

Procedures for using Troop Gear from the QM Room

1) Prior to troop meeting - the Troop QM and ASMs go down to the QM room with their own requisition form to check off common gear necessary for the trip.

The Troop QM does not have to pick the common gear at this time, but only choose them on the form and assign responsibility for them to each patrol or group.

Also, the Troop QM and ASMs do not need to know patrol names at this time either. All they need are the number of groups attending the trip (and thus the number of bins - no more than 6); and divide the common supplies equitably among the groups. Suggestion: First divide common gear necessary to be cleaned; then look at each category and divide common gear equitably (by notating a number 1 - 6 on the requisition form).

Please note that transportation and contents of the first aid kit is the responsibility of the ASM in charge of the trip. Any item being assigned to an ASM should be noted on the requisition with a capital "A".

2) Troop QM leads supply requisition troop meeting with the assistance of the ASM in charge of the trip.

3) Each Patrol QM completes top yellow portion of requisition form.

4) Troop QM addresses the troop and assigns a bin number and common gear to each patrol or group. Each Patrol QM marks the bin number and common gear on their patrol's form as it is announced by Troop QM.

5) Each patrol decides what patrol specific gear is needed and Patrol QM checks off on form. ASM's should be available to help with this.

6) The Patrol QM assigns who in their patrol is cleaning equipment while at troop meeting. The Patrol QM writes name, contact info and item number on bottom of form.

- 7) Each Patrol QM - one at a time - heads down to QM room to pick their supplies - both common and patrol specific - and places in their numbered bin. Troop QM and ASM's will also be in QM room and remain there until all patrols or groups have picked their supplies. The bins remain closed in the QM room until moved to the troop trailer the morning of the trip departure.
- 8) Patrol QM gives completed supply requisition to ASM going on trip in QM room. The paperwork should accompany the ASM on the trip. It will be used again when packing up to return to Jesse Lee.
- 9) When packing up to return to Jesse Lee, each patrol - using the requisition forms - has to check to make sure whatever they came with, comes back in their patrol's bin. Once bins are ready to go, forms are returned to ASM.
- 10) Upon return to Jesse Lee, and bins are returned to QM room, Troop QM removes items from bins and checks off which items have been returned from each patrol's bin. Troop QM doesn't initial until all items have been cleaned & returned to the QM room. Any missing items are communicated to the Patrol QM to follow up with their respective patrols. (This step may change depending on how it goes - it may be more practical to keep some items in the bins. I suggest for a first go around that we return items to the shelves.)
- 11) Upon return to Jesse Lee, and bins are returned to QM room, Troop QM and/or Patrol QM give items to be cleaned to the scout assigned to clean them. Items to be cleaned need to be returned to the QM room by the next troop meeting. The Troop QM must sign off on all cleaned items before they are placed back on the QM room shelf.
- 12) Troop QM keeps all supply requisitions in the top draw of the white file cabinet in the QM room. Troop QM follows up with Patrol QM on any items that have not been cleaned or returned.