



## Troop 306 Quartermaster Handbook

### Contents:

Quartermaster Leadership Card  
Quartermaster Trailer Packing List  
Patrol Box Inventory List  
Troop Trailer Contents  
Patrol Box Contents  
Trailer Procedures  
Quartermaster's Report to ASPL

- 1. Enter your name and the date that you started this position.**
- 2. Read and understand the enclosed material.**
- 3. Photocopy and use enclosed forms where appropriate.**
- 4. Bring this binder with you when you have a job review or board of review.**
- 5. At the end of your term, return this binder to your Leadership Position Coordinator.**

Name	Start Date	End Date

# Quartermaster Leadership Card

**Name:** \_\_\_\_\_

**Patrol:** \_\_\_\_\_

**Job Description:** The Troop Quartermaster keeps track of troop equipment and sees that it is in good working order.

**Leadership Position Coordinator:** Assistant Senior Patrol Leader

## **Duties of Troop Quartermaster:**

- Must attend Troop Leadership Training.
- Create and maintain an inventory checklist to maintain an inventory 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.
  - Also see Lost/Broken gear below.
- Plan troop gear for trips.
  - Talk to the SPL, Patrol Leaders, and the Assistant Patrol Leader to do this.
  - Always bring the American and Troop flags and appropriate stand.
  - Check propane tanks and the trailer, with the help of the SPL.
  - Check that needed gear is not lost or broken.
- 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.
- 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 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 broken or lost gear.
  - Keep a list of broken and lost gear.
  - Keep broken gear in a special box or area. (Note: Patrol Leaders report broken or lost gear to Quartermasters.)
  - Be ready to report broken and lost gear to the ASPL.
  - Work with the ASPL and the committee to repair or replace gear.
- Keep track of gear that we "lend" out to the Cubs and others.
  - Keep a list of what is lent out.
  - Be prepared to report to the ASPL what gear is outstanding.
- Gets the US and troop flags for meetings and ceremonies and puts them away afterwards.
- Make suggestions to adult quartermaster for new or replacement items.
- Set a good example.
- Enthusiastically wear the Scout uniform correctly.
- Live the Scout Oath and Law.
- Show Scout Spirit.

Position Coordinator

Date/Initials

\_\_\_\_\_

Briefed with Position Coordinator on duties and responsibilities.

\_\_\_\_\_

Maintain a running list of troop items that are broken or in need of repair.

\_\_\_\_\_

Maintain and assist in repair of troop equipment following each outing, as needed.

\_\_\_\_\_

Verifies the trailer inventory with the incoming Troop Quartermaster the end of his term of office, or none needed if he is re-elected.

\_\_\_\_\_

Complete all other Troop Quartermaster duties during term in office.

# Quartermaster Trailer Check List

To be used when inspecting the trailer for a campout.

## Check Troop Gear

Lanterns not broken

Lantern mantles intact

Propane tanks not empty

Tank #s that need to be filled \_\_\_\_\_

Stoves clean and not broken

Patrol Boxes clean and inventoried

# Sample: Troop Box Inventory List

Report missing items to the Quartermaster immediately.

<b>Date Checked:</b>					
<b>Checked By:</b>					
<b>Item</b>					
<b>Nested Pot Kit</b> 1. Large Pot & Lid 2. Medium Pot & Lid 3. Small Pot & Lid 4. 2 Plastic Measuring Cups 5. 2 Pot Handles					
<b>1 Cast Iron Skillet</b>					
<b>1 Cooking Grate</b>					
<b>1 Cutting Board</b>					
<b>1 Griddle</b>					
<b>1 Box Waterproof Matches</b>					
<b>2 Spare Mantles for Lantern</b>					
<b>1 Pair High Heat Gloves</b>					
<b>1 Hot Pot Tong</b>					
<b>2 Dish Washing Bins</b>					
<b>1 Bottle Dish Washing Soap</b>					
<b>2 Scrubbing Pads</b>					
<b>1 Roll Paper Towels</b>					
<b>2 Trash Bags</b>					
<b>1 Tent Brush and Pan</b>					
<b>Condiments (Salt/Pepper)</b>					
<b>1 Plastic Tent Hammer</b>					
<b>1 Can Opener</b>					
<b>1 Can Cooking Oil Spray</b>					
<b>1 Roll Aluminum Foil</b>					
<b>1 Ladle</b>					
<b>1 Large Spoon</b>					
<b>1 Meat Knife</b>					
<b>1 Spatula</b>					
<b>1 Pair Tongs</b>					

## Sample: Trailer Contents

Date Checked: \_\_\_\_\_ Checked By: \_\_\_\_\_

<b>Description</b>	<b>Expected Quantity</b>	<b>Actual Quantity</b>	<b>Comments</b>
Water Coolers	4		
Tents	22		
Hand Axes	6		
Long Handle Axes	2		
Propane Floor Heater	1		
Bow Saws	6		
Sleeping Bags	3		
Dish Washing Tubs	12		
Work Gloves	12		
Cast Iron Skillets	7		
Folding Grill	1		
Large Coleman Stove	1		
Food Coolers (32 Quart)	7		
Dining Flys 12 x 12	2		
Dining Flys 10 x 10	3		
Garbage Pail			
Green Extension Cords	3		
Orange Extension Cords	3		
Propane Trees	6		
Propane Lanterns	8		
Dutch Ovens	3		
Large Blue Pot	1		
Power Strips	3		
3 Prong Adapter	2		
Medium Black Pot	1		
Medium Silver Pot	1		

Large Silver Pot	1		
Large Deep Fryer Pot	1		
Clamp On Lights	4		
Tool Box	2		
Channel Lock Pliers	1		
Long Handle Pliers	0		
Goggles	0		
Small Pliers	2		
Needle Nose Pliers	1		
Sharpening Stone	1		
Phillips Screwdriver	1		
Straight Screwdriver	1		
Cast Iron Frying Pans	2		
Ball Pump	0		
Basketballs	0		
Propane Stoves	5		
Aluminum Folding Tables	7		
Cast Iron 2 Burner Stove	1		
Broom	1		
Dry Food Storage	6		
Patrol Boxs	6		
Chef Kits	6		
Cook Kits	6		
Cast Iron Griddle	6		
Hot Pot Tongs	5		
Plastic Tent Hammer	6		
Hot Gloves (Pair)	6		
Cutting Boards	6		
Cooking Grates	4		
Camp Shovels	6		

Flower Sale Signs	2		
Cash Register	1		
Coffee Urn (30 Cup)	1		
Compasses	9		
Orienteering Maps	0		
Demonstration Compass	1		
First Aid Kit	1		
Flag Pole Bag	0		
Easel	0		
Canoe Oars	2		
Fire Extinguishers	2		
Flag Parade Harness	2		
Gas Hose Extensions	6		
Trailer	1		
Trailer	1		
Cement Pad	1		
Electrical to Trailer	1		
Propane Storage Trailer	1		
Propane Tanks	12		
Troop Flag	1		
American Flag	3		
Telescopes	0		
Merit Badge Books	117		
Camp Coffee Pot	1		
Filing Cabinet	1		
Wisk Pan/Broom	6		
Pastry Brushes	6		
Garden Shovel	1		
Old Style Dining Fly	3		

# Sample Trailer Procedures

- **Patrol Boxes**
  - It is the PLs job to make sure that all of their patrol's gear is in their Patrol Box.
  - A checklist of what should be in the Patrol Box will be posted on the door of each Patrol Box.
  - The PL should tell the QMs what they need. The QMs will bring it up to the Committee to get the gear you need.
  - All equipment (including utensils in the patrol boxes) will be color coded.
  - The PL and QMs will periodically take an inventory of the contents of each Patrol Box.
  - Nobody will be allowed in the trailer without the permission of the QMs.
- **Packing for camping trips**
  - The QMs will actually pack the trailer.
- **Distributing gear after the camping trip**
  - After a camping trip it is the PLs job to assign the gear to his patrol to take home if needed. The PLs will give you a list so that you know who has what gear.
  - It is the PLs job to make sure the gear is back in their Patrol Box by the next trip (preferably the next Monday). If someone in your patrol doesn't clean their gear, you will use the same gear on the next trip, so it's your patrol's problem.
  - Gear should be returned to and stored in the Patrol Box by the patrol leader, not the QMs.

# Quartermaster's Report to ASPL

*(Due to the ASPL by the meeting before the PLC)*

Think: What's the state of the trailer?

*What was broken that got fixed this past month?*

*What is currently broken that needs to be fixed?*

*What supplies have to be purchased by the next campout?*

*What supplies should be purchased by the next campout?*

*What other supplies need to be purchased in the near future?*

*Have you received a supply list from the Troop Guide – NSP for their upcoming training?*

*Have you received a supply list from the Troop Guide – OSP for their upcoming training?*

*Did you receive any items for the Uniform Bank this past month?*

*Did you give out any items from the Uniform Bank this past month?*

*Is the Uniform Bank Inventory updated?*

*Is there a current inventory of the Troop T-Shirts?*

*Was a Patrol Box Inventory sheet submitted by each patrol after last month's campout?*