

Troop 742 Quartermaster's Handbook



1 Introduction

The Quartermaster's Handbook is designed as a guide for the Troop Quartermaster or for any Scout elected/appointed to take care of the troop's equipment.

The procedures in this guide detail the use and care of the Troop's equipment, and have been developed to help the Quartermaster (& troop) maintain the inventory. It outlines the procedures for signing out/in the Troop's equipment, and gives instructions for the replacement of lost, worn out or damaged equipment.

Though this guide attempts to provide an efficient way of dealing with troop inventory, your experience may prove that there are better ways of doing things. If

you do feel a change is needed, please feel free to discuss with the SPL and Scoutmaster prior to implementing any change.

2 Quartermaster Jobs & Responsibilities

2.1 Troop Quartermaster

The Troop Quartermaster is a troop leadership position. The Troop Quartermaster is the Scout charged with ensuring that the Troop's equipment stays in good shape and maintaining an up-to-date inventory of items. In the Troop, the Quartermaster is appointed by the senior patrol leader (with the Scoutmaster's advice and consent); in the patrol, he is appointed by the patrol leader.

In short, the Troop Quartermaster is the supply and equipment boss.

General job duties include:

- Keeps a current inventory of troop equipment and sees that it is in good condition.
- Issues equipment and makes sure it's returned in good condition.
- Reports to patrol leader's council on new equipment or that in need of replacement or repair.
- Works closely with the troop committee Equipment Coordinator.
- Sets a good example.
- Enthusiastically wears the Scout uniform correctly.
- Lives by the Scout Oath and Law. Shows Scout spirit.

Specific job duties

- Keeps a current inventory of troop equipment and sees that it is in good condition.
 - Create and maintain an inventory checklist of the troop gear (Other than Patrol Boxes).
 - Help the Patrol Leaders manage their gear. *f*

- Make sure that each patrol box has a “Patrol Box Contents” checklist posted on it. *f*
 - Be ready to report to the ASPL the status of patrol boxes. *f*
 - Manage Lost/Broken gear (see below) o
- o Conduct periodic inventories of troop equipment (i.e., the troop trailer cleanout)
- Issues equipment and makes sure it's returned in good condition.
 - o Responsible for loading/unloading the troop trailer on campouts or other outings.
 - o Plan troop gear for trips (prior to trip). *f*
 - Check propane tanks and the trailer, with the help of the Equipment Coordinator. *f*
 - Check that needed gear is available (i.e., in trailer, and not lost or broken).*f*
 - Talk to the SPL, Patrol Leaders, and the Assistant Patrol Leader to do this.
 - o Use the “Quartermaster Trailer Check List” to inspect and prepare gear in the trailer.
 - Keep a list of troop gear that is "borrowed" by patrols, such as Dutch ovens, tents, etc.
 - o Be responsible for troop gear at camp. See that it is set up and used properly.
 - o Oversee unloading of the trailer when returning from camp. *f*
 - Assign troop gear to be cleaned, as needed. There should be only a small amount of troop gear sent home. *f*
 - Patrol Leaders will assign responsibility for patrol gear and borrowed troop gear.
 - o Follow up on gear returns. *f*
 - Make sure troop gear is returned promptly.
 - Be ready to report to the ASPL the status of patrol boxes.
 - o Keep track of gear that we "lend" out (to the Cub Scout Pack and others). *f*
 - Keep a list of what is lent out & returned. *f*

- Be prepared to report to the ASPL what gear is outstanding.
- o Reports to patrol leader's council on new equipment, or any gear in need of replacement or repair.
 - Keep track of broken or lost gear. *f*
 - Keep a list of broken and lost gear. *f*
 - Be ready to report broken and lost gear to the ASPL. *f*
 - Keep broken gear in a special box or area. (Note: Patrol Leaders/Patrol Quartermasters report broken or lost gear to Troop Quartermasters.) *f*
 - Work with the ASPL and the committee to repair or replace gear. *f*
 - Make suggestions to adult Equipment Coordinator for new or replacement items.

2.2 Assistant Quartermaster

The PLC may decide to assign an Assistant Quartermaster. The Asst. QM assists the Quartermasters in performance of her duties, and acts as the Troop Quartermaster in her absence. Ideally, the Asst. QM is a Scout who would take over from the current Quartermaster at the end of her term. The Assistant QM does not qualify as a Troop Leadership for advancement purposes.

2.3 Patrol Quartermasters

Patrol Quartermasters are selected by the patrol leader (or elected by the patrol). They are responsible for caring for all patrol gear and obtaining/maintaining/returning troop gear (tents, tarps, Dutch ovens, propane tanks, etc) during campouts.

Specific job duties include:

- Keeps a current inventory of patrol equipment and sees that it is in good condition.

- Checks out additional equipment from the Troop Quartermaster and return it.
- Notifies Troop Quartermaster of equipment in need of repair or replacement.
- Requests expendable and specialty items from Troop Quartermaster.
- Assists the Troop Quartermaster as needed, such as loading of troop trailer.
- Participates in Troop Trailer Shakedowns.

2.4 Troop Equipment Coordinator

The Troop Equipment Coordinator is an adult Troop Committee Member, selected by the Troop Committee to be responsible for equipment issues. The Equipment Coordinator advises and assists the Troop Quartermaster in performing his job. The Committee Equipment Coordinator is sometimes referred to as the Adult Quartermaster, and should not be confused with the Troop Quartermaster which is a junior leadership position.

Job duties include:

- Supervise and help the troop procure camping equipment.
 - Develops list of needed camping equipment, based on QM recommendations.
- Work with the Quartermaster on inventory, proper storage and maintenance of all troop equipment.
 - Assists Quartermaster in establishing inventory control system.
 - Works with quartermaster on equipment check-in and check-out.
 - Ensures that equipment is in good repair.
- Make periodic safety checks on all troop camping gear, and encourage scouts in the safe use of all outdoor equipment.
 - Provide a request for any equipment or repair of equipment to be included on the budget prior to approval by the Troop Committee.
- Report to the troop committee at each meeting.

3 Campout Planning/Preparation

Planning for a campout involves plenty of detail. As Quartermaster, you are responsible for planning that the appropriate equipment is available for distribution of the troop's equipment to the patrols. Coordinate with the Troop's Equipment Coordinator and Outings Coordinator for lists of scouts/patrols attending the event, so that you may properly plan for inventory distribution.

The following provides a list of typical items that must be managed by the QM for a campout.

3.1 Flags/Banners

At each event, the Troop should bring an American Flag, suitable for flag ceremonies, and the Troop flag. Both flags will need stands. In addition, patrol flags are often stored in the Quartermaster area. When organizing the gear prior to a campout, you can use the patrol flags to indicate which gear is assigned to which patrol.

3.2 Patrol Boxes and Tables

Each patrol is assigned a patrol box and is responsible for its care and maintenance during camping trips and outside of camping trips. Tables will be assigned to patrols prior to camping trips.

Due to troop trailer space and weight limitations, it is not always possible to have a patrol box or table for every patrol. Also, on certain campouts, due to attendance, the SPL & Scoutmaster may designate that certain patrols will be combined, thus sharing patrol boxes and tables. In these situations, you may be called upon to assign patrol boxes and tables to patrols instead of having them use their "native" patrol boxes. Assign patrol boxes to their "native" patrols. Patrol

boxes “loaned” or shared should be coordinated with the ASPL, using the campout attendance list.

3.3 Canopy Shelters, Tarps, and Tents

Each patrol should be issued an EZ-Up Shelter. Prior to the camping trip, set aside a shelter for each patrol. It will make distribution easier at the campsite.

In some instances, patrols will share the EZ-Up Shelters. This is based on availability, the size of the camping site, and the distance of the trailer to the camping site. For backpacking and lightweight trips, Canopy Shelters will not be used.

The Troop has several tents that can be used by individuals if needed. In addition, we should always pack one or two troop tents for either supplies, an emergency medic shelter, or emergency substitutions due to tent malfunctions.

3.4 Coolers

Coolers are issued to Grubmasters prior to the event. Each patrol’s Grubmaster should approach you the week before the event. Make sure to announce that Coolers are available at the Troop Meeting. As you are issuing the coolers, they should be checked out on the inventory control sheet.

3.5 Water Jugs

On campouts with running water, plan for 1 water jug for each patrol. For campouts without running water, it will be necessary to provide additional water jugs. The SPL, Scoutmaster, and/or Equipment Coordinator will inform you if the water jugs need to be filled before leaving for a trip.

3.6 Lanterns

Troop 742 does not use propane lanterns. There are re-chargeable lanterns for each patrol. Before each campout, ensure that the lanterns are fully charged and operational. After the campouts, make sure that the lanterns are plugged in and re-charging for the next trip.

3.8 Rope and Staves

The Troop maintains a rope bucket for use during outings. The rope is needed for drying lines, knot & lashing practice and general use (be prepared). Sufficient rope should be on-hand for the activities planned. The rope bag must be loaded into the troop trailer for every outing.

Check with the SPL, Scoutmaster, and/or Equipment Coordinator if more rope is required.

There are a number of wooden staves that can be packed for use to camp gadgets. Check with the SPL and Scoutmaster to see if the staves will be required for the campout in question.

3.9 Fire Safety: Shovel, Rake, Bucket

For each camping trip, the Troop must bring a shovel, rake, and fire bucket. If these items are not available at the campout, then no fires are allowed for that trip.

3.10 First Aid Kit and Fire Extinguisher

Pack the Troop First Aid Kit and the fire extinguisher for each campout. After each camping trip, check the First Aid Kit to ensure that it is fully stocked and nothing needs replacement.

Report any missing items to the ASPL or the Troop Equipment Coordinator.

3.11 Troop Cooking Gear (Dutch Ovens, Grates, Large Pots)

There is a limited number of Troop-level cooking equipment that is shared by the troop. These items are issued on an as-needed basis. The QM will keep track of which patrols are issued troop gear on the inventory board. It is important to keep track of which patrol has the gear, so that if someone else needs it, it can be found. Keeping track of the items, also ensures that the items get back into the troop trailer, and are ready for the next camping trip.

Troop-level cooking items include:

- Dutch Ovens
- Cooking grates (large & small)
- Buddy Burners
- Large Pots

3.12 Consumables

The Troop maintains several consumable items for use on outings by the Troop. An inventory of these items must be kept at all times. These consumables are expected to be refreshed from time to time. If items need replacing, report to the ASPL and the Equipment Coordinator.

Troop consumables include (expected on-hand quantities are in parenthesis):

- Trash bags (6 bags min.)
- Paper Towels (3 rolls)
- Aluminum foil (3 rolls)
- Charcoal (10 lb bag)
- Paper plates (50)
- Paper bowls (50)
- Spare dish towels (3)

- Spare wash clothes (3)
- Sponges (6)
- Kitchen Matches (2 boxes)

4 Pre-Camping Checklist

Use this checklist to ensure all equipment needs are met for an outing.

Prior to Outing

Check Troop Gear and report an issues to the ASPL:

- o Check to ensure all the lanterns are charged.
- o Check First Aid Kit.
- o Check the fire extinguisher is in good repair.

Assign Patrol Gear:

- | | |
|----------------|--------------|
| o Shelters | o Tables |
| o Patrol Boxes | o Coolers |
| | o Water Jugs |

Check Consumables and report any additional needs to Equipment Coordinator:

- | | |
|-----------------|-------------------|
| o Trash bags | o Paper bowls |
| o Paper towels | o Dish towels |
| o Aluminum foil | o Wash clothes |
| o Charcoal | o Sponges |
| o Paper plates | o Kitchen matches |

Prior to Leaving

Pack Troop Gear:

- | | |
|---------------------|----------------|
| o American Flag | o Staves |
| o Troop Flag | o Fire bucket |
| o Lanterns | o Shovel |
| o First Aid Kit | o Rake |
| o Fire extinguisher | o Axe and Saws |
| o Rope bucket | o Tool kit |

Pack Patrol Gear:

- | | |
|----------------------|----------------|
| o Patrol Boxes | o Water Jugs |
| o Shelters and Tents | o Coolers/Food |

5 Troop Equipment Distribution

Troop equipment is maintained and stored for use by all Troop members. The Quartermaster is responsible for distributing and maintaining inventory at all times, whether on an outing or not. Patrols may check out equipment at any time (say, to use for demonstrations or patrol camping). Also, the Troop may lend equipment to outside organizations such as another troop or pack with the permission of the SPL, Scoutmaster, and Committee Chair.

This procedure will help ensure that we know who "checks out" equipment, what equipment is available, and that the equipment returns in the same condition as it left. Condition of equipment is as important as its presence. Remember, a tent missing poles or having a tear is as good as a tent that has been left at home.

Equipment is checked out in two different scenarios: at a campout, or not at a campout. The difference in the two is that during a campout the items are in the general area and control of the QM, while items being checked out at a non-camping event leave the QM's control. It is important to have procedures in place to make sure that all equipment is accounted for, so that it is available for future outings.

5.1 Checking Equipment In and Out

Two tools are available to you for maintaining inventory (1) the Equipment Inventory Board and (2) the Quartermaster's Sign-Out Form. Both items are needed.

5.1.1 Equipment Inventory Board

The Equipment Inventory Board is located on the wall in the gear storage area. It is used to maintain the Troop's gear during campouts only. Anything that leaves the gear storage area for a campout should be noted on the board.

The Equipment Inventory board uses tokens to represent the Troop's gear. Note that there are two boards: one that has what the troop owns, and another that lists each patrol. To use the board, simply move the token from the Inventory board to a peg under the Patrol's name. This tool gives you an easy view of which patrol has what equipment, and what equipment is still available.

Checking out equipment from gear storage: Find a token for the item leaving storage, and move it to a hook under the patrol's name.

Checking in equipment: To check-in an item, just move the token back to its original spot. Be sure to verify the condition of the item before accepting back. If damaged, note it for future reporting to the ASPL and Equipment Coordinator.

If any gear needs to go home with a scout for cleaning or drying, the gear should be recorded on a sign-out form.

5. 1.2 Sign-Out Form

All troop equipment that leaves your immediate control (that is, brought home or leaving the Church area) will need to be signed out and signed in, using the sign-out form. You check-in and check-out using the same form, the Quartermaster's Equipment Sign-out form.

Checking out equipment from the troop: First, print the person's name in the first column, next list items to be borrowed (one item per line), next the date and who issued or signed out the equipment. Tents and shelters will generally be signed out to the individual camper, on an as needed basis, and not to the patrol.

Checking in equipment: To check-in an item, just print the date it was brought back and the name of the person who accepted back this equipment. Borrowed equipment will be inspected and inventoried before it is accepted back to make sure the item is clean, properly stored, and all individual pieces are present.

5.2 Trailer Guidelines During Campouts

The Quartermaster is responsible for the Troop trailer equipment, and knowing who has what, during the campout. During the campout, the only people allowed in the trailer (except by permission) are the Quartermaster, the Asst.

Quartermaster, and the Adult Leader in Charge. All others, including patrol quartermasters, should get permission from one of the three above before going into the trailer. The trailer should remain locked when not actively distributing equipment. Adult Leaders will keep the keys to the trailer.

6 Troop Equipment Shakedown

The storage area and all of the equipment it contains is the property of the Chartered Organization, and is maintained for the use of the Troop. To ensure that all of the equipment is accounted for, and that it remains in good condition, the Troop must periodically take inventory of the equipment. This periodic inventory is called the "Troop Equipment Shakedown."

The Troop Quartermaster has the responsibility for the Shakedown.

6.1 Shakedown Schedule

The **Winter Shakedown** shall be done in January or February, after the troop has returned from Winter Camp. The QM should inform the PLC to schedule this on the Troop Calendar.

The **Fall Shakedown** should be done in August, after Summer Camp. The QM should inform the PLC to schedule this on the Troop Calendar.

Other Shakedowns may be scheduled as the need arises.

6.2 Shakedown Procedure

6.2.1 Prior to Shakedown

Inform the PLC of the shakedown to get it on the troop schedule. The Shakedown is announced at the Troop meeting to remind everyone. The Quartermaster makes a copy of the list of items in the shed and reviews it with the Senior Patrol Leader and, if necessary, the Scoutmaster and the Equipment Coordinator. Scouts and adults sign up for the Shakedown. A good ratio is 10-15 Scouts and 5 adults.

6.2.2 Shakedown Day Procedures

The Quartermaster takes the signup sheet and assigns duties to the Scouts as shown below. Any damaged or missing items should be noted by the Scouts and the notes should be given to the QM. Use inventory checklist to verify all troop-level gear is present during the shakedown.

6.2.2.1 Scout tents and shelters (2-3 Scouts, 1 Adult)

- o Remove each tent from the storage bag and unroll the tents.
- o Check for damage to the material such as tears or mold.
- o Check for broken zippers.
- o Count and verify the number of stakes, poles, and bags.
- o If the condition of the tents and shelters are acceptable, pack the tent or shelter in the appropriate case and set it aside.
- o If the tent or shelter is not in proper repair, either repair the tent or set it aside for review by the QM and Equipment Coordinator.

6.2.2.2 Patrol Boxes (1-2 Scouts per Box, 1 Adult)

- o Check the exterior of the box for damage.
- o Open each box and remove the contents.
- o Each patrol box should have an inventory list inside. If not, notify the Quartermaster.

- o Check the interior of the box for damage and cleanliness.
- o Check the contents against the list. Throw away any old or questionable consumable items.
- o Check the stove for the proper components. Start the stove and ensure it works.
- o Check the cooking gear. Clean the gear if necessary. Set aside any rusty or broken cooking gear for review by the QM and Equipment Coordinator.

6.2.2.3 General Gear, Coolers, Water Jugs, and Lanterns (1-2 Scouts, 1 Adult)

- o Check the exterior of the coolers and water jugs for damage.
- o Open the coolers and water jugs for damage and cleanliness. Clean as necessary.
- o Check the lanterns to ensure they work properly.

6.2.2.4 Consumables and First Aid Kit (1-2 Scouts, 1 Adult)

- o Check supply bins for staples such as aluminum foil, paper towels, etc. Throw away any questionable or dirty items.
- o Open and inspect the first aid kit. Ensure that the first aid kit is properly stocked and in good repair.

6.2.2.5 Trailer (2-3 Scouts, 1 Adult)

- o Check the general condition of the interior of the trailer. Look for rotting wood, broken or damaged shelves, etc. Sweep out the trailer.
- o Check the exterior of the trailer. Look for peeling paint, rust, damage. Check the hitch and safety chains. Wash the trailer.
- o Check the condition of the tires. Using a tire gauge, check the pressure in each tire.

6.2.2.6 Wrapping It Up

- Load everything back into the storage area in an organized fashion.

6.2.3 After the Shakedown

Each group submits the inventory check sheets to the Quartermaster. With the SPL and ASPL, the Quartermaster will make a list of items that must be replaced or purchased. The list is submitted to the Equipment Coordinator.

After the list is submitted, the Quartermaster should follow-up as needed to make sure any issues are addressed. Once the items are purchased, the Quartermaster should inventory them and then store them in the storage area.

7 Cleaning/ Care Procedures

Troop 742 has spent a great deal of money on equipment and we need help from each scout to properly maintain the equipment. At the end of each campout, Scouts will be assigned certain equipment that must be taken home, cleaned and brought back to the next troop meeting (with the exception of tents / tarps that may need extra time to dry).

7.1 Tents and Shelters

If you have been assigned tents or shelters to take home, you must set them up when you get home (or hang them up in the garage). Cleaning and drying tents is extremely important to prevent mildew and to increase the usable life of the tents. **Mildew can set into a tent in as little as 24 hours**, so it is important to get even a slight damp tent (like one you would find on a dewy morning) aired out quickly.

One of the easiest ways to damage your tent is by not drying it as quickly as possible after it gets wet. Storing a wet tent for as little as 24 hours in warm weather is likely to start the process of mildew formation. Mildew can permanently damage the waterproof coatings by causing them to separate from the fabric, but mild to severe staining is more common. Mildew stains are permanent. They cannot be removed without potential harm to the fabric coatings. Even when your tent appears to be dry after use, it is always best to

assure it is completely dry before storing. Hang it outside or pile it loosely in your house for a few days, turning it inside and out to assure it has dried everywhere. Never machine dry your tent as the heat can melt the fabric.

7.1.1 How to Care for a Tent or Shelter

- Set up the tent or shelter in a yard or garage. If you are unable to set up the tent due to weather, unpack the tent or shelter from the bag, and try to lay it out in an area where it can dry safely.
- Clean the tent or shelter.
 - Shake out any debris from the inside a tent, and sweep if necessary.
 - If there is mud or dirt on the tent or shelter, clean it with a damp cloth.
- Check for holes or rips in the tent, rain fly, and shelters. Note the location and size of the holes.
- For tents, make sure all the pieces are included.
 - Ground cover (if included)
 - Rain fly
 - Tent body
 - Tent bag
 - Guy lines
 - Stakes
 - Stake bag
- For tents, make sure the poles are in good shape.
 - Are poles missing or broken?
 - Are the shock cords intact?
- Repack the tent or shelter once it is clean and dry.
- Note any problems on a piece of paper or on blue painter's tape. Place the paper or tape on top of the tent bag, where it is easily visible.
- Return the tent or shelter to the Quartermaster, and be sure that it is signed in on the check out sheet.

7.2 Patrol Boxes

It is the responsibility of each patrol to care for their patrol box; however, the Quartermaster must periodically inspect patrol boxes to ensure that they are clean and complete.

Remember that you cook and eat from items in the patrol box. It is in your best interest to keep it clean! Food-borne illnesses are not something that you want to deal with. Keep your patrol box clean, and you can avoid it.

7.2.1 Patrol Box Guidelines for After Every Outing

- All towels, washcloths, sponges and gloves should be taken home, cleaned, dried and returned to box.
- Note the need for resupply of any consumables (dish soap, paper towels, aluminum foil, etc.).

7.2.2 Guidelines for Cleaning a Patrol Box

- Empty the patrol box of contents.
- Thoroughly clean the inside and outside of the box. Repair or note any damage.
- Use the Patrol Box Inventory to make sure all equipment is present, clean, and in good working order.
- Clean any items that require cleaning.
- Clean the stove thoroughly.
 - Use warm water, detergent, a degreasing cleaner such as 409 and scouring pads as necessary.
 - Clean the grill, the aluminum drip trap, and the outside. If grease has spilled into the bottom of the stove, remove the drip tray using the wing nut and clean the interior of the stove.
- Repack the items in the patrol box.
- Note any problems on a piece of paper or on blue painter's tape. Place the paper or tape on top of the patrol box, where it is easily visible.
- Return the patrol box to the Quartermaster, and be sure that it is signed in on the check out sheet.

7.3 Coolers and Water Jugs

Coolers and water jugs, no matter what material they are made of, can develop fungus and/or bacterial growth if you do not clean them well. At the least, if you do not properly clean your coolers and water jugs, they will develop a musty odor that is likely to give your water an unpleasant taste. At the worst, a moldy water jug/ cooler can make your whole patrol sick. To keep the jugs and coolers fresh-smelling and sanitary, clean them after every use and before you store them.

The most important thing to remember about these jugs and coolers is that dirt, mold and bacteria inside can mean unsafe drinking water or food, which can make for a very bad outing.

7.3.1 How to Clean a Cooler or Water Jug

- Wash the outside of the cooler/jug with warm soapy water. Use a stiff scrub brush to remove any dirt on the lid or body of the cooler/jug.
 - If necessary, use a cleaning product like 409 on the cooler/jug lid to clean them, but NEVER on the inside. Rinse thoroughly.
- Wash the inside of the cooler or water jug with warm soapy water. Pour the soapy water out and refill it with warm water to rinse out the soap residue. You may need to do this several times. After each rinse, smell the item. If it still smells soapy, rinse it again.
- Fill the water jug or cooler half full with cool water. Add a half capful of bleach, and carefully swish around. **CAUTION: Be very careful with bleach. It is poisonous and can ruin your clothing, burn your skin, and burn your eyes.** Empty the jug/cooler carefully. Rinse several times with cool water.
- Allow items to completely dry, with the lids open or off.
- After the items are completely dry, close the lids and return the item to the Quartermaster.

8 Miscellaneous

8.1 Replacing Worn-Out Items

Eventually all troop equipment will need to be replaced, especially items which get the most use. When you think an item is worn beyond repair and the troop should buy a replacement, you need to tell the Quartermaster. If the Quartermaster agrees, then he will tell the Equipment Coordinator that the troop needs to buy the item. The Equipment Coordinator will bring it up to the Committee. If funds are available, the Committee will authorize the Equipment Coordinator to purchase replacement items. If funds are not available, the Equipment Coordinator will add the cost of replacement items to the next troop budget.

8.2 Damaged or Lost Materials

Sometimes equipment will get damaged or lost while they are loaned out. If this happens go ahead and check the item in by writing the date returned or if the item was lost write the word “lost” and the date reported and report the loss or damage to the Scoutmaster. Usually the troop will just replace the item without any penalty, but that is the Scoutmaster’s decision.

For items that are damaged or missing, use blue painter’s tape and marker to identify what is damaged or missing on the outside of the packaging.

8.3 Changing Equipment Forms and Procedures

This manual, the forms, and procedures are not the final word in troop equipment procedures. They were put together simply to give us all a place to start. As the troop (& you) becomes more familiar with these procedures, they will see better ways to do things. Feel free to recommend changes; after all, this manual was designed to help you and the troop. When you think of a better method, talk it

over with the Quartermaster who will discuss it with the Equipment Coordinator and then, if they agree, change the procedure.

9 Inventory Sheets

The Quartermaster's Notebook will contain the Equipment sign-out forms, Pre-camping Checklists, and Troop inventory sheets. Patrol boxes will hold separate inventory sheets. Each form should be stored in a plastic cover and updated as necessary.

Quartermaster forms are appended as follows:

1. Pre-Camping Checklist
2. Master Inventory
3. Consumables Stock Inventory
4. First Aid Inventory
5. Patrol Box Inventory
6. Equipment Sign-Out Sheet



Pre-Camping Checklist

Camping Trip: _____

Dates: _____

Prior to Outing

Date Completed: _____

Check Troop Gear and report an issues to the ASPL:

- Check to ensure all the lanterns are charged.
- Check First Aid Kit.
- Check the fire extinguisher is in good repair.

Assign Patrol Gear:

- | | | |
|----------------|----------|--------------|
| • Shelters | • Tables | • Coolers |
| • Patrol Boxes | • Tents | • Water Jugs |

Check Consumables and report any additional needs to Equipment Coordinator:

- | | | |
|-----------------|----------------|-------------------|
| • Trash bags | • Paper plates | • Sponges |
| • Paper towels | • Paper bowls | • Kitchen matches |
| • Aluminum foil | • Dish towels | |
| • Charcoal | • Wash clothes | |

Prior to Leaving

Date Completed: _____

Pack Troop Gear:

- | | | |
|-----------------|---------------------|----------------|
| • American Flag | • Fire extinguisher | • Shovel |
| • Troop Flag | • Rope bucket | • Rake |
| • Lanterns | • Staves | • Axe and Saws |
| • First Aid Kit | • Fire bucket | • Tool kit |

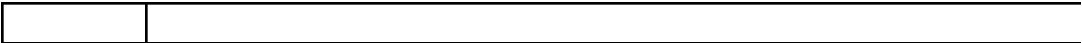
Pack Patrol Gear:

- | | | |
|----------------|----------|----------------|
| • Patrol Boxes | • Tables | • Water Jugs |
| • Shelters | • Tents | • Coolers/Food |



Master Inventory

Quantity	Items	Purchase
	Flags and Banners	
	American Flag	
	Troop Flag	
	Patrol Flags	
	Patrol Boxes and Tables	
	Scout Patrol Box	
	Adult Patrol Box	
	Tables	
	Tents, Shelters, and Tarps	
	4 Man Tents	
	6 Man Tents	
	EZ-Up Shelters	
	Tarps	
	Coolers and Water Jugs	
	Coolers	
	Orange Water Jugs	
	Lanterns	
	Rechargeable Lanterns	
	Other Lanterns	
	General Gear and Tools	
	Rope bucket	
	Fire bucket	
	Shovel	
	Rake	
	Axe	
	Saw	
	Tool Kit	
	First Aid Kit	
	Fire Extinguisher	
	Troop Cooking Gear	
	Large Pots	
	Cooking Grates	
	Dutch Oven	
	Buddy Burners	
	Charcoal Starter	

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First Aid Inventory

Quantity	Items	Purchase
	Cuts & Scrapes	
	Easy Access Bandages, 1" x 3"	
	Easy Access Bandage, Knuckle Fabric	
	Antiseptic Wipes	
	Triple Antibiotic Ointment	
	Alcohol Swabs	
	Tincture of Benzoin	
	Fracture/Sprain	
	C-Splint	
	Triangle Bandage	
	Elastic Bandage with Hook & Loop Closure, 3"	
	Instruction and Instrumentation	
	Wilderness & Travel Medicine Guide	
	Digital Thermometer	
	CPR Face Shield	
	Sterile Scalpel	
	EMT Shears	
	Duct Tape, 2" x 2.5 yd	
	Splinter Picker/Tick Remover Forceps	
	Safety Pin	
	Plastic Vial (Large Flip-top)	
	Plastic Vial (Small Flip-top)	
	Pencil	
	Medication	
	After Bite Sting & Bite Relief Wipes	
	Diamode	
	Aspirin	
	Antihistamine	
	Ibuprofen	
	Acetaminophen	
	Antacid	
	Cortisone Cream	
	Oral Rehydration Salts	
	Glucose Powder	
	Filling Mixture with Pain Relief	

Patrol Box Inventory



Quantity	Items	Purchase
	Basic Patrol Gear	
	Two burner propane stove	
	Table (not in box)	
	Pots and Pans	
	Large pot with lid	
	Medium pot with lid	
	Small pot with lid	
	Frying pan	
	Griddle	
	Kettle	
	Utensils/Serving	
	Chef knife	
	Paring knife	
	Cutting board	
	Can opener	
	Measuring cup, 2 cups	
	Measuring spoons	
	Mixing bowl	
	Wooden spoon	
	Slotted spoon	
	Serving spoon	
	Ladle	
	Wisk	
	Tongs	
	Spatula	
	Potato Peeler	
	Meat thermometer	
	Fire gloves	
	Hot pads	

	Service Pieces	
	Plates	
	Cups	
	Silverware - forks	
	Silverware - spoons	
	Silverware - knives	
	Non-consumable Cleaning Gear	
	Dish towels	
	Dish cloths	
	Wash basins, 3	
	Dunking and drying bags (nylon mesh)	
	Consumable Cleaning Gear	
	Steramine tablets	
	Scouring sponges	
	Dish soap	
	Grill scrubber	
	Lysol food surface sanitizer spray	
	Consumables	
	Aluminum foil, roll	
	Trash bags, roll	
	Paper towels, roll	
	Matches	
	Lighter	
	Sharpie pen	
	Coffee filters	
	Hand wipes	
	Hand sanitizer	
	Blue painter's tape	
	Duct tape	
	Cooking Staples	
	Vegetable oil	
	Salt and pepper	
	All-purpose seasoning	

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