



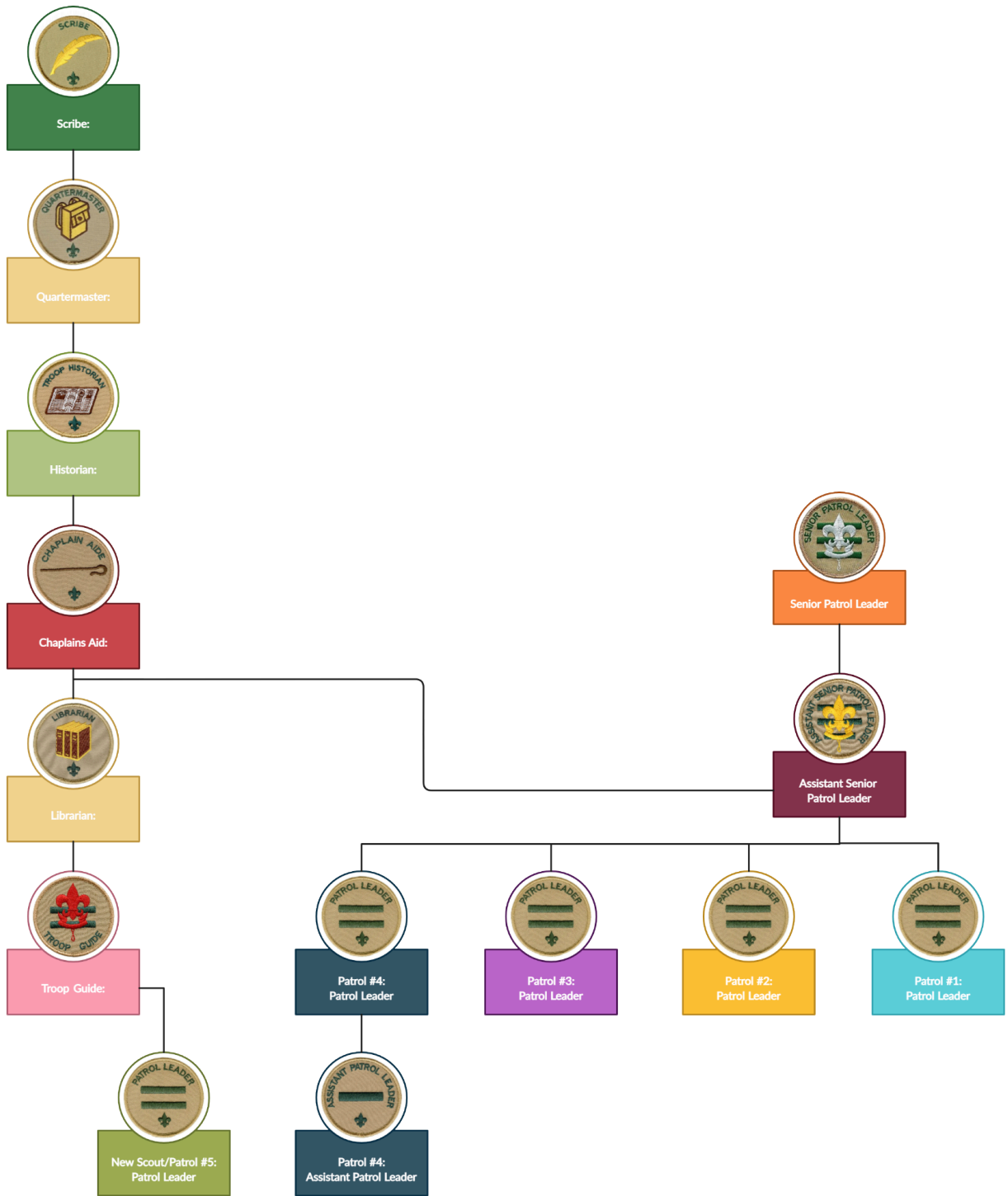
Scouting America *Troop 81*: Quartermaster Handbook

Duties: The Quartermaster acts as the supply boss of *Troop 81*. They keep a well-documented log of all Troop equipment, equipment condition, and will report the conditions of Troop equipment at the Patrol Leaders Council. They will also maintain and pack all Troop equipment brought to campouts and troop events, through the span of the event. Other duties of the Quartermaster include: Overseeing the replacement of broken equipment, ensuring all Troop lighters and propane tanks are always sufficiently full, Creating new and reorganizing chuck boxes when new patrols join the Troop, and ensuring that the Troop shed and all chuck boxes remain clean and organized at all times, especially during the summer.

Chain of Command: The Quartermaster normally acts as a member of their Patrol and will report to their Patrol Leader, but when pertaining to the duties expected of them as Quartermaster, they will report primarily to the Assistant Senior Patrol Leader, but will also work closely with members of the Patrol Leaders Council. There will be certain circumstances where the troop's Quartermaster will be acting outside the setting of their normal Patrol structure but this is excusable as long as it is communicated to their patrol leader and ASPL.

Responsibilities:

- **Keep records on all Troop Equipment:** This should mean having a spreadsheet made by yourself or using a former spreadsheet passed down by the former quartermaster to keep a log of the equipment for each chuck box, and the Troop in general, as well as the number of each of those items that the troop has and their condition.
- **Ensure that all Equipment is in good working condition:** Keep your log filled and updated with the condition of all troop equipment.
- **Keep the Troop shed clean and organized:** This involves making sure the troop shed is always clean, and that all objects can be easily found.
- **Keep all chuck boxes clean and organized:** This means all Troop chuck boxes are organized with all the same items, and that all those items and the boxes themselves are sanitary and in working condition.
- **Work with the Adult Quartermaster and the Patrol Leaders Council to replace equipment:** This involves stating the current condition of Troop equipment at every Patrol Leaders Council. This should include the current condition of Troop equipment as a whole, any equipment that needs to be replaced, and any other comments and concerns.
- **Maintain Troop equipment at all Troop events:** This means packing the trailer and choosing the Troop equipment we bring to events.
- **Make sure all Troop lighters and propane tanks are always sufficiently full:** Logging the status of Troop lighters and propane and either notifying the adult Quartermaster or the Scoutmaster if any need to be refilled or replaced.



Edits:

8/27/2024 Riley Ramey: minor grammatical fixes, the removal of gender specific pronouns, and updating BSA to Scouting America.

2022 Coen Segerstrom: Started document and made responsibilities and summary.