

WEEKEND CAMPOUT

Equipment checkout,
return inspection, and
supply tracking

QUARTERMASTER CHECKLIST

CAMPOUT		LOCATION	
DATES		QUARTERMASTER	
EXPECTED ATTENDANCE	Scouts: _____	Adults: _____	Patrols: _____

Troop Equipment

OUT	IN	QTY	ITEM	CONDITION / NOTES
			American flag	
			Troop flag	
			Flagpoles and stands	
			Troop first-aid kit	
			Fire extinguisher	
			Weather radio	
			Large water containers	
			Handwashing station	
			Folding tables	
			Common-area lanterns	
			Extra batteries	
			Large tarps	
			Rope or utility cord	
			Campsite markers / reflective tape	
			Repair and basic tool kit	
			Clipboard, pencils, and duty rosters	

Patrol Shelter Equipment

Patrol: _____

OUT	IN	QTY	ITEM	CONDITION / NOTES
			Patrol box / chuck box	
			Dining fly or canopy	
			Fly poles	
			Stakes	
			Guylines	
			Ground tarp	
			Tents	
			Tent poles	
			Tent rain flies	
			Tent stakes	
			Stake mallet	
			Tent repair kit	
			Broom or whisk brush	
			Patrol flag	

Patrol Cooking Equipment

OUT	IN	QTY	ITEM	CONDITION / NOTES
			Camp stove	
			Fuel bottles or cylinders	
			Stove lighter / waterproof matches	
			Cook pots	
			Pot lids	
			Frying pan or griddle	
			Dutch oven	
			Pot holders / heat-resistant gloves	
			Spatula	
			Serving spoon	
			Ladle	
			Tongs	
			Can opener	
			Kitchen knife	

OUT	IN	QTY	ITEM	CONDITION / NOTES
			Cutting board	
			Mixing bowl	
			Measuring cups and spoons	
			Cooler	
			Cooler thermometer	
			Patrol water jug	
			Food-storage containers	

Cleaning and Sanitation

OUT	IN	QTY	ITEM	CONDITION / NOTES
			Wash basins - three per patrol	
			Biodegradable dish soap	
			Sanitizer / approved bleach solution	
			Scrub pads	
			Dishcloths	
			Dish towels	
			Drying rack or mesh bag	
			Paper towels	
			Hand soap	
			Hand sanitizer	
			Disposable gloves	
			Trash bags	
			Recycling bags	
			Aluminum foil	
			Resealable bags	
			Toilet paper	

Fire Equipment - Pack Only When Permitted

OUT	IN	QTY	ITEM	CONDITION / NOTES
			Water buckets	
			Shovel	
			Rake	
			Fire gloves	
			Approved fire starters	
			Waterproof matches / lighters	
			Locally approved firewood	
			Kindling	
			Charcoal	
			Charcoal chimney	
			Ash disposal container	

Program and Activity Equipment

OUT	IN	QTY	ITEM	CONDITION / NOTES
			Compasses	
			Maps	
			Orienteering markers	
			Knot-practice ropes	
			Pioneering ropes	
			Pioneering poles	
			First-aid practice materials	
			Advancement materials	
			Sports or game equipment	
			Campfire program materials	
			Service-project tools	
			Work gloves	
			Safety glasses	
			Other: _____ _____	

Consumables to Replenish

PACKED	QTY	ITEM	PURCHASE / NOTES
		Stove fuel	
		Batteries	
		Trash bags	
		Paper towels	
		Toilet paper	
		Dish soap	
		Sanitizer	
		Hand soap	
		Aluminum foil	
		Resealable bags	
		Matches / lighters	
		First-aid supplies	
		Other: _____	

Pre-Departure Inspection

☐	Attendance and number of patrols confirmed
☐	Patrol menus reviewed
☐	Equipment matched to planned activities
☐	Stoves tested and fuel containers inspected
☐	Lanterns and batteries checked
☐	Tents have complete pole, fly, and stake sets
☐	First-aid kit inventoried
☐	Fire extinguisher inspected
☐	Water containers and coolers cleaned
☐	Knives and tools safely stored
☐	Equipment assigned to vehicles
☐	Trailer load secured
☐	Final trailer and vehicle walk-around completed

Return Inspection

☐	All equipment checked against checkout quantities
☐	Wet tents and tarps opened for drying
☐	Patrol boxes and cookware cleaned
☐	Coolers and water containers emptied and dried
☐	Stoves cleaned and tested; fuel stored safely
☐	Consumables recorded for replacement
☐	Damaged equipment tagged and repairs assigned
☐	Missing equipment recorded
☐	Equipment returned to its proper storage location

Follow-Up Notes

MISSING OR DAMAGED EQUIPMENT	
SUPPLIES TO PURCHASE	

Quartermaster
signature: _____

Date: _____

Adult leader verification: _____

Date: _____