##

## Quartermaster

The Quartermaster keeps track of [troop](http://meritbadge.org/wiki/index.php/Troop) equipment and sees that it is in good working order.

The SPL appoints a Quartermaster, subject to the Scoutmaster’s approval. The Quartermaster serves at the pleasure of the SPL, based on performance and active service. The term of office is typically four- or six- months.

The Quartermaster may be any interested Scout (preference to Scouts First Class and higher, who need leadership credit to advance). He should have:

* Knowledge about camping and other gear used by the troop
* Good attention to detail and follow-through.

The Quartermaster issues equipment and makes sure it is returned in good condition, following up with any Scout or adult that doesn’t promptly return equipment. If any Troop equipment has been damaged or lost, the Quartermaster should immediately report specifics to the ASPL and Equipment Coordinator.

Within the first 2 months of office, ideally as part of transferring Quartermaster duties between Scouts, the outgoing and incoming Quartermasters should work together with the Equipment Coordinator to take inventory of all Troop equipment. The inventory is to be performed at least every six months; if a Scout will be serving as Quartermaster for consecutive terms, he is still required to take inventory at the start of each term.

Within a month after each inventory is completed, the Quartermaster must present the following to the ASPL (possibly at a PLC meeting):

* Detailed inventory of Troop 2 equipment
* Summary of what equipment has been checked out since the previous inventory
* Details as to any equipment currently checked out
* Summary of the state of Troop 2 equipment (quantity/condition/functionality)
* Recommendations as to any equipment that Troop 2 should consider adding or replacing

After considering any feedback from the ASPL, the Quartermaster should present any recommendations for purchase to the Troop Equipment Coordinator.

Troop 2 **Quartermaster** Contract \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(neatly printed name) (months served)

As **Quartermaster** of Boy Scout Troop 2 in Colorado Springs, I agree to lead by example, and I make these commitments to my fellow Scouts, the adult leaders, and myself. I will:

|  |  |
| --- | --- |
| EXPECTATION | VERIFICATION |
| Participate in Introduction to Leadership Skills for Troops (ILST) at the beginning of my term, or complete training as specified by Scoutmaster. | Date attended: |
| Report my activities and progress to the Assistant Senior Patrol Leader (ASPL) at least once per month*(date & initial each)* | \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_  |
| Be available so scouts can check in/out equipment before/after outings. Issue equipment and make sure it is returned in good condition, following up with anyone that doesn’t promptly return equipment. If any Troop equipment is damaged or lost, immediately report specifics to the ASPL and Equipment Coordinator.  | \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_  |
| Within the first 2 months of term as QM, work together with the Equipment Coordinator inventory all Troop equipment.  |   |
| Within a month after inventory is completed, present the following to the ASPL: detailed inventory of Troop 2 equipment, summary of what equipment has been checked out since the previous inventory, details as to any equipment currently checked out, summary of the state of Troop 2 equipment (quantity/condition/functionality), and recommendations as to any equipment that Troop 2 should consider adding or replacing. |  |
| Present purchase recommendations to Troop Equipment Coordinator. |  |
| Tell the ASPL as soon as I know that I can’t make a meeting or event, and make sure someone will assume my responsibilities. |  |

In addition, I will be on time and ready for meetings and Troop activities, conduct myself by the Scout Oath, Scout Law, Scout Motto and Scout Slogan, wear the proper uniform at Troop meetings and events, help other scouts whenever possible, be especially supportive of younger and less experienced scouts, and have fun and help other scouts have fun too!

I understand that I will receive FULL leadership credit if I follow the above stated commitments. I may not receive credit if the above commitments are not met.

Start Date:\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_ Expected End Date:\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

**Scout’s Agreement**

I have read the job requirements for this position. I understand the duties and responsibilities of this position, and I agree to carry them out to the best of my ability. If I find that I am unable to meet this commitment, I will promptly ask to be removed from this position.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature) (date)

**Approval**

This scout has served in this leadership position through (Actual End Date)\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Scoutmaster’s Signature) (date) Rev. 2012/09/09