

PROCEDURES FOR REQUISITIONING TROOP GEAR

To requisition equipment for a Troop or Patrol event please follow the procedures outlined below. If you do not follow the procedures, you will not be permitted to check-out Troop equipment.

I. Responsible Persons

- A. Troop Quartermasters (QMs) (2016-17):
 - 1. Andrew Luzik – [contact information to be provided on request]
 - 2. Matthew Monaghan – [contact information to be provided on request]
- B. Responsible Adult (RA) (2016-17)
 - 1. Mr. Lee – [contact information to be provided on request]

II. Procedures for Requisitioning Equipment

- A. Persons Responsible for Requisitioning Equipment
 - 1. **It is the responsibility of the Scouts – not the Scoutmaster, Assistant Scoutmasters, or other Adult Leaders – to requisition equipment for a trip.**
 - 2. Responsible Scouts (“RS”) include the following:
 - a. The QMs or SPL for any Troop events that they are attending.
 - b. The Acting QMs or Acting SPL for any Troop events not attended by the QMs or the SPL.
 - c. The Patrol Leader or Patrol QM, if the Patrol has its own QM, for any Patrol events. If more than one Patrol is going on an event it is the responsibility of the Patrols involved to designate the Scout(s) who will serve as Patrol QM(s) and be responsible for complying with these procedures.

B. Action Packer Policy

1. The Troop maintains one “Troop” Action Packer and Action Packers for each “active” Patrol. Whether a Patrol receives its own Action Packer will be determined at the start of the school year by the QMs and RA based on the Patrol’s level of activity the preceding year. If adjustments need to be made during the year, changes will be made by the QMs and RA.
2. If a Patrol has not been assigned its own Action Packer and requires an Action Packer for an event, it will receive the Troop Action Packer.
3. If the Troop is going on an event (e.g., a Camporee) for which more than one Action Packer is needed, individual Patrols participating in the event must requisition their own Patrol Action Packer. In these situations:
 - a. A requisition form must be completed and turned in on the day of departure by the individual Patrol Leader and/or the Patrol QM to request the use of that Patrol’s Action Packer. In this way, the Patrol will be responsible for its own Action Packer and must follow the procedures outlined below with respect to checking out Action Packers.
 - b. All other equipment, including tents and consumables are to be requisitioned by the RS for the event.
4. The Troop QMs and any Patrols using the Troop Action Packer are responsible for maintaining the quality of the Troop Action Packer.
5. Every Patrol is responsible for maintaining the quality of its own “Patrol” Action Packer.

C. Paperwork / Planning Requirements

1. No later than two weeks before an event for which Troop equipment will be required, the RS must send an e-mail to the QMs and the RA containing the following:
 - a. Departure date and time for equipment check-out
 - b. Return date and time for equipment check-in
 - c. Trip Plan, including equipment list
 - d. A completed copy of the Equipment Requisition Form. Although changes may be made the day of departure, the Equipment Requisition Form submitted in advance must be as complete as possible with respect to:

- (1) Quantity and item descriptions for the “Non-Consumable Equipment” portion of the form;
 - (2) Buddy Teams for the “Tent Requisition” Portion of the form; and
 - (3) “Quantity Out” and item description for the “Consumables” portion of the form.
 2. At equipment check-out, the RS **must** bring a 3-hole punched hard copy of the Equipment Requisition Form with any changes or amendments. This copy will be placed in the Troop Equipment Log Book.
- D. Release of equipment at check-out and return of equipment at check-in
1. Action Packers:
 - a. At check-out:
 - (1) The QM should:
 - (a) Check the list of Action Packers and give the Troop or Patrol the specific Action Packer it is entitled to receive;
 - (b) Record the date and Action Packer number taken on the “Action Packer Control” portion of the Equipment Requisition Form
 - (2) The RS should inventory the Action Packer being taken before departing to see whether there are any deficiencies. If there are deficiencies, they should be noted on the Equipment Requisition Form.
 - (a) Deficiencies will be checked against the Equipment Requisition Form from the last time the Action Packer was checked-out.
 - (b) If the deficiency was not recorded when the Action Packer was returned from the previous event, the Troop or Patrol will be sent out with the Action Packer “as is.” The QMs or RA will not fix the problem at departure.
 - (c) If the problem was previously reported and the Action Packer was not serviced by the QMs or RA, the RA will identify and provide replacement equipment to the extent possible and/or practical.

- b. At check-in:
- (1) The RS **must** inventory the Action Packer before it is returned to the Scout shed. Any deficiencies, such as missing, damaged, or broken items must be reported to the QMs.
 - (2) The QMs must:
 - (a) Enter the return date on the Equipment Requisition Form.
 - (b) Note any problems on the Equipment Requisition Form.
 - (c) Write-up an Equipment Repair Ticket for any missing, damaged, or broken items, and place it in the Repair Ticket Box so that the QMs and RA are aware of the situation and can fix the problem before the Action Packer is checked-out again.
 - (d) The Action Packer should be placed back on the shelf, not in the Broken Equipment Box
 - (e) The repair procedure also applies to any consumable goods in the Action Packer, such as dish soap, paper towels, and trash bags. Failure to report problems means that the Action Packers will not be serviced in a timely fashion and will not be ready for the next trip.
- c. All equipment in the Action Packer **must** be properly cleaned by the Troop / Patrol using it.
- (1) In the case of the shared Troop Action Packer, the QMs and RA will inspect the equipment before it is turned back-in and if additional clean-up is required, it must be done before Scouts are dismissed from the event.
 - (2) In the case of individual Patrol Action Packers, the QMs and RA will not inspect the gear. The responsibility for maintaining the equipment rests entirely with the Patrol. If the Patrol does not clean its equipment, it will be left dirty for the next time the Patrol uses it. Clean equipment includes making sure items are properly dried so that mold does not build up. **The QMs and RA are not responsible for checking the contents of Patrol Action Packers.**

They are only responsible for fixing problems reported to them.

2. Tents

- a. Tents are checked twice a year for damage. It is the responsibility of all Scouts to report to the QMs and RA upon return from an event any damage that occurred to a tent or any items lost while the tent was in use by the Scout.
- b. Scouts must not be afraid to report damage to a tent that occurs while the tent is in use. As indicated above, except in certain limited circumstances, a Scout is not held financially responsible for normal wear-and-tear damage that occurs while a tent is in use.
- c. Tents are requisitioned in the same way as other equipment, by completing the “Tent” section of the Equipment Requisition Form.
- d. At check-out:
 - (1) The RS is responsible for completing the “Buddy Team” information in the Tent section of the form.
 - (2) The QMs are responsible for recording the Tent # assignments and “Date Out” information on the Tent section of the form.
- e. At check-in:
 - (1) Each Buddy Team is responsible for setting up its tent, cleaning the tent (including sweeping it out), and inspecting the tent and all of its components (e.g., poles and stakes) to make sure nothing is missing and that there is no damage to the tent.
 - (2) Once the tent has been cleaned and inspected, the Buddy Team is responsible for properly folding it, storing it in the tent bag, and returning it to the QMs. If there is damage or missing pieces that need to be reported, the Buddy Team must inform the QMs.
 - (3) It is the responsibility of the QMs to
 - (a) Record the date the tent was returned on the Equipment Requisition Form;
 - (b) Note any damage to the tent or missing components in the Tent section of the Equipment Requisition Form;

- (c) Complete a Repair Ticket for any tents with damage and/or missing components; and
 - (d) Place any damaged tents in the Broken Equipment Box.
 - (4) In the event that tents are wet and weather conditions prevent the tents from being processed in the regular manner, the QM and RA will decide an appropriate course of action. This could involve hanging the tents in the shed to dry out and requiring the Troop and/or Patrols to return to do the rest of the check-in procedures on another day.
- 3. Other Non-Consumable Equipment
 - a. Other non-consumable items include such things as gas burner stoves, backpacking stoves, Dutch ovens, miscellaneous pots, water filters, and so forth. Procedures for requesting, checking-out, and returning this equipment are essentially the same as for tents. Nevertheless, the procedures are provided below.
 - b. At check-out:
 - (1) The RS is responsible for completing the “Non-Consumable Equipment” portion of the Equipment Requisition Form, by providing a description of the item(s) and the quantity needed.
 - (2) The QMs are responsible for recording the “Date Out” information on the form.
 - (3) Any noticeable damage to the equipment at check-out should be reported to the QMs and noted on the form.
 - c. At check-in:
 - (1) The RS is responsible for making sure that all equipment is returned clean and in good condition and proper working order.
 - (2) If the RS encountered any problems using the equipment or any damage occurred, the RS should report this to the QM and RA at check-in and it should be noted on the Equipment Requisition Form.
 - (3) The QMs are responsible for:
 - (a) Recording the date the non-consumable equipment was returned on the Equipment Requisition Form;

- (b) Noting any damage to the equipment or missing/broken components in the Non-Consumable Equipment section of the Equipment Requisition Form;
- (c) Completing a Repair Ticket for any damaged and/or missing equipment; and
- (d) Placing any damaged equipment in the Broken Equipment Box.

4. Consumable Equipment

- a. Consumable items include such things as propane gas, white gas, trash bags, dish soap, and so forth. Basically, anything that can be “used-up” on a trip is consumable equipment. Procedures for requesting, checking-out, and returning this equipment are essentially the same as for non-consumable equipment except that the QMs and RA only track quantity of the items so that they will know when / how much to purchase for replacement.
- b. At check-out:
 - (1) The RS is responsible for completing the “Non-Consumable Equipment” portion of the Equipment Requisition Form, by providing a description of the item(s) and the quantity needed.
- c. At check-in:
 - (1) The QMs are responsible for recording the quantity returned and noting whether additional equipment is needed. If additional consumable products are needed. The QMs should complete a Repair Ticket listing the item that is needed