criteria for selection
* Types of commodities to be distributed
* Individual ration quantities
* Rations are freely provided; and procedures for reporting anyone requesting payment or favors as a condition of ration receipt
* Next distribution updates
* Integrated activities for that day (such as maternal child health, nutrition, or WASH)
* Caution on time management
* Chance for questions and answers, including clarity on issues
* Election of committees (if required)

1. If entitlements are based on **household size**: Organize recipients by household size. It is most efficient to distribute to all one-member households, then to all two-member households, and so forth.
2. Admit only ration/ID card holders into the distribution area, and let them wait in the queue.
3. Upon reaching the front of the queue (or when a recipient responds to his/her name called), the recipient presents his/her ration card to the distribution staff member.

* The staff member places a check next to the corresponding ration-card number on the distribution list to verify that the cardholder is entitled to receive rations at that particular site and date.
* The staff member inspects the ration/ID card to ensure that it is genuine.
* The staff member then punches a hole or otherwise marks the card to indicate that the recipient is receiving the ration.
* After punching, the card is returned to the recipient.

1. The recipient enters the distribution area and collects his/her entitled ration. If more than one commodity is being distributed, the commodities are generally distributed sequentially by different distribution team members (scoopers).
2. Immediately upon exiting the distribution area, the recipient presents his/her ration card to the staff member. [NOTE: This step may also be performed when recipient enters the distribution area.]

* The staff verifies that the household size on the distribution list matches the household size on the ration/ID card.
* The recipient signs the distribution list next to his/her name to indicate that rations were received. If a thumbprint is taken, then staff should write the name of the person giving the thumbprint below the print.

1. The recipient leaves the distribution area.
2. After all commodities are distributed, conduct a debrief of the distribution with distribution committee members.
3. Community leaders or members of the distribution committee sign the completed distribution list as witnesses.
4. Collect, count, and record all empty containers (such as bags and oil tins). Dispose of containers in the manner agreed upon with USAID.
5. Calculate the total number of recipients who presented ration cards, the total number of recipients who received rations, and the total quantities of commodities received.
6. The Distribution Team Leader physically counts and records any remaining commodities, and reconciles totals with the signed distribution list.
7. Return/transfer/hand over all remaining commodity, with supporting documents, in accordance with documented standard procedures.
8. Return all equipment and clear the site of any debris.

**Promising Practices**

Before announcing any distributions, establish context-specific procedures **with the distribution committee members**, detailing what will happen if a recipient is unable to be present at their scheduled distribution. In most cases, substitute recipients are allowed to collect rations, but clear definitions of a “substitute,” and the procedures for verifying substitutes, must be established.

When commodity is distributed in its original containers to a group of recipients (who will then equitably divide the group ration amongst themselves), open the bags and puncture the tops of oil tins at the time of distribution. This will reduce the unintended sale of sealed commodity containers.

If empty containers (such as bags and oil tins) will be distributed free of charge to recipients, note the quantity on the respective recipients’ card. This will ensure that, over time, empty containers do not always go to the same few individuals.