# Handout: A guide for developing a monitoring system at camp level

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| Monitoring system for an aspect of camp care and maintenance such as repairs to shelters |
| What are you monitoring? | How are you monitoring? | When will you monitor? | Who will monitor? | Now what? |
| IndicatorsProgressChangesProblems | Monitoring forms (reflecting indicators)ObservationInterviewsReports from committee meetingsFocus group meeting feedbackComplaintsFeedback sheets at strategic points | Weekly or monthlyPoint of deliveryRoutine collection of data from meetingsCollection of complaints weekly | Camp residentsCamp management agencyCamp committeesImportant issue is to assign the monitoring duties (don’t just expect it will happen!) | Decide who to pass the information toDecide how to respond to monitoring dataProvide feedback to camp communities on what has been done |