On the spot: Beneficiary Registration

**Registration Guidelines**

- Develop and discuss selection criteria in a community meeting

- During registration, collect only information that you will use

- Tokens should be managed in the same way as cash

- Large families can receive two or three tokens (e.g. 2 kits for 9-15 family members, 3 for 16+ members)

- Information on distribution location, date and time, as well as package content, can be given at time of token distribution.

- Establish rules to deal with “exceptions” (persons who register late; persons with no IDs, etc.)

- Do your own registration

- Spot check the process

-Communication, communication, communication!

**Key Messages**

* Transparency and information sharing with the community is critical to effective and accountable registration and distributions.
* Registration processes are required for any effective distribution and should be done directly, not based on secondary (government/army) data.
* Each beneficiary (head of household) must have a distribution token before the day of the distribution. (Distribution token is often the term used for simple tokens redeemable for a single distribution. When there are multiple rounds, the term “beneficiary card” may be used instead.)
* The serial number on the distribution token must match the serial number on the family registration form held by the NGO.
* Only collect information that will be useful. What is useful depends on your distribution strategy. A food ration may be the same for everyone or it may change according to family size and number of pregnant and lactating women; going-to-school kits may require information about number of children of primary school age; shelter kits may require categorization of level of damage to the house; etc.
* Registration of beneficiaries and distribution of tokens can be done on separate days, for additional checks and controls. However, if it is urgent, they can be done at the same time.