

## QUARTERMASTER AGREEMENT

Name: \_\_\_\_\_ Parent Initials: \_\_\_\_\_

Patrol: \_\_\_\_\_ Parent Date: \_\_\_\_\_

Rank: \_\_\_\_\_ Contract Start Date: \_\_\_\_\_

\_\_\_\_\_ Contract End Date: \_\_\_\_\_

Signature \_\_\_\_\_ Months of Credit Received: \_\_\_\_\_

\_\_\_\_\_ Date

**Job description:** The quartermaster keeps track of Troop equipment and sees that it is in good working order.

**Reports to:** Senior Patrol Leader or Assistant Senior Patrol Leader and Troop Committee Member responsible for equipment.

**Requirements:** All requirements outlined below must be completed to receive full leadership credit, otherwise only partial credit will be given. The SPL or the Scoutmaster must initial completion of the requirements.

APPROVED	DUTIES / RESPONSIBILITIES
	Briefed on duties and responsibilities
	Complete leadership training (ILST)
	Download and read the “Quartermaster Responsibilities and Procedures” document available on the Troop 680 website and familiarize yourself with the document. Discuss any questions you have with the Troop Committee Member responsible for equipment
_____	Complete the duties and responsibilities outlined in the “Quartermaster Responsibilities and Procedures,” including, at a minimum:
_____	<ul style="list-style-type: none"> <li>• Being available to open the shed and check-out Troop equipment for all Troop activities requiring gear.</li> </ul>
_____	<ul style="list-style-type: none"> <li>• Being available to open the shed and check-in Troop equipment signed out for Troop activities</li> </ul>
_____	<ul style="list-style-type: none"> <li>• In the event you are unable to be at a gear check-out or check-in, making sure arrangements have been made with a designee to handle these things.</li> </ul>
_____	<ul style="list-style-type: none"> <li>• Keeping a log book of all gear checked-out and checked-in.</li> </ul>
_____	<ul style="list-style-type: none"> <li>• Keeping equipment storage area neat and clean.</li> </ul>
_____	<ul style="list-style-type: none"> <li>• Ensuring that all Troop equipment is maintained in proper working order by (i) confirming the condition of equipment when it is returned; (ii) creating repair tickets as necessary for broken</li> </ul>

	equipment; (iii) replacing equipment (such as missing tents stakes) as expeditiously as possible; and (iv) arranging with the Troop Committee Member responsible for equipment to have broken equipment repaired and close out repair tickets and assist as necessary with the repair of the equipment.
	Download and print copies of the “Procedures for Requesting Troop Gear” and the “Equipment Requisition” form and upon assuming responsibility for your position: <ul style="list-style-type: none"> <li>• Meet with all Patrol QMs to review the procedures; and</li> <li>• Arrange with the SPL to set aside one Troop meeting to review with the entire Troop the procedures for requesting gear.</li> </ul>
	With the assistance of the Troop and/or Patrol QMs, prepare an annual inventory of all Troop equipment and a separate inventory of tents.
	Suggest to the Troop Committee and /or Committee Member responsible for equipment ideas for new or replacement equipment.
	Attend at least 70% of Troop PLCs
	Ensure a smooth transition to the next Quartermaster by mentoring someone in the job during the time you are serving as Quartermaster or attending a training meeting with the next Quartermaster as arranged by the SPL.
	Set a good example.
	Wear the Scout uniform correctly.
	Live by the Scout Oath and Law.
	Show Scout spirit.

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Leadership Coordinator Signature