**CLTS Form #1**

**District:**

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**Process Recorder Form**

- Health Center: __________________________
- Triggering Date: ________________________
- Village: ________________________________
- Group Village: __________________________
- T/A: ________________________________

CLTS Facilitators/Team Members:

<table>
<thead>
<tr>
<th>NAMES</th>
<th>POSITIONS/DEPARTMENT</th>
<th>PHONE #</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

1. __________________________
2. __________________________
3. __________________________
4. __________________________
5. __________________________
6. __________________________

<table>
<thead>
<tr>
<th>Village Population</th>
<th>Attendance at Triggering</th>
<th>Sanitation &amp; Hygiene before CLTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total population</td>
<td>HH in village</td>
<td>Children</td>
</tr>
<tr>
<td>HH with latrines</td>
<td>HH without latrines</td>
<td>Latrines with drop hole covers</td>
</tr>
</tbody>
</table>

CLTS tools used during triggering (✓ any which are used):

- ✓ transect walk
- ✓ mapping defecation areas
- ✓ water with feces demonstration
- ✓ food with feces demonstration
- ✓ shit calculation
- ✓ medical costs calculation
- ✓ walk of shame (part of the transect walk in OD areas)
- ✓ special session/facilitator for the children
- ✓ giving the Village Head a chance to speak his opinion
- ✓ facilitating or observing community action planning
- ✓ natural leader selection
- ✓ ODF deadline scheduled (if the decision is to be ODF)
- ✓ follow-up date scheduled

Group’s consensus about the outcome: (✓ the one which applies)

- ✓ Matchbox in a gas station
  (EVERY PERSON is ignited & prepared to take action to end OD)
- ✓ Promising flames
  (majority is ignited & prepared to action to end OD, some are not)
- ✓ Scattered sparks
  (most ARE NOT ignited, but a few are ignited & want to take action)
- ✓ Damp matchbox
  (community is not ignited and doesn’t really want to change)

**Important Dates & Responsibilities:**

- If a date was set to become ODF: __________________________
- Date scheduled for first follow-up: __________________________
- Ext. worker(s) responsible for following up: __________________________

**REMEMBER:**

- Use the tools in any order & you may not need all tools
- DO not lecture or tell people what to do
- DO play the role of the learning visitor. The community should teach you about their situation & plan of action.
- Ask lots of questions to provoke analysis and discussion
- Let people decide for themselves what is right & wrong

**REMIND ANY OBSERVATIONS OR INSIGHTS ON THE BACK OF THE PAGE** (e.g. community comments, facilitator techniques, etc)