

**ORIGINAL
DO NOT MARK**

Troop 119



Lexington, MA

Quartermaster Journal
Fall 2006

Troop 119 Quartermaster Journal Index

Section 1:

Troop Equipment Check List:

Section 2:

Troop and Patrol Box Contents Lists:

Section 3:

After the Trip: Caring for Troop Equipment:

Section 4:

Patrol Quartermasters List and Duties:

Section 5:

New Equipment Ideas:

Section 6:

Troop 119 Quatermaster System Description (2005 proposal)

Section 7:

BSA Position Description: Quartermaster

Troop 119 Equipment Trip Checkout Form

Trip:		Trip Date:				
Patrol:		Patrol Quartermaster:				
Equip Tag #	Check Out?	Description	Condition	Assigned Scout	Returned (Date)	Quartermaster Notes
2		Tent, Camp	Good			
3		Tent, Camp	Good			
4		Tent, Camp	Good			
5		Tent, Camp	Good			
6		Tent, Camp	Good			
7		Tent, Camp	Good			
8		Tent, Camp	Good			
9		Tent, Camp	Good			
10		Tent, Camp	Good			
11		Tent, Camp	Good			
12		Tent, Camp	Good			
13		Tent, Camp	Good			
21		Tent, Camp	Good			
4		Tent, Old Style	Poor ???			
5		Tent, Old Style	Poor ???			
12		Tent, Old Style	Poor ???			
21		Tent, Old Style	Poor ???			
22		Tent, Old Style	Poor ???			
		Tent, Backpacking	Good			
		Tent, Backpacking	Good			
		Tent, Backpacking	Good			
		Tent, Backpacking	Good			
		Tent, Backpacking	Good			
1		Stove, Camp	Good			
2		Stove, Camp	Good			
3		Stove, Camp	Good			
4		Stove, Camp	Good			
5		Stove, Camp	Good			
6		Stove, Camp	Good			
7		Stove, Camp	Good			
		Stove, Backpacking	Good			
		Stove, Backpacking	Good			
		Stove, Backpacking	Good			
		Lantern	Good			
		Lantern	Good			
		Lantern	Good			
		Lantern	Good			
		Lantern	Good			
		Lantern	Good			
		Lantern	Good			
		Patrol Box, Smurfs	Good			
		Patrol Box,	Good			
		Patrol Box	Good			
		Patrol Box	Good			

Troop Patrol Box Checklist (from bottom)

Qty	Item
2	Dish Pans
1 set	Cook Kit (Pots & Pans)
	Utensils in Measuring Cup
	- Wood Spoon
	- Plastic Serving Spoon
	- Spatula
	- Wisk Tongs
	- Chef's Knife
1	Cutting Board
1	In Ziplock Bag
	- Dish Detergent
	- Plastic scrub pad / sponge
2	Oven Mitts
2	Plastic Trash Bags
1 pkge	Sanitizer tablets
1	In Ziplock Bag
	- Toilet Paper
	Extra Rope

Patrol Responsibility (Patrol Quartermaster)

Qty	Item
1	Aluminum Foil (heavy duty)
4 box	Matches
1 roll	Paper Towels
	Salt / Pepper / Spices
	Ziplock Bags

Patrol Quartermasters are responsible for reporting missing or damaged items to troop quartermaster after each trip.

Troop Equipment (Assign W/ Patrol Box)

Qty	Item
1	Stove
1	Griddle (optional)
1	Dutch Oven (optional)
1	Tarp (optional)
1	Water Buffalo
	Extra Rope

Troop Equipment Box:

<u>Qty</u>	<u>Item</u>
1	Aluminum Foil
1	Backpacking Stove
1	Brush
1 pkge	Buddy Tags
6	Butane Lighters
4	Candles
1	Dutch Oven Lid Tool
1 pkge	Fire Starters
1	Flag Pole Rope
2	Fuel Bottle for Backpacking Stove
4	Gas filter/funnels
4 sets	Guest Dinnerware
	- Plastic dinner plates
	- Plastic Utensils
	- Plastic Mugs
1	Insect Repellant
1	Knife sharpener
1	Lantern parts kit
6 box	Matches
1	Mill File
2	Mosquito Coils / citronella candle
1 bag	Rope
2	Serving Spoon
1	SOS pads
3	Spatulas
1	Stake Hammer
1	Stove parts kit
1 roll	String
1	Toilet Paper
2 box	Trash Bags
1 box	Ziplock bags

Troop Gear:

<u>Qty</u>	<u>Item</u>
1	Axe
1	First Aid Kit (Pack)
1	First Aid Kit (Camp)
2	Flags
2	Fuel – White Gas & Propane
5	Lanterns
	Poles
	Rope
1	Saw
1	Shovel
	Stakes
	Tarps
	Tents
1	Tug-of-War Rope (Optional)
1	Water Safety Kit

Troop 119 Quartermaster
After the trip – caring for troop equipment

Troop 119 uses camping gear almost every month! Proper care and maintenance AFTER each trip is critical for the next trip. At the end of every trip the troop quartermaster divides up the troop equipment and assigns to scouts to take home for cleaning and care. Here's what to do:

Tent:

Moisture is a tent killer. If properly dried, a tent will last generations. If not, mold can destroy it after one trip. Tents are expensive – caring for our tents is important for the troop to remain active.

1. Unpack and open the tent immediately, clean it and allow to dry.
 - ❖ Open the zippers and empty out any debris – trash, sticks, leaves, etc.
 - ❖ Dry the open tent off the ground. An outdoor clothesline or rope strung between two trees on a sunny day is best – about 2 hours.
 - ❖ If continued rain is the forecast, hang indoors or in a dry garage works – 1-2 days.
 - ❖ During bad weather, some people pitch the tent indoors for a few days.
2. Check that the tent has all its parts. (use the tent parts checklist) before repacking.
3. Inform the quartermaster of any damage or missing parts.

RETURN THE TENT AT THE NEXT TROOP MEETING AND MAKE SURE THE
QUARTEMASTER CHECKS YOU OFF.

Patrol Box:

A messed up patrol box can mess up your patrol's next trip.

1. Open the box, take everything out and check that it is clean.
 - ❖ Remove trash or food that might spoil.
 - ❖ Wash pots and utensils if not already clean.
 - ❖ Wipe out box.
2. Check that the patrol box has all its parts (use patrol box checklist) and make sure everything is dry before repacking.
3. Inform quartermaster of any damage or missing parts.

RETURN THE PATROL BOX AT THE NEXT TROOP MEETING AND MAKE SURE THE
QUARTEMASTER CHECKS YOU OFF.

Cast Iron Cookware:

A lot of time and effort was spent seasoning the troop's cast iron dutch ovens and griddles before their first use. NEVER SCRUB CAST IRON WITH ABRASIVES OR WASH WITH SOAP OR DETERGENT. Doing so will remove the protective coating and the pan will need re-seasoning.

1. Open / take out of box and check – wipe off dirt or debris with paper towel. If it doesn't come clean, try again with a few drops of vegetable oil.
2. Heavy buildup in can be removed by soaking with very hot water for 30 minutes and wiping. Dry thoroughly and wipe with a few drops of vegetable oil afterwards.
3. Inform quartermaster of any damage or problems.

RETURN THE COOKWARE AT THE NEXT TROOP MEETING AND MAKE SURE THE
QUARTEMASTER CHECKS YOU OFF.

Stoves:

1. Open stove and make sure it is clean – scrape out any food crusties
2. Wipe out interior with a soapy sponge to remove grease.
3. Inform quartermaster of any damage or missing parts.

RETURN THE STOVE AT THE NEXT TROOP MEETING AND MAKE SURE THE
QUARTEMASTER CHECKS YOU OFF.

Troop 119 Patrol Quartermasters:

Duties: Work with the Troop Quartermaster and Patrol Leader to make sure patrol boxes are clean and properly equipped, to monitor troop equipment used by the patrol and report damaged gear or missing parts and to advise the Quartermaster what new equipment the troop should consider buying.

Patrol Name:

Quartermaster

Home Phone:

Email:

Patrol Name:

Quartermaster

Home Phone:

Email:

Patrol Name:

Quartermaster

Home Phone:

Email:

Patrol Name:

Quartermaster

Home Phone:

Email:

Patrol Name:

Quartermaster

Home Phone:

Email:

Patrol Name:

Quartermaster

Home Phone:

Email:

Troop 119 Quartermaster

#	Category	Description	Comments?
1	Orienteering	GPS receivers – 3?	Orienteering, hiking, map skills, geocaching
2	Camp Equip	Small tool set	For field repair of stoves and lamps
3.	Camp Equip	New rope (better than sisal)	Replace rotten rope, longer pieces, Knots practice, bear bags, tarp lines.
4	Equip Room	Storage box for stove, lamp and tent spare parts.	Easy to find before trip.
5	Camp Equip	Axe sheath	
6	Camp Equip	Propane stoves	
7	Camp Equip	New saw blade	DONE
8	Camp Equip	Sharpen axe	Jesse Weeks volunteered
9	Camp Equip	Good metal spatulas	
10	Camp Equip	Leather gloves	
11	Equip Room	Toilet paper – Costco	DONE
12	Equip Room	Paper towels – Costco	DONE
13	Equip Room	Duct tape – equip room on chain	
14	Camp Equip	Duct tape – troop box	
15	Equip Room	Contractor trash bags	
16	Camp Equip	Toolbox	

Troop 119 Quartermaster System 2005

1/2005 MGF

Objectives:

- organize and keep track of equipment used on trips
- Make sure parts are purchased and proper maintenance is done in timely manner.
- Keep scoutmaster & PLC aware of equipment problems and status
- Communicate to troop committee about equipment condition and needs for budget planning.

Assess and monitor equipment condition

During spring equipment maintenance (through inspection) and after each trip (from reports) assess equipment condition using the following criteria:

Good: Fully functional, clean. Can be blemished, but no wear that affects its integrity or use.

Action: None needed

Planning: Plenty of life left in it – no immediate consideration.

Fair: Serviceable, - BUT - given a choice you'd prefer to use another unit in better condition. Shows moderate wear, soiling or needs minor repair /adjustment.

Action: Initiate repairs or cleaning as needed.

Planning: Anticipate repair costs and likely replacement in 1-2 years.

Poor: Almost unusable due to damage, soiling or moderate to severe wear. Needs significant repair or replacement.

Action: Remove from service and initiate repairs or cleaning.

Planning: Likely to need replacement immediately.

Equipment inventory:

Every piece of major equipment (tents, stoves, Dutch ovens, griddles and patrol boxes) has been assigned an asset number which is permanently affixed.

There is a master record with the following information:

Asset #,
Description (tent, etc),
Date of purchase,
Manufacturer and model,
Current condition,
Revision date.

For Patrol boxes, a standard inventory sheet is laminated and fastened under the cover.

Track Equipment:

Quartermaster brings "trip file" on the trip and notes damage / service needs / missing parts on back of sheet that are observed or are reported by patrol quartermaster.

Copies of a sheet with a listing of all equipment is used for each patrol.

Log date, patrol initials, assigned scout initials, return date and troop quartermaster initials.

Space is left on the back of the sheet to note new problems. Sheets can become permanent record of equipment usage.

Upon return from trip, troop quartermaster, with patrol quartermasters, assign equipment to scouts for cleaning,

- Write initials of assigned scout on patrol's equipment sheet.
- Quartermaster keeps sheets in "trip file" until equipment is returned.

Before next troop meeting, troop quartermaster checks patrol equipment sheets for maintenance problems and reports to adult quartermaster to initiate purchase of parts or other follow-up.

When equipment is returned at troop meetings, quartermaster receives gear and

- Writes date and initials sheet to show assigned scout returned item
- Returns equipment to storage.
- Returns sheet to central file when complete

At subsequent troop meetings, quartermaster reports to troop,

- Reports who still has equipment to return.
- Quartermasters organize help for special cleaning or repairs.

Equipment organization considerations:

Patrol boxes should be checked and signed off by patrol quartermasters. Patrol box would appear as one tagged item.

Troop gear like ropes and flags remain responsibility of troop quartermasters unless they can find a better way.

Adult quartermaster role after this has been set up and is running is to make sure the system is being used, to buy parts and supplies (i.e. Gas) and to communicate to the scoutmaster and troop committee information needed for planning, safety, etc.