

QUARTERMASTER (BSA Handbook)

The quartermaster is the Troop’s supply boss. He keeps an inventory of Troop equipment and sees that the gear is in good condition. He works with patrol quartermasters as they check out equipment and return it, and at meetings of the patrol leaders’ council he reports on the status of equipment in need of replacement or repair. In carrying out his responsibilities, he may have the guidance of a member of the Troop committee.

QUARTERMASTER Responsibilities:

Quartermaster: Responsible to the SPL, or designee, for:

1. Keeping a detailed **Inventory List** of all Troop equipment, camping gear and post on the Troop website.
2. Perform a complete detailed review of the Troop equipment **during the first month in office** and update the Inventory List on the Troop website.
3. Inspecting Troop equipment on a regular basis (**at least two times while in office**) and producing a **Status Report** of the equipment (items lost, broken, low in supplies, etc.).
4. Using a systematic method for loaning and collecting Troop equipment at Troop meetings, outings and activities.
5. Setting a good example.
6. Wearing the uniform correctly.
7. Living by the Scout Oath and Law.
8. Attend Troop meetings.
9. Notify SPL if unable to attend a meeting and identify your replacement.
10. Prepare and turn in the Quartermaster Leadership evaluation write-up and Quartermaster scorecard.

TLC:

- Present the Inventory List updates and changes monthly.
- Present the equipment Status Report to TLC at least two times while in office.

What do you need?

TO GET;
TO GIVE:
TO PITCH:

Present a short Troop “Show and Tell” during your second month in office.

Coordinate with the Programs ASPL, what you can show from our inventory report that is relevant. (How to check out equipment, new equipment obtained, inventory report on website, etc...)

Quartermaster Responsibilities	0 - 25%	25% - 50%	50% - 75%	75% - 100%	Comments
Keeping a detailed Inventory List of all Troop equipment , camping gear and post on the Troop website					
Perform a complete detailed review of the Troop equipment during the first month in office and update the Inventory List on the Troop website					
Inspecting Troop equipment on a regular basis (at least two times while in office) and producing a Status Report of the equipment (items lost, broken, low in supplies, etc.)					
Using a systematic method for loaning and collecting Troop equipment at Troop meetings, outings and activities.					
Setting a good example					
Wearing the uniform correctly					
Living by the Scout Oath and Law					
Attend Troop meetings					
Notify SPL if unable to attend a meeting & identify your replacement					
Prepare and turn in the Quartermaster Leadership evaluation write-up & Quartermaster scorecard					
Present a short Troop “Show and Tell” during your second month in office. Coordinate with the Programs ASPL, what you can show from our inventory report that is relevant.					
Present the Inventory List updates and changes monthly at TLC meetings					
Present the equipment Status Report to TLC at least two times while in office at TLC meetings					

Name: _____

Date: _____