

Quartermaster Procedures – Updated 2002

A. General Rules

1. Checking out and returning equipment:
 - a. Patrol Quartermasters should be the ones checking out equipment – not the Patrol Leader.
 - b. Patrol QM should check out equipment before the troop meeting or during the game rather than after the meeting
 - c. Before attempting to check out equipment, be sure that you do not have any equipment out already. **NO EXCEPTIONS**
 - d. When checking out any piece of equipment, Patrol QM should check to be sure that all pieces/parts are present
All equipment is due the meeting after it is checked out with the following exceptions:
 - i. Tents, tarps, and dining flies which may be returned the second meeting after they are checked out.
 - ii. Backpacking backpacks may be checked out two meeting prior to a backpacker
 - e. All equipment must be in as good or better condition when it is returned as when it was checked out, or it will not be accepted.
 - f. If any parts are missing from equipment being returned to the troop room, the patrol quartermaster must notify the QM or assistant QM, who will repair the broken piece of equipment. If the damage is not the result of normal wear and tear, the Patrol will be held responsible.
 - g. ALL equipment taken from the troop room **MUST** be checked out – including equipment for use in sessions.
2. Only adults and people designated by the QM are allowed in the troop room.
3. The location of all equipment will be tracked at all times. **DO NOT** remove any equipment from the troop room without checking it out.

B. Job of the Patrol QM

1. To sign out and return any equipment the patrol may need
2. To insure that all equipment checked out from the troop room is returned on time and in good condition
3. To insure that equipment is returned with all the parts it was checked out with
4. To teach patrol members proper use and care of equipment
5. To assist the Troop QM in the troop room if such assistance is required

C. Penalties

1. If a patrol has not returned all outstanding equipment, it may not check out new equipment
2. If equipment is returned damaged and such damage is deemed a consequence of mishandling by a patrol, that patrol's privileges to take out equipment may be restricted.
3. If a patrol consistently turns in equipment late, the privileges of that patrol to use troop equipment may be restricted.
4. Records of which patrols are missing equipment will be posted for all to see

D. Current Condition of the troop room as of 3-22

The troop room is not well organized at the moment and a great deal of equipment is missing. This equipment will be accepted without penalty up to the end of April, at which point the consequences listed above will be enforced