**Troop 713**



**Patrol Quartermaster’s Handbook**

# Introduction

The Quartermaster’s Handbook is designed as a guide for the Troop Quartermaster or for any Scout elected/appointed to take care of the troop’s equipment.

The procedures in this guide detail the use and care of the Troop’s equipment, and have been developed to help the Quartermaster (& troop) maintain the inventory. It outlines the procedures for signing out/in the Troop’s equipment, and gives instructions for the replacement of lost, worn out or damaged equipment.

Though this guide attempts to provide an efficient way of dealing with troop inventory, your experience may prove that there are better ways of doing things. If you do feel a change is needed, please feel free to discuss with the SPL and Scoutmaster prior to implementing any change.

# Patrol Quartermaster Jobs & Responsibilities

## Patrol Quartermasters

Patrol Quartermasters are selected by the patrol leader (or elected by the patrol). They are responsible for caring for all patrol gear and obtaining/maintaining/returning troop gear (tents, tarps, Dutch ovens, propane tanks, etc) during campouts.

Specific job duties include:

* Keeps a current inventory of patrol equipment and sees that it is in good condition.
* Checks out additional equipment from the Troop Quartermaster and return it.
* Notifies Troop Quartermaster of equipment in need of repair or replacement.
* Requests expendable and specialty items from Troop Quartermaster.
* Assists the Troop Quartermaster as needed, such as loading of troop trailer.
* Participates in Troop Trailer Shakedowns

1. **Campout Planning/ Preparation**

Planning for a campout involves plenty of detail. As Patrol Quartermaster, you are responsible for planning that the appropriate equipment is available for distribution of the troop’s equipment to the patrols.

Coordinate with the Patrol’s Grubmaster to see what equipment he will need.

The following provides a list of typical items that must be managed by the QM for a campout.

## Tarps

Each patrol should be issued a Dining Tarp and ropes (4 qty. 25’ ropes + 1 qty 30’ rope). As with tents, set aside the tarp and ropes for each patrol. It will make distribution easier at the campsite. Be sure to the tarps and ropes are rolled and tied neatly.

## Patrol Boxes

One week prior to any campout make sure that your patrol box is in good condition, dry and all items in the patrol box are in a working order.

## Other Gear

### Propane/Trees/Lanterns

Before each trip, propane levels in the tanks must be checked. If tanks need filling, report to the Equipment Coordinator to get the tanks filled. Ideally, this is done at the Troop Meeting the week before the trip

On each campout, a patrol will be issued a propane tree, propane tank and lantern. In general, one tree, one tank and lantern is issued with each patrol box (i.e, combined patrols will get a single issue). Ensure that each lantern has a working mantle and no cracks in the globe prior to leaving for the trip. If mantles or globes are needed, inform the Troop’s Equipment Coordinator.

Lanterns and trees should be kept in one place in the trailer (as opposed to tents, tarps and other gear issued to patrols). Usually, these are stored safely in the shelves at the front of the Troop trailer.

### Coolers/ Patrol Food

Coolers are issued to Grubmasters prior to the event. Each patrol’s Grubmaster should approach you the week before the event. Make sure to announce that Coolers are available at the Troop Meeting. As you are issuing the coolers, they should be checked out on the inventory control sheet.

Full coolers and food for patrols is stored in the troop trailer for transport to/from outings. It is the responsibility of to ensure that these items are loaded into the troop trailer prior to the

### Water Jugs

On campouts with running water, plan for 1 water jug for each patrol. For campouts without running water, it will be necessary to provide additional water jugs. The SPL, Scoutmaster, Outings Coordinator and/or Equipment Coordinator will inform you if the water jugs need to be filled before leaving for a trip.

### Troop Cooking Gear (Dutch Ovens, Grates, Large Pots)

There is a limited number of Troop-level cooking equipment that is shared by the troop. These items are issued on an as-needed basis. The QM will keep track of which patrols are issued troop gear on the inventory board. It is important to keep track of which patrol has the gear, so that if someone else needs it, it can be found. Keeping track of the items, also ensures that the items get back into the troop trailer, and are ready for the next camping trip.

Troop-level cooking items include

* + - * Dutch Ovens
      * Cooking grates (large & small)
      * Buddy Burners
      * Large Pots

### Flags/Banners

At each event, the Troop should have an American Flag, suitable for flag ceremonies in the troop trailer. In most cases, the flag is simply folded for use at the campsite. On certain outings (such as Council- based ones, like Webelos Woods), the SPL may decide that the American and Troop flag should be brought. In this case, check with the SPL to verify if the stands are needed.

The troop banner should also be packed in the trailer, and displayed at the entrance to the Troop’s campsite. The SPL will decide where to position the banner.

### Rope

The Troop maintains a rope bag for use during outings. The rope is needed for tying up dining flies, knot & lashing practice and general use (be prepared). Sufficient rope should be on-hand for the activities planned. The rope bag must be loaded into the troop trailer for every outing.

Check with the SPL, Scoutmaster, and/or Equipment Coordinator if more rope is required.

### Consumables

The Troop maintains several consumable items for use on outings by the Troop. An inventory of these items must be kept in the troop trailer at all times. These consumables are expected to be refreshed from time to time. If items need replacing, report to the ASPL and the Equipment Coordinator.

Troop consumables include (expected on-hand quantities are in parenthesis):

* + - * Trash bags (2 bags min.)
      * Paper Towels (1 rolls)
      * Aluminum foil (1 rolls)
      * Charcoal (5 lb bag)
      * Spare dish towels (2)
      * Spare wash clothes (2)
      * Sponges (2)
      * Lantern mantles (2 per lantern)
      * Kitchen Matches (1 boxes)
      * Propane (see section above)
      * First Aid Kit
      * Fire Extinguisher

# Pre-Campout Checklist

Use this checklist to ensure all equipment needs are met for an outing

### (1+ weeks) Prior to outing

Check Troop Gear & report any issues to ASPL

* Check that lantern globes & mantles are intact
* Check levels on propane tanks, and report to Equipment Coordinator

Check Consumables

|  |  |  |  |
| --- | --- | --- | --- |
|  | Trash bags |  | Spare wash clothes |
|  | Paper Towels |  | Sponges |
|  | Aluminum foil |  | Spare lantern mantles (2 per lantern) |
|  | Charcoal |  | Kitchen matches (1 boxes) |
|  | Spare dish towels |  | Propane (see section above) |
|  |  |  | First Aid Kit |
|  |  |  | Fire Extinguisher |

### (1-2 days) Prior to the leaving for outing

Pack Troop Gear

|  |  |  |  |
| --- | --- | --- | --- |
|  | Propane Tanks |  | Fire Extinguisher |
|  | Propane Trees |  | Coffee Pot |
|  | American Flag |  | Axe |
|  | Lanterns |  | Shovel |
|  | Dutch Ovens |  | Saws |
|  | Buddy Burners |  | Tool kit w/ hammer + adjustable wrench |
|  | Cooking Grates |  | Rope bag |
|  | Large Pots |  | Extra stakes |
|  | Consumables |  | Canopy (if needed for trip) |
|  | First aid kit |  |  |

Pack Patrol Gear

* + Patrol Boxes
  + Tarps
* Water Jugs (if not filled for trip)
* Food (Coordinate with Grubmaster)

### Day of Outing

Pack Patrol Food and personal gear

* + Coolers
  + Water Jugs (if filled for trip)
* Personal Packs/Gear

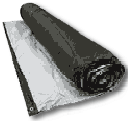
1. **Cleaning/ Care Procedures**

Troop 17 has spent a great deal of money on equipment and we need help from each scout to properly maintain the equipment. At the end of each campout, Scouts will be assigned certain equipment that must be taken home, cleaned and brought back to the next troop meeting (with the exception of tents / tarps that may need extra time to dry).

## Tarps

#### Guidelines When Taking Home

* Lay tarp out to dry. After it dries take a stiff broom and sweep all dirt and debris from the tarp.
* If dirt or mud remains on the tarp, you should spray it with water and use a stiff brush to clean off the dirt.
* After the tarp is completely dry and fold (or roll). Tie with one of the guy ropes.

**Folded** ☺ **Rolled** ☺ **Dirty, unfolded** ®

* 1. **Tents**

If you have been assigned tents to take home, you must set them up when you get home or hang them up in the garage or basement. Cleaning and drying tents is extremely important to prevent mildew and to increase the usable life of the tents. **Mildew can set into a tent in as little as 24 hours**, so it is important to get even a slight damp tent (like one you would find on a dewy morning) aired out quickly.

One of the easiest ways to damage your tent is by not drying it as quickly as possible after it gets wet. **Storing a wet tent for as little as 24 hours in warm weather is likely to start the process of mildew formation**. Mildew can permanently damage the waterproof coatings by causing them to separate from the fabric, but mild to severe staining is more common. Mildew stains are permanent. They cannot be removed without potential harm to the fabric coatings. Even when your tent appears to be dry after use, it is always best to assure it is completely dry before storing. Hang it outside or pile it loosely in your house for a few days, turning it inside and out to assure it has dried everywhere. Never machine dry your tent as the heat can melt the fabric.

#### Typical Tent parts

|  |  |
| --- | --- |
| **Qty** | **Item** |
| 1 | Tent Body |
| 1 | Fly |
| 2 | Aluminum Poles |
| As needed | Tent stakes |
| As needed | Rope Guy Lines |

**Guidelines When Taking Tents Home**

* Dry the tent, fly, bags and ground sheet by hanging outside (or setting tent up in your yard).
* Clean the tent
  + Shake out any debris from the inside of the tent.
  + Sweep out the inside of the tent, if necessary.
  + If there is mud/dirt in/on the tent, clean with a damp cloth.
* Make sure all the pieces are included.
  + Rain Fly
  + Tent Body
  + Tent Bag
  + Guy Lines (check for number of loops on tent)
  + Stakes (check for number of loops on tent)
  + Stake Bag
* Make sure the **poles** are in good shape.
  + Any poles missing or broken?
  + Are poles’ shock cords intact? Are they frayed, and need replacement.
* Check for **holes or rips** in the tent and fly. Note location and size of any findings.
* Pack tent
  + Place the guy lines and stakes in the stake bag.
  + Fold the tent in half or thirds, so the width is somewhat less than the length of the tent bag.
  + Fold the fly so it is the same size or smaller than the folded tent.
  + Lay out the tent on the floor. Place the fly on top of the tent.
  + Roll the poles and stake bags inside of the tent and fly and place in the tent bag.
* Report issues
  + Note any problems on a piece of paper or blue painter’s tape with your Patrol name and your name. Place the paper/tape in the top of the tent bag, where it is easily visible.
  + Report any missing items or problems to the quartermaster when you return the tents or tarps.
* Turn-in the tent to Quartermaster (be sure that records are updated that you turned it in)

|  |  |  |  |
| --- | --- | --- | --- |
| **Dry by Hanging** | **or Dry by setting up** | **Clean the tent** | **Inspect for Rips** |
| **Check for Broken Poles** | **Missing Pieces?** | **Pack Tent** | **Report issues** |

## Patrol Boxes

It is the responsibility of each patrol to care for their patrol box; however, the Quartermaster must periodically inspect patrol boxes to ensure that they are clean & complete.

Remember that you cook and eat from items in the patrol box. It is in you best interest to keep it clean! Food-borne illnesses are not something that you want to deal with. Keep you patrol box clean, and you can avoid it.

#### Guidelines for after an outing

* All towels, washcloths, sponges and gloves should be taken home, cleaned, dried and returned to box
* Note the need for resupply of any consumables (dish soap, food items, paper towels, aluminum foil)

#### Guidelines When Taking Home

* Empty the patrol box of contents
* Thoroughly clean the inside and outside of the box. Repair or note any damage.
* Use the Patrol Box Inventory to make sure all equipment is present, clean and in good working order.
* Clean any items that patrol box contents that require cleaning (see stove section for cleaning the stoves)
* Repack items in patrol box and lock.
* Report Issues
  + Note any problems or missing equipment on a piece of paper or blue painter’s tape with your Patrol name and your name. Place the paper/tape in the top of the patrol box, where it is easily visible.
  + Report any missing items or problems to the quartermaster when you return the equipment.

**7.3.1** **Stove**

* Make sure the following parts are included:
  + Stove
  + Grid
  + Drip tray
  + Propane hose adapter
  + Propane hose
* Clean the stove thoroughly.
  + Use warm water, detergent, a degreasing cleaner such as 409 and scouring pads, as necessary.
  + Clean the grid, as well as the aluminum drip tray. If grease has spilled into the bottom of the stove, remove the drip tray using the wing nut to clean the interior of the stove.
* Report Issues
  + Note any problems with the stove on a piece of paper. Include the paper with the stove when you return it.
  + Report any missing items or problems to the quartermaster when you return the item.

## 7.4 Coolers and Water Jugs

Coolers and water jugs, no matter what material they are made of, can develop fungus and/or bacterial growth if you do not clean them well. At the least, if you do not properly clean your coolers and water jugs, they will develop a musty odor that is likely to give your water an unpleasant taste. At the worst, a moldy water jug/ cooler can make your whole patrol sick. To keep the jugs and coolers fresh-smelling and sanitary, clean them after every use and before you store them.

The most important thing to remember about these jugs and coolers is that dirt, mold and bacteria inside can mean unsafe drinking water or food, which can make for a very bad outing.

* Wash the inside and outside of the cooler or water jug with warm soapy water.
* Pour the soapy water out and refill it with warm water to rinse out the soap residue--you may need to do this several times. After each time, sniff the cooler/water jug. If it still smells soapy, rinse it again.
* Fill water jug or Cooler half full with cool water, and add a half capful of bleach, and carefully swish around.

**CAUTION:** Be very careful with the bleach, besides ruining clothes, it is poisonous and can burn your skin and eyes.

* Empty jug/cooler carefully, and rinse several times with
* Use a stiff scrub brush to remove any dirt on the lid or body of the cooler/water jug.
* If necessary, use a cleaning product like 409 on the cooler/water jug tops (NEVER on the inside!) to clean them. Rinse thoroughly.
* Allow items to completely dry, with the lids open/off.
* After completely dry, close lids and return the item to the Quartermaster.



**Before Cleaning After Cleaning**

# Miscellaneous.

## Replacing Worn-Out Items

Eventually all troop equipment will need to be replaced, especially items which get the most use. When you think an item is worn beyond repair and the troop should buy a replacement, you need to tell the Quartermaster. If the Quartermaster agrees, then he will tell the Equipment Coordinator that the troop needs to buy the item. The Equipment Coordinator will bring it up to the Committee. If funds are available, the Committee will authorize the Equipment Coordinator to purchase replacement items. If funds are not available, the Equipment Coordinator will add the cost of replacement items to the next troop budget.

## Damaged or Lost Materials

Sometimes equipment will get damaged or lost while they are loaned out. If this happens go ahead and check the item in by writing the date returned or if the item was lost write the word “lost” and the date reported and report the loss or damage to the Scoutmaster. Usually the troop will just replace the item without any penalty, but that is the Scoutmaster’s decision.

For items that are damaged or missing, use Blue Painter’s tape and Marker to identify what is damaged or missing on the outside of the packaging (i.e., tent bag,

## Changing Equipment Forms and Procedures

This manual, the forms, and procedures are not the final word in troop equipment procedures. They were put together simply to give us all a place to start. As the troop (& you) becomes more familiar with these procedures, they will see better ways to do things. Feel free to recommend changes; after all, this manual was designed to help you and the troop. When you think of a better method, talk it over with the Quartermaster who will discuss it with the Equipment Coordinator and then, if he agrees, change the procedure.

* 1. **Patrol Box Inventory (SAMPLE)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Actual Inventory** | | | | | |
| **Qty** | **Item** | **Box A** | **Box B** | **Box C** | **Box D** | **Box E** | **Box F** |
| **Basic Patrol Gear (non-box)** *(requisition from Troop Quartermaster, as needed)* | | | | | | | |
| 1 | Propane Tree (splitter) |  |  |  |  |  |  |
| 1 | 2-burner Stove |  |  |  |  |  |  |
| 1 | Stove to Tree hose |  |  |  |  |  |  |
| 1 | Propane Lantern |  |  |  |  |  |  |
| **Pooled Troop Equipment** *(requisition from Troop Quartermaster, as needed)* | | | | | | | |
| 1 (as needed) | Table |  |  |  |  |  |  |
| 1 (as needed) | Buddy Burner |  |  |  |  |  |  |
| 1 (as needed) | Large Stock Pot |  |  |  |  |  |  |
| 1 (as needed) | Dutch oven |  |  |  |  |  |  |
| **Cooking Gear** *(inform Quartermaster, if missing)* | | | | | | | |
| 1 | Small Cutting Board |  |  |  |  |  |  |
| 1 | Large Cutting Board |  |  |  |  |  |  |
| 1 | Large Pot w/ Lid |  |  |  |  |  |  |
| 1 | Medium Pot w/ Lid |  |  |  |  |  |  |
| 1 | Small Pot w/ Lid |  |  |  |  |  |  |
| 1 | Fry Pan |  |  |  |  |  |  |
| 1 | Griddle |  |  |  |  |  |  |
| **Utensils/Serving** *(inform Quartermaster, if missing)* | | | | | | | |
| 1 pair | Welder's Gloves |  |  |  |  |  |  |
| 2 | Hot Pads |  |  |  |  |  |  |
| 1 | Cooking Apron |  |  |  |  |  |  |
| 1 | Mixing Bowl, large |  |  |  |  |  |  |
| 1 | Measuring Cup, Plastic, 2 cup |  |  |  |  |  |  |
| 1 set | Measuring Spoons |  |  |  |  |  |  |
| 1 | Can Opener |  |  |  |  |  |  |
| 1 | Ladle |  |  |  |  |  |  |
| 1 | Wooden Spoon |  |  |  |  |  |  |
| 1 | Slotted Spoon |  |  |  |  |  |  |
| 1 | Serving Spoon |  |  |  |  |  |  |
| 1 | Whisk |  |  |  |  |  |  |
| 1 | Medium Spatula |  |  |  |  |  |  |
| 1 | Long Spatula |  |  |  |  |  |  |
| 1 | Salad Tongs |  |  |  |  |  |  |
| 1 | Meat Tongs |  |  |  |  |  |  |
| 4 | Knives (1 Serrated, 1 paring, 2 chef's) |  |  |  |  |  |  |
| 1 | Potato Peeler |  |  |  |  |  |  |
| 1 | Cheese grater |  |  |  |  |  |  |
| 1 | Strainer |  |  |  |  |  |  |
| 1 | Drink Pitcher |  |  |  |  |  |  |
| 1 | Meat Fork |  |  |  |  |  |  |
| 1 | Adjustable Pliers (for Dutch Oven) |  |  |  |  |  |  |
| 1 | Temperature Gauge for Meat |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **Actual Inventory** | | | | | |
| **Qty** | **Item** | **Box A** | **Box B** | **Box C** | **Box D** | **Box E** | **Box F** |
| **Clean-up** | | | | | | | |
| **Clean-up Non-Consumables** *(inform Quartermaster, if missing)* | | | | | | | |
| 2 | Dish Towels |  |  |  |  |  |  |
| 1 | Dish Cloth |  |  |  |  |  |  |
| 3 | Wash basins |  |  |  |  |  |  |
| 1 | Dunking & Drying (Nylon mesh) Bag |  |  |  |  |  |  |
| **Clean-up Consumables** *(buy, as necessary)* | | | | | | | |
| 2 | Sponges (scouring) |  |  |  |  |  |  |
| 1 | Bottle Dish Soap |  |  |  |  |  |  |
| 1 | Grill Scrubber |  |  |  |  |  |  |
| From Troop stock | Bleach |  |  |  |  |  |  |
| **Consumables** *(buy, as needed)* | | | | | | | |
| 1 | Aluminum Foil, roll |  |  |  |  |  |  |
| 1 | Roll Trash Bags |  |  |  |  |  |  |
| 1 | Roll Paper Towels |  |  |  |  |  |  |
| 1 | Matches (1 pack) or Lighter |  |  |  |  |  |  |
| 1 | Sharpie pen |  |  |  |  |  |  |
| 1 | Bag Coffee Filters |  |  |  |  |  |  |
| 1 | Bottle Hand Wipes |  |  |  |  |  |  |
| 1 | Lysol Food Surface Sanitizer Spray Bottle |  |  |  |  |  |  |
| **Food Staples** *(buy, as needed)* | | | | | | | |
| 1 | Bottle Vegetable Oil |  |  |  |  |  |  |
| 2 | Bottles Vanilla extract |  |  |  |  |  |  |
| 1 | Salt & Pepper |  |  |  |  |  |  |
| 1 | Meat Tenderizer |  |  |  |  |  |  |
| 1 | Freeze-dried Chives |  |  |  |  |  |  |
| 1 can | Hot Chocolate Mix |  |  |  |  |  |  |
| 1 | All-purpose seasoning |  |  |  |  |  |  |
| 1 | Ground Cinamon |  |  |  |  |  |  |
| 5 lbs | Sugar |  |  |  |  |  |  |
| 5 lbs | Flour |  |  |  |  |  |  |
| 1 box | Salt |  |  |  |  |  |  |