

Preparation for Campouts

1. Planning:

- Campouts and other activities are planned at PLC meetings. Quartermasters should use this opportunity to note the dates and what equipment their patrol will need for the outings.
- If a Patrol QM is not attending an outing he should assign an acting Patrol QM for that outing. The same goes for the Troop QM and Adult QM.

2. Equipment check at Troop meeting:

- Equipment is checked in at the Troop meeting prior to Campouts. If that Monday is a holiday, equipment will be checked-in a week early. These dates are noted in the calendar on the troop website.
- The Patrol Quartermaster should work with the Patrol Leader to make sure that every scout in his patrol gets a reminder phone call prior to the check-in meeting so that all of the equipment is brought to the meeting.
- Each patrol is assigned an area to check their gear.
- Troop guides and ASMs assist patrols in the inspection of equipment.
- The patrol QM fills out all of the information on the inventory checklist as to the condition and location of the equipment.
- The Patrol QM notes the Scouts names and items they're taking home and are responsible for getting to the campout.
- Any items missing from the patrol box should be added to the shopping list and additional money collected from all members of the Patrol (even if they aren't all going on the next campout). The equipment is issued to the Patrol as a unit and all members are responsible for it's upkeep.
- Any special items that are required (i.e. Dutch ovens) should be submitted to the Adult QM so that they get loaded on the trailer.

3. Loading the Trailer

- As Scouts arrive at the school they place their equipment and personal gear along the fence near the trailer.
- The Troop Quartermaster with the help of all Patrol quartermasters and other Scouts will load the trailer as directed by the adult QM or acting adult QM. Lanterns, trees and propane bottles should be placed so that they can be setup first.

4. Unpacking at Camp

- The Troop QM and Adult QM supervise the unloading of the trailer.
- Set up lanterns (if needed)
- Unload equipment and move it to the area assigned by the Sr. Patrol Leader.
- Setup camp
- Bring any equipment problems to the attention of the Troop QM and/or Adult QM.

5. Loading at end of Camp

- All cooking equipment and eating utensils should be clean and all tents should be emptied of dirt and debris before packing.
- Patrol Quartermasters fill out the assignment sheet noting who will be taking the gear home for cleaning before leaving camp. This speeds up distribution once we return to the school.

6. Unloading at the school

- The Troop QM and Adult QM supervise the unloading of the trailer.
- Equipment and personal gear is distributed per the assignment sheet filled out at camp. **NO SUBSTITUTIONS OR TRADING OF ASSIGNMENTS.**
- The Troop will be dismissed once all the gear is distributed.