

TROOP 555 LEADERSHIP CONTRACT: QUARTERMASTER

Scout Name: _____

Patrol: _____

Term Start: _____ Term End: _____

Job Description: Quartermasters are elected by the Scouts to keep track of Troop equipment, to keep it in good working order and to report any equipment issues to the adult QM Advisor.

Quartermasters report to an ASPL.

Qualifications: 1st Class rank or higher

GENERAL EXPECTATIONS:

1. **Attendance:** You are expected to attend most Troop meetings, PLC meetings, service projects and outings. If you cannot attend, call the ASPL at last one day prior to tell him and arrange for a suitable substitute to perform your responsibilities.
2. **Effort:** You are expected to give this job your best effort. Be first to arrive to load gear before a campout. Do your advance work, to always Be Prepared.
3. **Uniform:** Set the example by wearing your uniform correctly and with pride at Scout activities. This means to wear the Class 'A' shirt, neckerchief with slide, BSA belt, and as many more uniform parts as possible; shirrtail tucked in, with all required insignia in the correct locations. Wear Class 'B' shirt when Class 'A' is not appropriate. Wear your Merit Badge sash to all Courts of Honor, to Scout Mass, and other formal occasions.
4. **Behavior:** Set the example by living the Scout Oath and Law in your everyday life. Show Scout Spirit and reverence in everything you say and do.
5. **Troop Growth:** Recruit and welcome new Scouts into the Troop and help them to fit in and encourage their advancement.

SPECIFIC RESPONSIBILITIES

All requirements must be completed to receive full leadership credit; Scoutmaster, a designated ASM, the adult QM Advisor, or the Scribe as noted must initial. Keep a folder with this contract and the required items listed below.

- | | Date/Initial |
|--|--------------|
| > Within three weeks of the beginning of your term, update your uniform with the appropriate POR insignia. | _____ |
| > At the end of your term, remove the POR insignia from your uniform. | _____ |
| > Attend Troop Leader Training during Term of service: | _____ |
| > Enthusiastically wear the Scout uniform as described above. | _____ |
| > Review patrols' gear lists prior to each campout. | _____ |
| > Maintain a check-out/check-in system. Put a copy in your folder. | _____ |

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> Receive gear at the end of each campout; assign cleaning if needed; _____
Check it in. If repairs are necessary, advise the adult QM Advisor and
make arrangements to secure repair prior to the next troop outing.
Maintain a log and keep it in your folder.

> Write at least one article for the newsletter (Scribe should initial.) _____
Put a copy in your folder. Date of Newsletter Article: _____

> The QM's is required to direct the loading and unloading _____
the trailer at each outing.

Outing	Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

> Attend at least 4 overnight outings: _____

Outing	Date
_____	_____
_____	_____
_____	_____
_____	_____

> If you are unable to attend an overnight outing, delegate your _____
responsibilities:

Outing	Date	Delegate
_____	_____	_____
_____	_____	_____

> At least once during your term, report to the Troop Committee on any _____
Equipment issues such as missing, worn out, or suggestions for future
needs. (Adult QM Advisor should initial.)

> Before the end of your term, take inventory of all tents, stoves, _____
cooking utensils, dutch ovens and axe box contents, documenting the
quantity and condition. Report to the Adult QM Advisor and keep
a copy in your folder.

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> Once during your term, take an inventory of the troop First Aid Kits to identify contents that need to be replenished. Dispose of damaged, outdated and expired materials. Get a list to the adult QM advisor to be restocked. _____

> Arrange at least one general garage cleaning during your term. _____
Date: _____

> At end of your term, write 3 things you think you did well and 3 lessons you learned. Review this with Scoutmaster and with your successor in office: _____

Three things I did well:

- 1. _____

- 2. _____

- 3. _____

Three things I learned:

- 1. _____

- 2. _____

- 3. _____

Reviewed with successor:

Date: _____ Scout: _____

What suggestions do you have to make this contract better?

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APPROVALS

Scout's contract-acceptance signature

date (start of term)

Scoutmaster Signature

date (end of term)