

Troop 17



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:

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

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.
 - Make sure that each patrol box has a "Patrol Box Contents" checklist posted on it.
 - Be ready to report to the ASPL the status of patrol boxes.
 - Manage Lost/Broken gear (see below)
 - Conduct periodic inventories of troop equipment (i.e., the troop trailer cleanout)
- Issues equipment and makes sure it's returned in good condition.
 - Responsible for loading/unloading the troop trailer on campouts or other outings.
 - Plan troop gear for trips (prior to trip).
 - Check propane tanks and the trailer, with the help of the Equipment Coordinator.
 - Check that needed gear is available (i.e., in trailer, and not lost or broken)/
 - Talk to the SPL, Patrol Leaders, and the Assistant Patrol Leader to do this.
 - 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.
 - Be responsible for troop gear at camp. See that it is set up and used properly.
 - Oversee unloading of the trailer when returning from camp.
 - Assign troop gear to be cleaned, as needed. There should be only a small amount of troop gear sent home.
 - Patrol Leaders will assign responsibility for patrol gear and borrowed troop gear.
 - Follow up on gear returns.
 - Make sure troop gear is returned promptly.

- Be ready to report to the ASPL the status of patrol boxes.
 - Keep track of gear that we "lend" out (to the Cub Scout Pack and others).
 - Keep a list of what is lent out & returned.
 - Be prepared to report to the ASPL what gear is outstanding.
- 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.
 - Keep a list of broken and lost gear.
 - Be ready to report broken and lost gear to the ASPL.
 - Keep broken gear in a special box or area. (Note: Patrol Leaders/Patrol Quartermasters report broken or lost gear to Troop Quartermasters.)
 - Work with the ASPL and the committee to repair or replace gear.
 - 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 his duties, and acts as the Troop Quartermaster in his absence. Ideally, the Asst. QM is a Scout who would take over from the current Quartermaster at the end of his 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 Shakedown

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 or simply 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.

Did you know?

The **Quartermaster Award** is the highest rank that you can earn in Sea Scouting, and that the Singapore Scout Association's equivalent of "Boy's Life Magazine" is called "**The Quartermaster**"?

...just in case you thought QM's weren't important. 😊

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 Tents

Tents should be assigned to patrols prior to the campout. Pre-assigning tents allows for a more orderly distribution at the campsite (often done in darkness). It is suggested that the assigned tents be set aside for each patrol prior to leaving for the campout. Placing items in "Patrol Piles" will make distribution easier at the campsite.

Tents should be assigned based on the number of scouts traveling. Use the campout attendance list, provided by the Outdoor Activities Coordinator.

3.2 Tarps

Each patrol should be issued a Dining Tarp and ropes (4 qty. 25' ropes + 1 qty 30' rope). As with tents, set aside the tarp and ropes for each patrol. It will make distribution easier at the campsite. Be sure to the tarps and ropes are rolled and tied neatly.

3.3 Patrol Boxes

Due to troop trailer space and weight limitations, it is not possible to have a patrol box 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. In these situations, you may be called upon to assign patrol boxes to patrols.

Assign patrol boxes to their "native" patrols. Patrol boxes "loaned" or shared should be coordinated with the ASPL, using the campout attendance list, provided by the Outdoor Activities Coordinator.

Also, each patrol box comes with a lock. You should make sure that you have the combinations to each lock, to avoid a nasty surprise at the campsite.

3.4 Other Gear

3.4.1 Propane/Trees/Lanterns

Before each trip, propane levels in the tanks must be checked. If tanks need filling, report to the Equipment Coordinator to get the tanks filled. Ideally, this is done at the Troop Meeting the week before the trip

On each campout, a patrol will be issued a propane tree, propane tank and lantern. In general, one tree, one tank and lantern is issued with each patrol box (i.e, combined patrols will get a single issue). Ensure that each lantern has a working mantle and no cracks in the globe prior to leaving for the trip. If mantles or globes are needed, inform the Troop's Equipment Coordinator.

Lanterns and trees should be kept in one place in the trailer (as opposed to tents, tarps and other gear issued to patrols). Usually, these are stored safely in the shelves at the front of the Troop trailer.

3.4.2 Coolers/ Patrol Food

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.

Full coolers and food for patrols is stored in the troop trailer for transport to/from outings. It is the responsibility of to ensure that these items are loaded into the troop trailer prior to the

3.4.3 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, Outings Coordinator and/or Equipment Coordinator will inform you if the water jugs need to be filled before leaving for a trip.

3.4.4 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

3.4.5 Flags/Banners

At each event, the Troop should have an American Flag, suitable for flag ceremonies in the troop trailer. In most cases, the flag is simply folded for use at the campsite. On certain outings (such as Council-based ones, like Webelos Woods), the SPL may decide that the American and Troop flag should be brought. In this case, check with the SPL to verify if the stands are needed.

The troop banner should also be packed in the trailer, and displayed at the entrance to the Troop's campsite. The SPL will decide where to position the banner.

3.4.6 Staves

A limited number of staves (approximately 6) should be kept in the troop trailer. The full complement of staves is rarely used. Check with the SPL, Scoutmaster, Outings Coordinator and/or Equipment Coordinator to see if more staves are required for a particular outing.

3.4.7 Canopy

The Troop Dining canopies are used in rare occasions, usually on long-term, car-style camping trips. Check with the SPL, Scoutmaster, Outings Coordinator and/or Equipment Coordinator to see if a dining canopy is required.

The canopy is normally stored in the Scout Room. If needed for an outing, be sure that the canopy makes it into the trailer. Enlist scouts to help with this task, as it is too heavy for one person.

3.4.8 Rope

The Troop maintains a rope bag for use during outings. The rope is needed for tying up dining flies, 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.

3.4.9 Consumables

The Troop maintains several consumable items for use on outings by the Troop. An inventory of these items must be kept in the troop trailer 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)
- Plastic bowls (50)
- Spare dish towels (3)
- Spare wash clothes (3)
- Sponges (6)
- Lantern mantles (2 per lantern)
- Kitchen Matches (2 boxes)
- Propane (see section above)
- First Aid Kit
- Fire Extinguisher

4 Pre-Campout Checklist

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

(1+ weeks) Prior to outing

Check Troop Gear & report any issues to ASPL

- Check that lantern globes & mantles are intact
- Check levels on propane tanks, and report to Equipment Coordinator

Assign Patrol Gear

- Tents
- Tarps
- Patrol Boxes

Check Consumables

- Trash bags (6 bags min.)
 - Paper Towels (3 rolls)
 - Aluminum foil (3 rolls)
 - Charcoal (10 lb bag)
 - Paper plates (50)
 - Plastic bowls (50)
 - Spare dish towels (3)
 - Spare wash clothes (3)
 - Sponges (6)
 - Spare lantern mantles (2 per lantern)
 - Kitchen matches (2 boxes)
 - Propane (see section above)
 - First Aid Kit
 - Fire Extinguisher
-

(1-2 days) Prior to the leaving for outing

Pack Troop Gear

- Propane Tanks
- Propane Trees
- American Flag
- Lanterns
- Dutch Ovens
- Buddy Burners
- Cooking Grates
- Large Pots
- Consumables
- First aid kit
- Fire Extinguisher
- Coffee Pot
- Axe
- Shovel
- Saws
- Tool kit w/ hammer + adjustable wrench
- Rope bag
- Extra stakes
- Canopy (if needed for trip)

Pack Patrol Gear

- Patrol Boxes
 - Tent(s)
 - Tarps
 - Water Jugs (if not filled for trip)
 - Food
-

Day of Outing

Pack Patrol Food and personal gear

- Coolers
 - Water Jugs (if filled for trip)
 - Personal Packs/Gear
-

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

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.

Suggested Resources

- Trailer inventory list
- Quartermaster's Equipment Sign-out sheet
- Equipment Inventory board
- Troop Quartermaster
- Troop Equipment Coordinator

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: the Quartermaster's Sign-out Form and the Equipment Inventory board. Both items are needed

1. 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 (see below). This form should be used for campout and non-campout equipment sign-outs.

Before each Campout, use a new sheet, and record the outing name and date on the form. the form should be kept in the Quartermaster's notebook.

- a. 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 tarps will generally be signed out to the individual camper, on an as needed basis, and not to the patrol.
- b. 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 folded as in tents and tarps, and all sub items are returned such as tool boxes and patrol cook boxes.



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Quartermaster's Equipment Sign-out



Event						Tents Only				
Name & Patrol of Scout Checking Out Item	Item	Date Issued	Issued By	Date Returned	Received By	Aired Out?	Swept?	Damage?	Missing Pieces?	Comments
<i>(EXAMPLE) Timmy Tenderfoot/ Gimme Patrol</i>	<i>Tent GD10</i>	<i>8/25/10</i>	<i>John Q Master</i>	<i>8/29/10</i>	<i>Fred Q. Master</i>	<i>Y</i>	<i>Y</i>	<i>Y</i>	<i>N</i>	<i>Rain fly pole cracked</i>

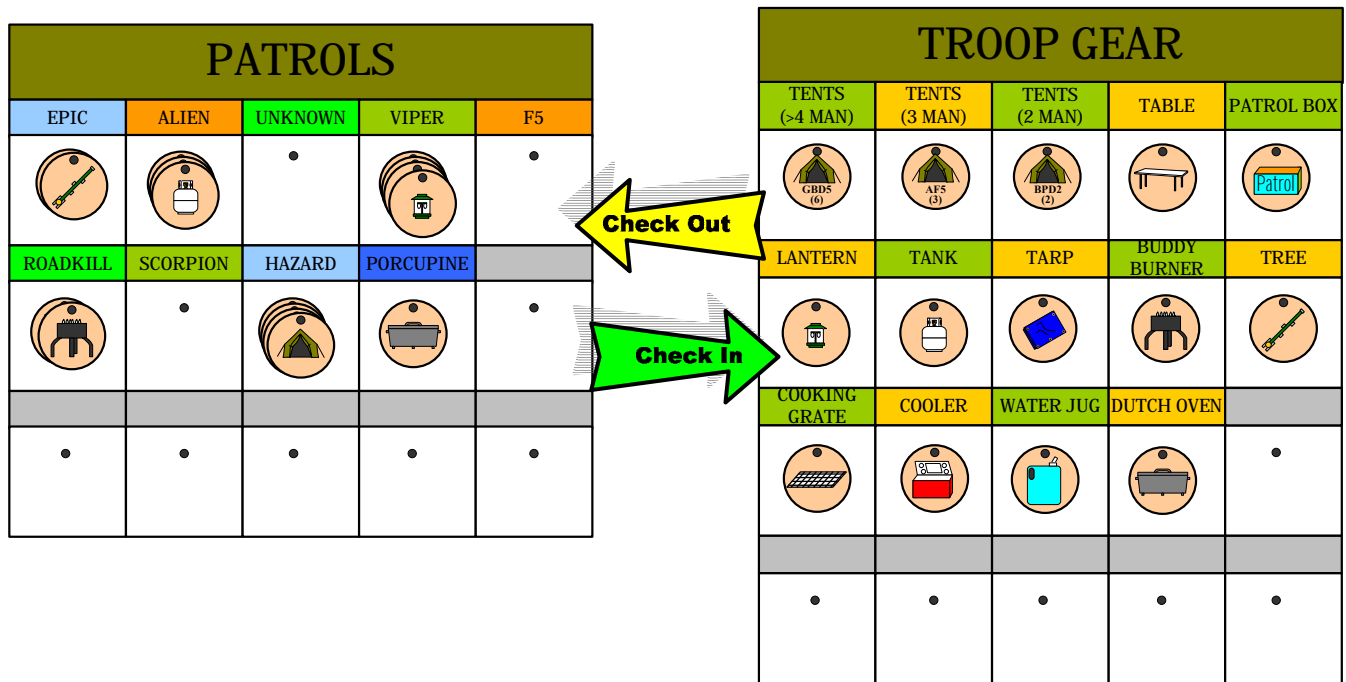
Notes:

1. Use this form for any Troop gear issued to a Scout that will be taken home either before or after the trip (i.e., tents, coolers, tarps)
2. All equipment should be checked for damage and missing pieces. Note any missing pieces in the comments section
3. For Tents, also check that they have been swept and aired out.

2. Equipment Inventory Board: The Equipment Inventory Board is used to maintain the Troop’s gear during campouts. Anything that leaves the trailer should be noted on the board. This should be in addition to noting the “going home” items on the

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.

- a. Checking out equipment from the trailer: Find a token for the item leaving the trailer, and move it to a hook under the patrol’s name. If an item is to be taken home (i.e., tents, tarps), also fill out the equipment sing-out form.
- b. 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.



5.2 General Equipment Distribution Guidelines

- 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 have keys to the trailer.
- A separate Quartermaster's Equipment Sign-out form is used for each outing. All "take home" items must be noted (& note the person taking it).
- The Quartermaster's Notebook will contain the Equipment sign-out forms for all trips and Troop inventories.
- The Troop Quartermaster "checks out" any equipment that is taken from the trailer. A combination of the Equipment Sign-out form and the Equipment Inventory Board is used
- The Troop Quartermaster "checks in" the equipment that is returned. The condition of returned equipment should be checked, and the Equipment Inventory Board and/or the Quartermaster's Sign-out update accordingly. If OK, note its return to the trailer. If not OK, note the condition and discuss with the Equipment Coordinator or the Scoutmaster.

Guys!
When I said, "nothing
leaves this trailer that isn't
signed out", I didn't mean me!
Can you, please, open
the door!



6 Troop Trailer Shakedown

The Troop trailer 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 in the trailer 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 Trailer Shakedown."

The Troop Quartermaster has the responsibility for the Shakedown.

Suggested Resources

- Inventory list from previous Shakedowns
- 10-15 Scouts and 4-5 Adult Leaders

6.1 Shakedown Schedule

- The **Spring Shakedown** shall be done in March or April, prior to the beginning of the Spring camping season. The QM should inform the PLC to schedule this on the Troop Calendar.
- The **Fall Shakedown** should be done in October, usually after the last major campout and prior to putting the trailer up for the winter. 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

(≥2 weeks) Prior to Shakedown

- Inform the PLC of the shakedown to get it on the troop schedule
- Inform the Troop Webmaster, so the Troop Website can be updated
- The Shakedown is announced at the Troop meeting to remind everyone.
- The Quartermaster makes a copy of the list of items in the trailer 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 3-5 adults.

Shakedown Day Procedure

- 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 given to the QM.
- Use the inventory checklists to verify that all troop-level gear is present during the shakedown.

Duties

- Scout tents (4-5 Scouts)
 1. Remove each tent from its storage bag and unroll the tents
 2. Check for damage to the material such as tears or mold
 3. Check for broken zippers
 4. Count and verify the proper number of stakes, poles, and bags
 5. Verify the proper numbering identification of the tent, the tent bag, poles and pole bag
 6. If the condition of the tent is acceptable, roll the tent up and set aside. If not, repair the tent, or mark the tent for repair.
- Patrol Boxes (2-3 Scouts)
 1. Check the exterior of each patrol box for damage.
 2. Note the combination of the lock for future reference
 3. Open each patrol box and remove the contents. Each patrol box should have an inventory list inside. If not, notify the Quartermaster.
 4. Check the interior for damage and cleanliness.
 5. Check the contents against the list. Throw away any old or questionable items
 6. Check the stoves for the proper components, strikers, and any loose fittings. Using a fuel bottle, attach each stove (one at a time) and start the stove to ensure that it works.
 7. If the condition of the patrol box is satisfactory, replace those contents that are OK and close the patrol box. If not, inform patrol leader responsible for patrol box.
- Large utensils and tools (2-3 Scouts)
 1. Pull all Dutch ovens, water jugs, coolers, tools, stake buckets, etc. from the trailer
 2. Inspect each one for damage or rust. Clean as necessary.
 3. Check the supply bins for staples such as aluminum foil, tablecloth, paper toweling, etc.
- Dining flies, tarps, stoves, fuel bottles (2-3 Scouts)
 1. Open and inspect each of the dining flies for damage, tears, and mold. Ensure that the proper number of poles and lines are with the each fly. If the condition is acceptable, fold the dining fly and set aside.
 2. Check each tarp for damage, tears, and mold
 3. Check fuel levels in fuel tanks by judging weight. Note low or empty bottles for refilling.
- Trailer (1-2 Scouts)
 1. Check the general condition of the interior of the trailer. Look for rotting wood, broken or damaged shelves, disconnected wiring, etc. Sweep out the trailer.
 2. Check the exterior of the trailer. Look peeling paint, rust, damage, etc. Check the hitch and the safety chains. If especially dirty, wash the trailer.
 3. Check the condition of the tires. Using a tire gauge, check the pressure in each tire.
- Wrapping it up
 1. Load everything back into the trailer in an organized fashion. Put items that must come out of the trailer first towards the rear.
 2. Balance the load so that there is a little more weight towards the tongue (front) of the trailer than towards the rear.

After the Shakedown

- ❑ Submit inventory check sheets to Quartermaster
 - ❑ With the SPL/ASPL, the Quartermaster will make a list of items that must be replaced.
 - ❑ Submit the list to the Equipment Coordinator.
- ❑ Replace items as required.
- ❑ Follow up, as needed, to make sure issues have been addressed
- ❑ Suggest improvements for the next Trailer Shakedown

Hey! I think I found that tent we've been missing!!!



Why we do a Trailer Shakedown. 😊

7 Cleaning/ Care Procedures

Troop 17 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 Tarps

Guidelines When Taking Home

- Lay tarp out to dry. After it dries take a stiff broom and sweep all dirt and debris from the tarp.
- If dirt or mud remains on the tarp, you should spray it with water and use a stiff brush to clean off the dirt.
- After the tarp is completely dry and fold (or roll). Tie with one of the guy ropes.



Folded 😊



Rolled 😊



Dirty, unfolded 😞

7.2 Tents

If you have been assigned tents to take home, you must set them up when you get home or hang them up in the garage or basement. 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.

Typical Tent parts

Qty	Item
1	Tent Body
1	Fly
2	Aluminum Poles
As needed	Tent stakes
As needed	Rope Guy Lines

Guidelines When Taking Tents Home

- Dry the tent, fly, bags and ground sheet by hanging outside (or setting tent up in your yard).
- Clean the tent
 - Shake out any debris from the inside of the tent.
 - Sweep out the inside of the tent, if necessary.
 - If there is mud/dirt in/on the tent, clean with a damp cloth.
- Make sure all the pieces are included.
 - Rain Fly
 - Tent Body
 - Tent Bag
 - Guy Lines (check for number of loops on tent)
 - Stakes (check for number of loops on tent)
 - Stake Bag
- Make sure the **poles** are in good shape.
 - Any poles missing or broken?
 - Are poles' shock cords intact? Are they frayed, and need replacement.
- Check for **holes or rips** in the tent and fly. Note location and size of any findings.
- Pack tent
 - Place the guy lines and stakes in the stake bag.
 - Fold the tent in half or thirds, so the width is somewhat less than the length of the tent bag.
 - Fold the fly so it is the same size or smaller than the folded tent.
 - Lay out the tent on the floor. Place the fly on top of the tent.
 - Roll the poles and stake bags inside of the tent and fly and place in the tent bag.
- Report issues
 - Note any problems on a piece of paper or blue painter's tape with your Patrol name and your name. Place the paper/tape in the top of the tent bag, where it is easily visible.
 - Report any missing items or problems to the quartermaster when you return the tents or tarps.
- Turn-in the tent to Quartermaster (be sure that records are updated that you turned it in)



Dry by Hanging



or Dry by setting up



Clean the tent



Inspect for Rips



Check for Broken Poles



Missing Pieces?



Pack Tent



Report issues

7.3 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 & 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.

Guidelines for after an 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, food items, paper towels, aluminum foil)

Guidelines When Taking Home

- 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 patrol box contents that require cleaning (see stove section for cleaning the stoves)
- Repack items in patrol box and lock.
- Report Issues
 - Note any problems or missing equipment on a piece of paper or blue painter's tape with your Patrol name and your name. Place the paper/tape in the top of the patrol box, where it is easily visible.
 - Report any missing items or problems to the quartermaster when you return the equipment.

7.3.1 Stove

- Make sure the following parts are included:
 - Stove
 - Grid
 - Drip tray
 - Propane hose adapter
 - Propane hose
- Clean the stove thoroughly.
 - Use warm water, detergent, a degreasing cleaner such as 409 and scouring pads, as necessary.
 - Clean the grid, as well as the aluminum drip tray. If grease has spilled into the bottom of the stove, remove the drip tray using the wing nut to clean the interior of the stove.
- Report Issues
 - Note any problems with the stove on a piece of paper. Include the paper with the stove when you return it.
 - Report any missing items or problems to the quartermaster when you return the item.

7.4 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.

- Wash the inside and outside 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 time, sniff the cooler/water jug. If it still smells soapy, rinse it again.
- Fill water jug or Cooler half full with cool water, and add a half capful of bleach, and carefully swish around.

CAUTION: Be very careful with the bleach, besides ruining clothes, it is poisonous and can burn your skin and eyes.

- Empty jug/cooler carefully, and rinse several times with
- Use a stiff scrub brush to remove any dirt on the lid or body of the cooler/water jug.
- If necessary, use a cleaning product like 409 on the cooler/water jug tops (NEVER on the inside!) to clean them. Rinse thoroughly.
- Allow items to completely dry, with the lids open/off.
- After completely dry, close 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 (i.e., tent bag,

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 he agrees, change the procedure.

9 Inventory Lists

9.1 Tent Inventory

10/9/10 Trailer Inventory	Tent ID	Real Capacity	Stated Capacity	Type	Size	Manufacturer	Model #
Complete - No Bag	GD4	3 to 4	4 person	Dome	8' x 8'	Greatland Outdoors (Wenzel)	36043
Complete	AF2	3	3 person	A-Frame	9' x 7'	Coleman	9480-907
Sm. Hole in rain Fly	AF5	3	3 person	A-Frame	9' x 7'	Coleman	9480-907
Complete	BPD1	2	3 person	Dome	7' x 7'	BassPro	12130
Cracked pole, but usable	BPD2	2	3 person	Dome	7' x 7'	BassPro	12130
Complete	BPD3	2	3 person	Dome	7' x 7'	BassPro	12130
Complete	BPD4	2	3 person	Dome	7' x 7'	BassPro	12130
Complete	BPD5	2	3 person	Dome	7' x 7'	BassPro	12130
Complete, but no Bag	BPD6	2	3 person	Dome	7' x 7'	BassPro	12130
Complete	BPD7	2	3 person	Dome	7' x 7'	BassPro	12130
Complete	BPD8	2	3 person	Dome	7' x 7'	BassPro	12130
Complete	BPD9	2	3 person	Dome	7' x 7'	BassPro	12130
Complete	GBD2	6	6 person	Dome	10' x 10'	Greatland Outdoors (Wenzel)	36044
Complete	MD2	3	3 person	Dome	8' x 8'	Coleman Moutaineer Dome	9160-808
Complete	MD3	3	3 person	Dome	8' x 8'	Coleman Moutaineer Dome	9160-808
Complete	LLD1	3 to 4	4 person	Dome	7' 11"L x 7'9"W	LL Bean Ultra Dome 4 Tent	TK234513
Complete	LLD2	3 to 4	4 person	Dome	7' 11"L x 7'9"W	LL Bean Ultra Dome 4 Tent	TK234513
Complete	LLD3	3 to 4	4 person	Dome	7' 11"L x 7'9"W	LL Bean Ultra Dome 4 Tent	TK234513
Complete	LLD4	3 to 4	4 person	Dome	7' 11"L x 7'9"W	LL Bean Ultra Dome 4 Tent	TK234513
Complete	LLD5	3 to 4	4 person	Dome	7' 11"L x 7'9"W	LL Bean Ultra Dome 4 Tent	TK234513
Complete	CD1	3 to 4	4 person	Dome	9' x 7'	Rosewood 4-person	2000004548
Complete	CD2	3 to 4	4 person	Dome	9' x 7'	Rosewood 4-person	2000004548

Damaged/Missing Tents

10/9/10 Trailer Inventory	Tent ID	Real Capacity	Stated Capacity	Type	Size	Manufacturer	Model #
Missing	GD1	3 to 4	4 person	Dome	8' x 8'	Greatland Outdoors (Wenzel)	36043
Missing Poles	GD2	3 to 4	4 person	Dome	8' x 8'	Greatland Outdoors (Wenzel)	36043
Missing	GD3	3 to 4	4 person	Dome	8' x 8'	Greatland Outdoors (Wenzel)	36043
Missing	AF1	3	3 person	A-Frame	9' x 7'	Coleman	9480-907
Missing Rain Fly	AF3	3	3 person	A-Frame	9' x 7'	Coleman	9480-907
Missing	MDS1	7	7 person	Dome	16' x 7'	Coleman	9278-167
Missing, presumed Destroyed in DC	MDS2	7	7 person	Dome	16' x 7'	Coleman	9278-167
Broken Pole (specialized) pole tip	SD1	2	2 person	Dome		Kelty Ridgeview	
Destroyed - Mildew	SD3	2	2 person	Dome		Kelty Ridgeview	

9.3 Patrol Box Inventory

Qty	Item	Actual Inventory					
		Box A	Box B	Box C	Box D	Box E	Box F
Basic Patrol Gear (non-box) <i>(requisition from Troop Quartermaster, as needed)</i>							
1	Propane Tree (splitter)						
1	2-burner Stove						
1	Stove to Tree hose						
1	Propane Lantern						
Pooled Troop Equipment <i>(requisition from Troop Quartermaster, as needed)</i>							
1 (as needed)	Table						
1 (as needed)	Buddy Burner						
1 (as needed)	Large Stock Pot						
1 (as needed)	Dutch oven						
Cooking Gear <i>(inform Quartermaster, if missing)</i>							
1	Small Cutting Board						
1	Large Cutting Board						
1	Large Pot w/ Lid						
1	Medium Pot w/ Lid						
1	Small Pot w/ Lid						
1	Fry Pan						
1	Griddle						
Utensils/Serving <i>(inform Quartermaster, if missing)</i>							
1 pair	Welder's Gloves						
2	Hot Pads						
1	Cooking Apron						
1	Mixing Bowl, large						
1	Measuring Cup, Plastic, 2 cup						
1 set	Measuring Spoons						
1	Can Opener						
1	Ladle						
1	Wooden Spoon						
1	Slotted Spoon						
1	Serving Spoon						
1	Whisk						
1	Medium Spatula						
1	Long Spatula						
1	Salad Tongs						
1	Meat Tongs						
4	Knives (1 Serrated, 1 paring, 2 chef's)						
1	Potato Peeler						
1	Cheese grater						
1	Strainer						
1	Drink Pitcher						
1	Meat Fork						
1	Adjustable Pliers (for Dutch Oven)						
1	Temperature Gauge for Meat						

		Actual Inventory					
Qty	Item	Box A	Box B	Box C	Box D	Box E	Box F
Clean-up							
Clean-up Non-Consumables (<i>inform Quartermaster, if missing</i>)							
2	Dish Towels						
1	Dish Cloth						
3	Wash basins						
1	Dunking & Drying (Nylon mesh) Bag						
Clean-up Consumables (<i>buy, as necessary</i>)							
2	Sponges (scouring)						
1	Bottle Dish Soap						
1	Grill Scrubber						
From Troop stock	Bleach						
Consumables (<i>buy, as needed</i>)							
1	Aluminum Foil, roll						
1	Roll Trash Bags						
1	Roll Paper Towels						
1	Matches (1 pack) or Lighter						
1	Sharpie pen						
1	Bag Coffee Filters						
1	Bottle Hand Wipes						
1	Lysol Food Surface Sanitizer Spray Bottle						
Food Staples (<i>buy, as needed</i>)							
1	Bottle Vegetable Oil						
2	Bottles Vanilla extract						
1	Salt & Pepper						
1	Meat Tenderizer						
1	Freeze-dried Chives						
1 can	Hot Chocolate Mix						
1	All-purpose seasoning						
1	Ground Cinamon						
5 lbs	Sugar						
5 lbs	Flour						
1 box	Salt						