**Pre-Camping Trip QM Checklist**

* The Senior QM camping is the Head QM for packing for the weekend!
* If Troop Menu, separate food by meal, NOT PATROL
* Get a list of program items needed from the SPL
	+ Find these items and put them in the trailer
	+ Make a list of all PROGRAM equipment that needs to be purchased or not available from the troop’s equipment
		- Inform the SPL
* Review the “Equipment Repair, Replacement or Purchase” list from the previous Campout.
	+ Verify that all items needing to be repaired have been repaired
	+ Verify that all items needing to be replaced have been replaced
	+ Verify that all items needing to be purchased have been purchased.
	+ Review the list with the QMs and Coaches to develop a plan to correct the items on the list
* Verify that the “Trailer Essential” items are in the trailer and in good supply and repair:
	+ Paper towels (3 per patrol +3 for a normal weekend including Skunks)
	+ Water Jugs
	+ Etc.
* Verify that the Propane tanks have been filled as noted from the last campout.
	+ If not, then make plans to remedy this before the campout
* Put any season specific or activity specific additional items in the Trailer that scouts may need to supplement their personal gear to better enjoy the weekend
	+ Winter Clothing: Gloves, hats, snow pants, etc.
	+ Backpacking equipment: backpacks, sleeping bags, etc.
	+ Rain gear
	+ Etc.
* Patrol Equipment
	+ These items can be put in the trailer during the meeting if the Patrol Leader knows his equipment is going: Patrol Box, Tents, Fly, \*Stove, \*spider
	+ Remind Patrol Quartermasters to verify that their equipment has been repaired, replaced or purchased since the last campout
	+ Make a list of all equipment that still needs to be repaired/replaced or purchased
* If Equipment needs have been identified, log them into the QM store.
* If Gear needs to be loaned to anyone, make sure it is in good condition then check it out to them documented what and to whom
* 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.**