

TROOP 123 QUARTERMASTER

Responsibilities:

- Keep track of all Troop equipment and its state of repair/usability
- Maintain an inventory all Troop equipment
- Check in and Check out Troop camping equipment
- Keep trailer key safe, secure and available
- Notify the Quartermaster Guide immediately of all damaged or missing equipment
- Maintain adequate supply of basic supplies (For example: Coleman fuel; Coleman mantles; tents, including stakes, poles and apex tube; matches and paper towels)

Procedures:

- Attend all Troop pre-camping departures to check out tents to scouts
- Attend all Troop post-camping drop offs to confirm who is taking tent home.
- Attend troop meetings after campouts to check in and inspect tents.
- Bring trailer key and flashlight to:
 - ALL Troop meetings
 - ALL Camp outs
- Once a month, review and organize the trailer
- Every 3 months, check trailer for damage, missing pieces of equipment or supplies, etc.
- Every 3 months, check Patrol Boxes (and confer with patrol leaders) for damage, missing pieces of equipment or supplies, etc.

IF YOU ARE UNAVAILABLE TO ATTEND A DEPARTURE, A DROP OFF OR A TROOP MEETING IT IS YOUR RESPONSIBILITY TO FIND A SCOUT WHO WILL DO YOUR JOB AT THAT EVENT.

ONCE YOU FIND ANOTHER SCOUT TO DO THIS, NOTIFY THE QUARTERMASTER GUIDE