

# **QUARTERMASTER**

The primary responsibilities of the Quartermaster is to manage the Troop's equipment and to organize and care for the interior of the trailer.

## **Troop Meetings**

Check with the SPL/SM to see what equipment is needed for the meeting. Enlist help from other Scouts to unload and set-up equipment and then to pack-up at the end of the meeting.

## **Outdoor campouts and activities**

Same as above for Troop meetings plus hand out any needed equipment to Scouts/patrols. Issue any tents needed. Issue patrol boxes, stoves etc as needed. At the end of the outing, record/track who took tents home to air out, who took patrol boxes and stoves home to clean. Upon the clean equipment being turned in, inspect the equipment for cleanliness and completeness. If you are not satisfied, you must return the item to the Scout and ask them to clean again (or bring missing pieces etc).

If you do not attend a campout, meeting or activity, you are still responsible for ensuring equipment is handed out and taken care of. You may choose another Scout to be the Assistant Quartermaster (with SPL's approval) to help and to be acting Quartermaster when you can't be there.

## **Binder**

Use the binder to log equipment going home with Scouts and when it is returned. You can make a list in the binder or you can create your own spreadsheet/form to track and keep in the binder. Take notes on any equipment issues as they arise to bring to the SPL/SM's attention (eg: broken equipment, worn out or missing equipment, needed equipment).

At the end of your term as Quartermaster, you are responsible for passing the binder off to the next Quartermaster and explaining how you have been accomplishing the above tasks.