

Troop 49 Equipment Check-Out, Check-In Policy:

The intent of this policy is to coordinate the Troop's electronic equipment database, establish procedural requirements to verify Troop Quartermasters responsibilities for the use of Troop 49 purchased equipment. These procedures establish a date when equipment will be signed out/returned and will utilize the internet (Scoutbook & website) along with limited use of paper forms (ie. A transition option to get information accurately to the electronic database) to facilitate obtaining, monitoring, retrieval and status of troop equipment.

To complete this procedure, it is intended that a Google Document be utilized for tracking and recording the equipment status. Scout/Adult Quartermasters, Troop Committee Chair and Scoutmaster will have writing capabilities to the Google document. The entire Troop may have access to view the document only. Paper copies of the Google document may be utilized on an interim basis, as described above, to manipulate Troop inventory.

- 1. Lead Scout Quartermaster (LSQ):** The Troop's Adult Quartermaster will assign a Lead Scout Quartermaster who will be in charge of weekly reviews of the Troop Inventory via an online review of the Google document. The LSQ will work with the scout quartermasters for each event to ensure the equipment return and categorization for all outstanding items.
- 2. Quartermaster in Charge:** Any event that occurs will have a Quartermaster in Charge. This is a scout who holds the position of quartermaster and is charged with overseeing the procurement of troop inventory by either an adult leader or scout. A schedule of Quartermasters in Charge shall be created after each troop election and made available via the troop website/Scoutbook. If none have been identified, individuals interested in obtaining Troop equipment shall contact the Troop's Adult Quartermaster.

In individual circumstances, in lieu of the Quartermaster in Charge, any Scout holding the position of quartermaster, adult quartermasters, Scoutmaster, ASM, or Committee Chair may handle the transaction.

- 3. Internet/web access:** Inventory status will be provided via internet/website access for all members of the Troop, including scouts, adult leaders and parents. All will have inventory visibility, but ONLY scout and adult quartermasters, Committee Chair and Scoutmaster will have editing capabilities for the inventory. It is intended that this inventory be maintained as a Google document.
- 4. Inventory Log Sheet (ILS):** Any scout or adult seeking to use or check out troop equipment must have the event Quartermaster in Charge fill out an Inventory Log Sheet. The Inventory Log Sheets will be available at the Laundry Barn and Aurora Cabinet, but online manipulation of the document is preferred. The Inventory Log shall contain: Name of individual taking inventory, Event, Item Type, Tent #, Quartermaster in Charge check-out, date returned, quartermaster check in & condition notes. The condition notes is where the quartermaster should make notations on what needs to be fixed, replaced, or removed. The Quartermaster in Charge is to update the Troop Inventory Database immediately so that the database reflects the status and availability of equipment. This information shall be maintained and monitored weekly by the Lead Scout Quartermasters and verified by the Adult Quartermaster. There is to be no inventory remove by a scout or parent unless prior approval is given by a quartermaster.

Note: When there is an internet connection and computer capability, Quartermasters (adult or scouts) may directly populate the database In lieu of using the inventory log sheets.

5. **Troop Camps:** All troop campouts will have a Quartermaster in Charge. It is the responsibility of the Adult in charge of the camp and/or the camps quartermaster to communicate and meet with the Quartermaster in Charge at the Launder Barn to obtain troop inventory. The QIC will fill out the Inventory Log Sheet if they cannot directly access the Troop Inventory Database.
6. **Troop Events:** Any Troop event that requires inventory will have a Quartermaster in Charge. It is the responsibility of the Adult in charge of the event or event SPL to communicate and meet with the Quartermaster in Charge at the Launder Barn to obtain troop inventory. The QIC will fill out the Inventory Log Sheet if they cannot directly access the Troop Inventory Database.
7. **Troop Meetings:** All troop meetings will have a Quartermaster in Charge. It is the responsibility of the Adult and/or scout needing inventory for the troop meeting to contact the Quartermaster in Charge to obtain troop inventory using the Inventory Log Sheet system.
8. **Troop Trailer:** The only individuals that are allowed in the Troop Trailer during troop events/camps are the following individuals: Camp scout quartermaster(s) and camp adult coordinator. No other adults or scouts (including troop scout quartermasters not assigned to that event) are allowed in the trailer unless specifically given permission by the camp scout quartermaster(s).
9. **Scout/Adults Responsibility:** After the event, it is the responsibility of the Scout or Adult to clean and properly package the assigned equipment and return to the Quartermaster in charge. The Quartermaster in Charge has the authority, from the event Senior Patrol Leader, to delegate and assign equipment to Scouts to bring home, inspect, clean, repackage and return to the Quartermaster in Charge at the subsequent Troop meeting / event. The equipment shall be returned within a week of the anticipated return date. If the equipment cannot be returned in that time, the scout/adult should notify the quartermaster in charge of the new anticipated date of return. In the event that the equipment is damaged, the scout/adult shall notify the quartermaster in charge of the damage so that it can be noted and repairs made promptly.
10. **Troop equipment damage reimbursement policy:** Any Troop equipment damaged by Scouts due to negligence during use shall be replaced by the Scouts involved in the damage. Damage due to normal wear or accidents not due to negligence will be covered by the Troop account. The determination of negligence will be made by the adult chaperones present at the outing in consultation with the Scoutmaster. The cost of the repair/replacement will be determined by the Adult Quartermaster and/or Committee Members after an investigation into the extent of the damage and repair/replacement options available. The cost of the repair or replacement will be charged to the respective Scout accounts. The Scouts involved will be made aware that they will be charged for repairs/replacement. The Troop leadership will inform the parents whenever this occurs. If the Scout account does not have enough funds to cover the charges, the Scout's parents will be required to cover the cost in the same manner as any other account deficit. (See "Individual Scout Account Policy")

Troop Inventory Database link:

<https://docs.google.com/spreadsheets/d/1eH1aG2oliRjV7KKggeCOW86SRvj8aGSMQ CqgxqLNOUA/edit#gid=0>