**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)**