

### Trip Equipment Check-Out/Check-In Procedure (03/10/2004)

Step	Timing	Activity
1	Monday before Trip	At close of regular Troop meeting, each member of trip Grubmaster corps checks out 1 Ice Chest and 2 Dry Food Storage containers with 2 garbage bags, paper towels, and toilet paper.
2	Thursday before Trip	<p>Quartermaster corps meets at St. Michaels from 7:00 to 8:00. Corps loads patrol and troop gear on equipment trailer. Troop Quartermaster supervises and administers check-out and load process.</p> <p><b>Patrol Gear:</b></p> <ul style="list-style-type: none"> <li>• Action Packs, Tents, and Dutch Oven kits (optional)</li> <li>• Dining Flies and Tables</li> <li>• Propane Tanks</li> <li>• Lanterns and Lantern Trees</li> <li>• Water Cooler and 2 Water Carriers (fill if necessary)</li> </ul> <p><b>Troop Gear:</b></p> <ul style="list-style-type: none"> <li>• First Strike Kit, First Aid Kit, and Tool Kit</li> <li>• Spice Box (with dated spices)</li> <li>• Other Gear as needed for trip.</li> <li>• Charcoal and Lighter Fluid</li> </ul>
3	Departure Friday	Troop meets at St. Michael's at assigned time. Quartermaster corps coordinates and leads loading of personal gear and provision containers. Patrol Leaders are responsible for loading if the Patrol Quartermaster is unavailable and no back-up has been assigned.
4	Return Sunday -- Morning at camp break	<ul style="list-style-type: none"> <li>• Patrols inventory, field clean, and pack gear and tents under supervision of Patrol Quartermaster. Patrol Quartermasters inspect and certify process and submit written report (checklist) to Troop Quartermaster. Troop Quartermaster and Patrol Advisors may spot inspect and coach Patrol cleaning efforts as necessary.</li> <li>• Leader Patrol gathers all excess non-perishables from Patrol Stores for re-stocking into Troop Stores.</li> <li>• Depending on weather or ground conditions, the Scoutmaster may invoke the Rain/Mud rule.</li> <li>• If the Rain/Mud rule is invoked, Patrol Quartermasters assign gear to Patrol members for "home" cleaning.</li> <li>• All gear is loaded onto equipment trailer for trip home.</li> </ul>
5	Return Sunday -- Arrival at St. Michael's	<ul style="list-style-type: none"> <li>• Grubmasters take all leftover consumables home for disposal.</li> <li>• Grubmasters take coolers and storage containers home for deep cleaning.</li> <li>• If no Rain/Mud Rule, Quartermaster Corps re-stocks all equipment in storage room.</li> <li>• If Rain/Mud rule, tents and gear are distributed to assigned Scouts for home cleaning. Scouts/Families must take responsibility for Troop equipment damaged due to improper cleaning..</li> </ul>
6	First Monday After Return	As an alternative to field cleaning, the Quartermaster corps may elect to meet at St. Michael's from 7:00 to 8:00. All cooking and provisioning gear must be deep cleaned. Property Committee members assesses any damaged items for repair or replacement. All gear is returned to storage.
7	Second Monday After Return	All distributed gear should be returned from home cleaning. Property Committee members assesses any damaged items for repair or replacement. All gear is returned to storage.

