**Post-Camping Trip QM Checklist**

* Pull all Gear and Extra Equipment from the trailer
	+ Do not pull items that are on the “Trailer Essentials” checklist
		- If the next trip is Summer Camp, consult the “Summer Camp” checklist instead
	+ Reorganize and clean and sweep the trailer to ensure it’s ready for the next trip
	+ Make a list of all equipment that needs to be repaired/replaced or purchased
* Go through all Staples.
	+ Refill low staples from the QM Pantry.
	+ Make a list of staples which need to be purchased before the next trip If the staples are not available from the QM Pantry,
* Inventory all non-staple food items and place them in the QM Pantry or Refrigerator.
* Check the Propane tank weights.
	+ If any of the weights are low or if you have doubt about the weight, or if we have a weeklong trip soon, assign a QM to have all tanks filled ASAP!
	+ Make a list of which tanks need to be filled
* Tents and Fly’s
	+ Ensure All Wet Tents and Fly’s have been hung to Dry (Usually done Sunday after Trip)
	+ When dry, ensure the tents are put away with all parts, in the correct bag and correct Patrol Area.
		- You can use the Inspection form on the website
	+ Make a list of any tents or fly’s that need to be repaired/replaced or purchased
* Patrol Box Inspections
	+ Schedule an inspection with each patrol whose box went camping.
		- This should be completed within the next 2 weeks.
		- Replace, Repair Equipment as needed
	+ Communicate with the Patrol leader and Patrol QM so they can anticipate the inspection.
	+ Make a list of all equipment that needs to be repaired/replaced or purchased
* If Equipment needs have been identified, log them into the QM store.
* If Gear was loaned to anyone, check if it is ready to be returned.
* Compile a **COMPLETE LIST** of EVERYTHING from the above which needs to be repaired, replaced and/or purchased.

**\*\*Before purchasing anything, it must be reviewed with the QM Coach or Scoutmaster.**