

## TROOP 555 LEADERSHIP CONTRACT: QUARTERMASTER

Scout Name: \_\_\_\_\_

Patrol Name: \_\_\_\_\_

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.

**Qualifications:** 2<sup>nd</sup> Class rank or higher recommended

### **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 least one day prior to tell him and arrange for a suitable substitute.
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 all Scout activities. This means to wear the Class 'A' shirt, neckerchief, and as many more uniform parts as possible; shirttail 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 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, or where designated, the adult QM Advisor, must initial. Keep a folder with this contract and the required items listed below.

If you think you are unable to meet any of these expectations or responsibilities, it is your responsibility to talk to the Scoutmaster.

> Within three weeks from the beginning of your term, update your uniform with the appropriate POR insignia.

Date/Initial

\_\_\_\_\_

> At the end of your term, remove the POR insignia from your uniform.

\_\_\_\_\_

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> Enthusiastically wear the Scout uniform as described above. \_\_\_\_\_

> Attend Introduction to Leadership Skills for Troops (ILST) training during Term of service: \_\_\_\_\_

Review each patrols' quartermaster equipment list prior to each campout (QM Advisor or Scoutmaster should initial) \_\_\_\_\_

> Maintain a check-out/check-in system. Put a copy in your folder. (QM Advisor should initial) \_\_\_\_\_

> Check out gear at the beginning of an outing and receive gear at the end of each outing; assign cleaning if needed. Check it in. If repairs are necessary, tell the adult QM Advisor and make arrangements to repair prior to the next Troop outing.  
Maintain a log and keep it in your folder. (QM Advisor should initial)

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

> The QM directs the loading and unloading of the trailer at each outing.

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

> Attend at least 3 overnight outings:

Outing	Date
_____	_____
_____	_____
_____	_____
_____	_____

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

Outing	Date	Delegate
_____	_____	_____
_____	_____	_____

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- > 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. (QM Advisor should initial.) \_\_\_\_\_
- > Before the end of your term, get assistant Scouts and work with adult QM advisor to make a written inventory of all tents, tent parts, ground tarps, stoves, dutch ovens, axe box contents, coolers, dining fly parts (including bungees and anchors), documenting the quantity and condition. Report to the Adult QM Advisor and keep a copy in your folder. (QM Advisor should initial) \_\_\_\_\_
- > 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. (QM Advisor should initial) \_\_\_\_\_
- > Organize and lead at least one general garage cleaning during your term Recruit other Scouts and adults to help. \_\_\_\_\_  
Date: \_\_\_\_\_ (QM Advisor should initial)
- > At the end of your term, write 1-2 thing(s) you think you did well and 1-2 lesson(s) you learned. Review this with the Scoutmaster and with your successor in office: \_\_\_\_\_

Things I did well:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Things I learned:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reviewed with successor:

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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)