

This checklist should be completed by the Troop Quartermaster or his substitute for each camping trip.

Overnight Trip: _____

Dates: _____

Pre - Departure Checklist

Date Completed

- Make sure trailer has 6 full small bottles of propane, buy if needed _____
- Make sure trailer has 2 full large bottles of propane, refill as needed _____
- Check lantern mantles and globes, buy if needed _____
- Check tire pressure _____
- Trailer properly loaded with weight evenly distributed _____
- Ensure gear in trailer is properly tied down or secure _____
- Check trailer lights (turn signals and brakes) _____
- Stow trailer chocks, close trailer top vent and check both door locks are secure _____

Campsite Arrival Checklist

- Set trailer chocks and unlock both trailer door locks _____
- Supervise unloading of Troop and Patrol Equipment _____
- Stow the trailer hitch and pin in front of trailer, lock the trailer receiver _____

Campsite Departure Checklist

- Supervise loading of Troop and Patrol Equipment _____
- Supervise taking of Patrol Equipment Inventories prior to departure _____
- Review and Sign-off on Patrol Equipment Inventories prior to departure _____
- Trailer properly loaded with weight evenly distributed _____
- Final campsite inspection for any equipment/gear (nothing left behind) _____
- Ensure gear in trailer is properly tied down or secure _____
- Check trailer lights (turn signals and brakes) _____
- Stow trailer chocks, top vent is closed and check both door locks are secure _____

Post - Trip Checklist

- Set trailer chocks and unlock both trailer door locks _____
- Stow the trailer hitch and pin in front of trailer, lock the trailer receiver _____
- Ensure that any wet tents/equipment are sent home with someone to dry and return _____
- Follow-up with Patrols on replenishment of consumables _____
- Ensure water jugs and ice coolers are empty and left open to dry _____
- Check that **NO** perishable foods or wet towels are left behind in larder or trailer _____
- Prepare any *Quartermaster's Request Forms* _____
- Open trailer top vent and lock both trailer doors _____

Quartermaster: _____

ASM - Equipment: _____