

CHECK OUT AND CHECK IN PROCEDURE FOR TROOP EQUIPMENT

Tuesday before Campout:

12/2/2008

- Patrol grubmaster will check out a cooler for perishable food items and a tote for non-perishable food items.
- The quartermaster at the shed will check out these items.
- Decide who your tent mate will be for the Friday night tent check out. Tents are no longer in the trailer.
- Even adults will need to check out a tent.

Friday night of the Campout:

- Quartermaster will check out:
 - Tents- know who your tent mate is. The quartermaster will assign the tent in both your names.
 - Patrol box to the grubmaster. Quartermaster will assign you a patrol box number. The SPL will be given the list of assigned patrol boxes prior to leaving the church.

Tuesday night following the Campout (PLC)

- All equipment will be returned this night at 6:30 pm whether you attend the PLC meeting or not.
- All equipment will be returned to the shed and checked back in. Be prepared to wait in line.
- All tents must be aired out prior to return and should include tent stakes, fly, and poles.
- If tent was damaged (Ex: zipper broke, missing tent stakes, or tent torn) please notify quartermaster at check in so that the adult quartermasters can repair or replace.
- The scout quartermaster will inspect patrol boxes. If patrol box was not cleaned properly, the PL of the guilty party will be asked to clean the patrol box until it meets the quartermaster's approval that evening. If the responsible PL not at the PLC meeting, it will be taken care of at the next meeting. Your patrol will receive an email from the quartermaster.
- Any missing items from the patrol box, these items will be replaced by the guilty patrol or the patrol will pay the cost to replace. This replacement fee cannot come out of your scout account.
- Scouts will now be held responsible for any missing equipment or improper care of troop equipment! The quartermaster will have all necessary paperwork to track down scouts/adults if equipment should go missing.
- Any troop equipment checked out for a high adventure trip must be done through either the scout quartermaster or one of the adult quartermasters and the check out process must be completed.
- The troop can no longer be responsible for eating the cost of purchasing new equipment because it was treated poorly or never returned.

Yours in Scouting,

Troop 695 Quartermasters