**Quartermaster day plan**

Date: August 15th 2020

Location: St. Jude’s Church outside

**8:30 – 9:00 AM Roll call, and Quartermaster assigns scouts to jobs for the day.**

 **Take out all tents from trailer and shed, move to church lawn.**

 **Take out all patrol chuck boxes and move to church parking lot.**

 **Take out any extra tent supplies / chuck box supplies totes.**

 **Two scouts take wash station setup out of troop trailer.**

 **One patrol set up wash station in church parking lot.**

**9:00 – 10:30 AM Two scouts for each chuck box to begin inventory & cleaning.**

 **One patrol work on setting up tents.**

 **All tents and chuck boxes will be inventoried and cleaned per the checklists.**

 **Any missing items scouts should check in the extra equipment totes for.**

 **Quartermaster / ASPL / SPL will check on scouts progress.**

**10:30 – 11:30AM Pizza order will be taken by an adult and order will be placed.**

 **Continue to work on duties as assigned if not finished.**

 **Assigned scouts to sweep out trailer, and take out all totes to be inventoried.**

 **Once trailer has been swept out and inventoried totes / supplies can go back in.**

 **Chuck boxes will then be returned to the shed if they need supplies.**

 **Tents that need supplies will be returned to the shed.**

 **Chuck boxes that are inventoried and cleaned and don’t need supplies will go into trailer.**

 **Tents that have been inventoried and cleaned and don’t need pieces will go into the trailer.**

**11:30AM – 12:00 PM Two scouts will clean up wash station and return it to the troop trailer.**

 **The remaining scouts will do the police line of the areas we used.**

 **All garbage will be thrown away in the church dumpster.**

 **All checklists will be handed in to Quartermaster / ASPL / SPL**

 **All scouts and adults will have lunch (pizza)**