

## **TROOP 680 QUARTERMASTER RESPONSIBILITIES AND PROCEDURES**

### **I. Troop Quartermaster Responsibilities**

#### **A. Inventory and Equipment Requisition Log Book (“Equipment Log Book”)**

1. The QMs are responsible for maintaining a 3-ring binder properly divided to include:
  - a. A copy of these procedures.
  - b. A copy of the current inventory of Troop equipment.
  - c. A checklist of all items that are supposed to be in each Patrol Action Packer.
  - d. A list of the current Patrol / Action Packer assignments.
  - e. Completed Equipment Requisition forms in chronological order.
  - f. Blank Equipment Requisition forms.

#### **B. Shed Clean-up**

1. Once a year the QMs, assisted by any Scouts interested in earning service hours must clean-up the Scout shed.
2. Ideally the clean-up should occur in the late summer / early fall, after the Troop has attended summer camp.
3. The shed-clean-up should include sweeping out the shed and following the procedures for performing an Equipment Inventory (see Part C, below).

#### **C. Equipment Inventory**

1. Twice a year (fall and spring), the QMs must prepare an up-to-date inventory of Troop equipment.
2. Once completed, a copy of the inventory should be kept in the Equipment Log Book
3. At least one of the two inventories should be performed at one or more Troop meetings so that all Scouts assume responsibility for maintaining the Troop’s equipment. The Troop inventory can be done over several consecutive Troop meetings.
4. The Equipment Inventory should include:
  - a. An Action Packer Check
    - (1) Troop Action Packer – It is the responsibility of the QMs to maintain the Troop Action Packer and report any problems.

- (2) Patrol Action Packers – Each Patrol should inventory the contents of its assigned Action Packer and report any deficiencies to the QMs and the RA. Ultimate responsibility for the inventory rests with the PL and/or the Patrol QM.
  - (3) The QMs assisted by the RA will replace missing and/or damaged equipment in the Action Packers provided the damage is reported to them.
- b. A Tent Check – The QMs will distribute a tent to two Scouts (Buddy Team) who will unpack the tent and assemble it. The Buddy Team is responsible for making sure that:
- (1) The tent has all of its pieces: (i) ground cloth; (ii) tent; (iii) rain fly; (iv) tent poles; and (v) stakes;
  - (2) The tent poles and stakes are in working order;
  - (3) There are no rips or tears in any of the cloth components;
  - (4) All of the tent components are properly numbered and that all of the numbers for a given tent match and are in a tent bag with the same number; and
  - (5) Problems or errors in any of the above are reported to the QMs.
- c. A Troop Equipment Check – No later than one week before the inventory, the Troop QMs will submit a plan to the RA of how they will conduct the inventory. The plan must include procedures for:
- (1) Removing equipment from the shed and assigning them to Scouts to be checked;
  - (2) Receiving equipment back from the Scouts and recording / checking-off the equipment on the Troop's official inventory; and
  - (3) Noting deficiencies on a Repair Ticket (see procedures for repair) and placing broken equipment in the Broken Equipment Box.

#### D. Assignment of Action Packers

- 1. At the start of each school year, the QMs and the RA will review the Equipment Log Book and determine, based on a review of the Equipment

Requisition Forms, which Patrols will receive individual Patrol Action Packers.

2. The QMs will then prepare a list of the current year Patrol Action Packer assignments and place it in the Equipment Log Book, to be used for all Action Packer requests for the year.
3. Periodically during the year, the QMs will review Equipment Requisition Forms and re-assign Action Packers as necessary.

E. Repairing / Replacing Broken Equipment

1. The QMs are responsible for dedicating a large box/container in the Scout shed for broken equipment. The box/container should be clearly labeled "Broken Equipment Box".
2. The QMs are also responsible for maintaining a 3x5 index card file ("Repair Ticket Box") in the Troop shed and a supply of 3x5 index cards to record / identify the items placed in the Broken Equipment box ("Repair Tickets").
3. Broken or damaged gear should be reported to the QMs and RA as soon as possible. Typically this will occur when gear is returned from a Troop or Patrol event or during an equipment inventory.
4. Equipment that is found to be broken or damaged during:
  - a. an inventory, should be placed in the Broken Equipment box and the QMs should complete a Repair Ticket for the broken item (see below); or
  - b. a Troop or Patrol turn-in of equipment should be handled the same way as in (a) above except that an additional notation should be made on the Troop or Patrol's Equipment Requisition Form (discussed further, below).
5. Procedures for Repair Tickets
  - a. When completing a Repair Ticket to track damaged or broken equipment, the QMs should include the following information:
    - (1) The date the damage was reported;
    - (2) A description of the damaged item; and
    - (3) A description of the damage. Don't just write broken. Be descriptive so that someone doesn't have to waste time figuring it out.

- b. Completed Repair Tickets must be placed in the front of the Repair Ticket Box.
  - c. When repairs are complete, the QMs should draw a red “X” across the Repair Ticket and write the date that the item was repaired in red ink. Repair Tickets for equipment that has been fixed should be placed at the back of the card box.
- F. Lost / Damaged Equipment Policy
- 1. The Troop and Patrols are responsible for all of the Troop’s equipment.
  - 2. In general the Troop will replace lost or missing items using Troop funds except in specific situations to be decided by the Scoutmaster and RA, such as where the loss or damage appears to have been the result of deliberate misuse of the equipment or in cases of recurring loss or damage attributable to the same Scout and/or same Patrol.

## 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