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Basics of the Quartermaster’s Job
The Quartermaster is the supply and equipment boss. As a Quartermaster you must keep a current inventory of troop equipment and make sure it is in good working condition. Your job is to make sure equipment is checked out properly and that it is returned in good order. You will also report to the Scoutmaster on equipment status every three months (per quarter) or as required.

Ten Tips for Being a Good Quartermaster

1. **Keep Your Word.** Don’t make promises you can’t keep.
2. **Be Fair to All.** A good leader shows no favorites. Don’t allow friendships to keep you from being fair to all members of the Troop. Know who likes to do what, and assign duties to the Patrol QMs by what they like to do.
3. **Be a Good Communicator.** You don’t need a commanding voice to be a good leader, but you must be willing to step out front with an effective "Let’s go." A good leader knows how to get and give information so that everyone understands what’s going on.
4. **Be Flexible.** Everything doesn’t always go as planned. Be prepared to shift to "plan B" when "plan A" doesn’t work.
5. **Be Organized.** The time you spend planning will be repaid many times over. At campouts, record who agrees to do each task and clean each piece of equipment.
6. **Delegate.** Some leaders assume that the job will not get done unless they do it themselves. Most people like to be challenged with a task. Empower you’re the PLs and patrol QMs to do things they have never tried.
7. **Set an Example.** The most important thing you can do is lead by example. Whatever you do, your fellow Scouts are likely to do the same. A cheerful attitude can keep everyone’s spirits up.
8. **Be Consistent.** Nothing is more confusing than a leader who is one way one moment and another way a short time later. If your fellow Scouts know what to expect from you, they will more likely respond positively to your leadership.
9. **Give Praise.** The best way to get credit is to give it away. Often a "Nice job" is all the praise necessary to make a Scout feel he is contributing to the efforts of the patrol & Troop.
10. **Ask for Help.** Don’t be embarrassed to ask for help. You have many resources at your disposal. When confronted with a situation you don’t know how to handle, ask someone with more experience for some advice and direction.
Assistant Senior Patrol Leader – Quartermasters

Upon accepting the position of ASPL-Quartermasters (ASPL-Q), you have agreed to provide a service and Leadership to your Troop. The responsibility should be fun and rewarding. This duty description will provide you with some of the things for which you are responsible while serving as a leader in this position. The ASPL-Q is appointed by the Senior Patrol Leader with the approval of the Scoutmaster. If you have any questions, difficulties or suggestions bring them to the attention of the SPL, ASM-Q or Scoutmaster.

ASPL-Q General Duties:

- Maintain a complete record of Troop equipment.
- Maintain control of the Scout Shed and all items stored within.
- Issue Troop equipment to be used for Campouts and make sure it is returned in good condition.
- Inspect all equipment to be sure it is in good repair before placing it back in the troop inventory.
- Ensure all Troop equipment is properly stored when returned.
- Enforce procedures for issue and turn-in of troop equipment.
- Update equipment list with notes as to loss, damage, repairs done, additions, and possible equipment to be added and convey it to the ASM-Q.
- Lead and Supervise the Patrol Quartermasters in their duties
- Set a positive example for all other Scouts by following the Scout Oath, Law, Motto and proudly wearing the correct uniform to all meetings and activities.
- Responsible for loading the troop trailer for campouts or other outings.
- Perform any additional duties as assigned by the SPL or ASM-Q.
**Patrol Quartermasters**

Patrol Quartermasters are selected by the patrol leader (or elected by the patrol). Each patrol will have its own assigned Chuck Box with Lock. The Patrol QM is responsible for caring for all patrol gear and obtaining/maintaining/returning troop gear (tents, tarps, Dutch ovens, propane tanks, etc) during campouts.

**Patrol QM General duties:**

- Keeps a current inventory of patrol equipment and sees that it is in good condition.
- Checks out additional equipment from the ASPL-Q and returns any equipment properly.
- Notifies ASPL-Q of equipment in need of repair or replacement.
- Requests expendable and specialty items from ASPL-Q.
- Assists the ASPL-Q as needed.
Assistant Scoutmaster for Quartermasters

The ASM for Quartermasters is an adult Assistant Scout Master who is selected by the Scoutmaster, and working closely with the Troop Committee Equipment Coordinator, is responsible for mentoring and advising the ASPL-Q and Patrol QMs in performing their jobs.

ASM-Q General Duties:

- Supervise the ASPL-Q and QMs.
- Working with and guiding the ASPL-Q and QMs to develop a list of needed camping equipment, based on QM recommendations
- Work with the ASPL-Q on inventory, proper storage and maintenance of all troop equipment.
- Assists the ASPL-Q in establishing and maintaining an inventory control system
- Works with the ASPL-Q and QMs on proper equipment check-in and check-out
- Validates that the ASPL-Q and QMs keep equipment in good repair
- Make periodic safety checks on all Troop camping gear, and encourage scouts in the safe use of all outdoor equipment.
- Provide a request for any equipment or repair of equipment to the Committee Equipment Coordinator, to be included on the budget prior to approval by the Troop Committee.
- Report to the Scoutmaster at every ASM Leadership meeting.
- Report to the Committee when requested at any Committee Meetings.
QM Campout Planning/ Preparation
Planning for a campout involves plenty of detail. As Quartermaster, you are responsible for planning that the appropriate equipment is available for distribution to the patrols. In order to make this happen – you will need to closely coordinate with the Troop’s ASM-Q, as well as the Committee Equipment coordinator, the Camping Coordinator and the ASPL for Activities in order to know which Scouts/patrols will be attending the event, so that you may properly plan for inventory distribution.

The following provides a list of typical items that must be managed by the QM for a campout.

Tents
Tents should be assigned to patrols at the last meeting prior to the campout. Pre-assigning tents allows for a more orderly distribution at the campsite (often done in darkness). It is suggested that the assigned tents be set aside for each patrol prior to leaving for the campout. Placing items in “Patrol Piles” will make distribution easier at the campsite. Patrol Quartermasters should be responsible for distributing the tents to their patrols, ensuring proper assembly, and verifying the cleanliness and repair conditions before disassembly.

Tents should be assigned based on the number of scouts traveling. Use the campout attendance list, provided by the Outdoor Activities Coordinator. There should never be less than 2, nor more than 3 scouts assigned to a tent. Even the Camp SPL should have a tent partner in the form of one of the ASPLs.

Tarps
Each tent should be issues a tarp. As with tents, set aside the tarps for each patrol. It will make distribution easier at the campsite. Be sure to the tarps are rolled neatly. Patrol QMs are responsible for distribution of tarps to their own patrols.

Chuck Boxes
Each patrol will be assigned a Chuck Box which they will be responsible for. This contains all of their cooking equipment and miscellaneous supplies needed for a campout, including their stove. An additional chuck-box will be issued to the patrol based on the number of Scouts attending a campout. The additional Chuck Box will be pre-assigned prior to the campout – and the Patrol QM will be responsible for ensuring that all required items are inside before loading on the Trailer. The additional Chuck Boxes will only be issued if there more than 7 Scouts attending from that patrol:

<table>
<thead>
<tr>
<th># of Scouts from Patrol Attending Camp</th>
<th># of Chuck Boxes issued to that patrol</th>
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<tbody>
<tr>
<td>1 to 7</td>
<td>1</td>
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<td>8 to 16</td>
<td>2</td>
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Dining Flies
Each Patrol will receive either one or two dining flies. This number will correspond to the number of Chuck Boxes being issued. Be sure to issue the Fly, Poles, Stakes and rope. Ensure that each Fly and its
material are properly rolled-up as compact as possible. Patrol QM is responsible to ensure the flies are properly set-up and maintained.

**Action Packer**
Each patrol will be assigned an Action Packer. The number assigned will correspond to the number of Chuck Boxes being issued. The Action Packer will be used for all of the Patrol’s dry food and grocery items that do not require refrigeration. Action Packers will be issued to the Grubmasters at the Monday meeting prior to camp. The cleanliness and condition of the Action Packer is the responsibility of the Grubmaster, but any damage may be charged to the Patrol per the Troop 846 Equipment Usage policy.

**Cooler**
Each patrol will be assigned a Cooler. The number assigned will correspond to the number of Chuck Boxes being issued. The Cooler will be used for all of the Patrol’s grocery items that require refrigeration. Grubmasters will be required to provide ice for the Patrol Coolers. Coolers will be issued to the Grubmasters at the Monday meeting prior to camp. The cleanliness and condition of the Cooler is the responsibility of the Grubmaster, but any damage may be charged to the Patrol per the Troop 846 Equipment Usage policy.

**Propane/Trees/Lanterns:**
No later than the Monday meeting prior to each camping trip, the propane levels in the cylinders must be checked. If we need more cylinders, report it to the ASM-Q to get replacements/refills.

On each campout, a patrol will be issued a propane tree (if needed) and a propane cylinder. They will be issued one propane lantern for the tree. Hoses to attach the stoves should be within each Chuck Box. Extra mantels for the lanterns should be in the Quartermaster’s Box and be placed in the trailer for campout.

**Water Jugs**
On campouts with running water, plan for 1 water jug for each patrol. For campouts without running water, it will be necessary to provide additional water jugs. The SPL, Scoutmaster, Camping Coordinator and/or Equipment Coordinator will inform you if the water jugs need to be filled before leaving for a trip.

**Troop Cooking Gear (Dutch Ovens, Grates, Large Pots, Jet Cookers)**
There is a limited number of Troop-level cooking equipment that is shared by the troop. These items are issued on an as-needed basis. The ASPL-Q will ensure that the Patrol QMs keep track of which patrols are issued troop gear in the Quatermasters binder. It is important to keep track of which patrol has the gear, so that if someone else needs it, it can be found. Keeping track of the items, also ensures that the items get back into the Scout Shed and are ready for the next camping trip.
**Flags/Banners/Flagpoles**
The Troop should always bring the lashing material to raise the American Flag and Troop Flag. The flags should be stored with the First Aid Kit and all lashing material should be stored in the Scout Shed. The ASPL-Quartermasters should ensure the proper loading in the Trailer.

**Rope**
The Troop should always have sufficient spools of rope for use during outings. The rope is needed for tying up dining flies, knot & lashing practice and general use (be prepared). Sufficient rope should be on-hand for the activities planned. Check with the SPL, Scoutmaster, and/or Equipment Coordinator if more rope is required.

**Consumables**
The Troop maintains several consumable items for use on outings by the Troop. An up-to-date inventory of these items must be kept in the Scout Shed at all times. These consumables are expected to be refreshed from time to time. If items need replacing, report to the ASM-Q and the Committee Equipment Coordinator, as well as the SPL and Scoutmaster.

Troop consumables include (expected on-hand quantities are in parenthesis):

- Charcoal (10 lb bag)
- Paper plates (50) for use at COH and certain ceremonies – not for camp outs
- Propane (see section above)

**Campout Checklist**
Use this checklist to ensure all equipment needs are met for an outing

**2 Weeks Prior to Camping**
- [ ] Check Troop Gear & report any issues to ASM-Q and SPL/Scoutmaster
- [ ] Check that we have enough consumables and that lanterns
- [ ] Check levels on propane tanks and report to Quartermaster Mentor

**Meeting Prior to Camping (Camp-prep)**

**Assign Patrol Gear**
- [ ] Tents
- [ ] Tarps
- [ ] Chuck Boxes
Final Check of Consumables

- Trash bags (10 bags min.)
- Paper Towels (3 rolls)
- Aluminum foil (1 rolls)
- Charcoal (2 - 10 lb bags) if needed
- Propane Cylinders (need as many as Chuck Boxes)
- First Aid Kit
- Lantern Mantels

Day of Camping
Lay-out Tarp for Patrol Bags / personal belongings

Assemble Patrol Coolers and Action Packers

Verify Water Jugs (if needed – pre-fill them for the trip)

Perform Troop Equipment Distribution
Note: It is important to have procedures in-place to make sure that all equipment is accounted for, so that it is available for future outings. Two tools are available to you for maintaining inventory: the Quartermaster’s Binder which contains the appropriate Check-out Forms and the Equipment Inventory. Both items are needed.

Sign-out Form
All troop equipment that leaves your immediate control (that is, brought home or leaving the Church area) will need to be checked out and signed in, using the appropriate Equipment Check-out form. There are separate forms for Tents/Tarps, Patrol Equipment, and other Patrol Gear. Before each Campout, begin a new sheet, and record the outing name and date on the form. The form should be kept in the Quartermaster’s Binder.
Equipment Checkout

1. Choose the appropriate form: Patrol Equipment Checkout/In Form, Tent/Tarp Checkout/In Form, or High-Adventure Gear Checkout/In Form.
2. Enter the appropriate Campout and the Dates into the form.
3. Enter both the First and Last names of the persons being assigned the gear.
4. Enter the Tent number, Cooler Number, Action Packer number, etc as appropriate for the gear being issued.
5. **YOU MUST WRITE LEGIBLY!! QUARTERMASTER MUST ALSO SIGN. YOU ARE ACCOUNTABLE TO NOT DOING THIS CORRECTLY!**

Equipment Check-in

1. To check-in an item, just print the date it was brought back and the name of the person who accepted back this equipment.
2. Borrowed equipment must be inspected and inventoried before it is accepted back to make sure the item is clean, properly folded as in tents and tarps, and all sub items are returned.

Scout Shed Shakedown / Physical Inventory

The Scout Shed and all of the equipment it contains is the property of the Troop and is maintained for the use by the Troop. To ensure that all of the equipment in the locker is accounted for, and that it remains in good condition, the Troop must periodically take inventory of the equipment. This periodic inventory is called the "Scout Shed Shakedown."

The ASPL-Q has the responsibility for the Shakedown and should be done once every 6 months, at the time of changing responsibility between the Outgoing ASPL-Q and the Incoming ASPL-Q. All Patrol QMs – both incoming and outgoing – must participate in this Shakedown in order to make the process run smoothly and efficiently. In addition, the ASM-Q, Committee Equipment Coordinator and other ASM representatives, as well as the SPL should participate.

Shakedown Schedule

The Spring Shakedown shall be done in the last week of February or the first week of March during the transition between leadership teams. The Fall Shakedown should be done during the last week of August or first week of September. The ASPL-Q should inform the PLC to schedule this on the Troop Calendar.

Shakedown Process

(≥2 weeks) Prior to Shakedown

1. Inform the PLC of the shakedown to get it on the troop schedule
2. Inform the Troop Webmaster, so the Troop Website can be updated
3. The Shakedown is announced at the Troop meeting to remind everyone.
4. The outgoing ASPL-Q makes a copy of the list of items in the locker and reviews it with the SPL and, if necessary, the Scoutmaster and the ASM-Q.

5. Patrol QMs and adults sign up for the Shakedown. A good ratio is 10-15 Scouts and 3-5 adults.

**Shake Down Day**

The Incoming ASPL-Q takes the signup sheet and assigns duties to the Scouts as shown below. Any damaged or missing items should be noted by the Scouts and the notes given to the Incoming ASPL-Q. Use the inventory checklists to verify that all troop-level gear is present during the shakedown.

**Scout tents (4-5 Scouts)**

- □ Remove each tent from its storage bag and unroll the tents
- □ Check for damage to the material such as tears or mold
- □ Check for broken zippers
- □ Count and verify the proper number of stakes, poles, and bags
- □ Verify the proper numbering identification of the tent, the tent bag, poles and pole bag
- □ If the condition of the tent is acceptable, roll the tent up and set aside. If not, repair the tent, or mark the tent for repair.

**Chuck Boxes (3-4 Scouts)**

- □ Check the exterior of each box for damage.
- □ Open each box and remove the contents. Each box should have an inventory list inside. If not, notify the ASPL-Q.
- □ Check the interior for damage and cleanliness.
- □ Check the stoves for the proper components, strikers, and any loose fittings. Using a fuel bottle, attach each stove (one at a time) and start the stove to ensure that it works.
- □ Check the contents against the list. Throw away any old or questionable items. Make a list of what needs to be replaced.
- □ If the condition of the chuck box is satisfactory, replace those contents that are OK and close the box. If not, inform the outgoing ASPL-Q and check the most recent Equipment Check-out log to identify who last had the Chuck Box.
Dining flys, Other Troop Gear (2-3 Scouts)

- Open and inspect each of the dining flys for damage, tears, and mold. Ensure that the proper number of poles and lines are with the each fly. If the condition is acceptable, fold the dining fly and set aside.

- Pull all Dutch ovens, water jugs, coolers, tools, stake buckets, etc... from the locker

- Inspect each one for damage or rust. Clean as necessary.

- Check the supply bins for staples such as aluminum foil, tablecloth, paper toweling, etc.

Scout Shed

- Check the general condition of the interior of the shed and shelving. Look for rotted wood, broken or damaged shelves, etc... Sweep out the shed and wipe the shelves.

Shakedown Completion

- Load everything back into the shed in an organized fashion. Put everything back in their labeled places. Missing labels should be replaced.

- Submit inventory check sheets to Outgoing ASPL-Q

- With the SPL/ASM-Q, the Outgoing ASPL-Q will make a list of items that must be replaced. Once the inventory and items are verified – the Outgoing ASPL-Q will sign and the incoming ASPL-Q will sign accepting responsibility for the Scout Shed and Equipment.

- Incoming ASPL-Q will work with the ASM-Q to submit the list to the Equipment Coordinator.

- Equipment Coordinator will replace items as required and as approved by committee due to budget constraints.

- ASPL-Q will follow up, as needed, to make sure issues have been addressed

- Outgoing ASPL-Q and Patrol QMs will suggest improvements for the next Shakedown

Replacing Worn-Out Items

Eventually all troop equipment will need to be replaced, especially items which get the most use. When you think an item is worn beyond repair and the troop should buy a replacement, any Patrol Quartermasters need to tell the ASPL-Q. If the ASPL-Q agrees, he will communicate with the ASM-Q and the Committee Equipment Coordinator. The Committee Equipment Coordinator will bring it up to the
Committee. If funds are available, the Committee will authorize the Equipment Coordinator to purchase replacement items. If funds are not available, the Equipment Coordinator will add the cost of replacement items to the next troop budget.
Damaged or Lost Materials
Sometimes equipment will get damaged or lost while they are loaned out. If this happens go ahead and check the item in by writing the date returned or if the item was lost write the word “lost” and the date reported and report the loss or damage to the Scoutmaster. For items that are damaged, use yellow Caution Tape and a Marker to identify what is damaged or missing on the outside of the packaging (i.e., tent bag, Chuck Box, etc.)

There is the possibility that Damaged or Lost items will be billed to the Scouts’ Accounts due to mishandling or other unacceptable behavior. The ASPL-Q and SPL will be involved with any discussions regarding the liability of any Scouts. Final determination will be based on the Troop 846 Policy on Equipment.

Equipment Forms and Procedures
This manual, the forms, and procedures are not the final word in troop equipment procedures. They were put together simply to give us all a place to start. As the Troop (& You) become more familiar with these procedures, and we continue to improve, feel free to recommend changes; after all, this manual was designed to help you and the troop. When you think of a better method, talk it over with the ASPL-Q and the ASM-q who will discuss it with other Troop Leaders including the Equipment Coordinator and the Scoutmaster. If they agree you may then change the procedure.
Quartermaster’s PLC Report

Think: What’s the status of our equipment?

Are the patrols returning equipment in a timely manner? If not who isn’t?

Is the returned equipment cleaned and labeled? If not who isn’t

Does any equipment need to be repaired or replaced?

When is the next Locker Shakedown?
Quartermaster References

Trailer Packing List

Tent / Trap Checkout Form

Patrol Equipment Checkout Form

High Adventure Gear Checkout Form
### Trailer Packing List

(amount varies by number of Patrols going)

#### Per Patrol

- [ ] Chuck Box (1 or 2 depending on # of boys)
- [ ] 4 Chuck Box Legs /box (Be sure to match shape)
- [ ] Ice Chest – 1 per Chuck Box
- [ ] Action Packer – 1 per Chuck Box
- [ ] Propane Tank – 1 per Chuck Box
- [ ] Propane Tree – 1 per Chuck Box
- [ ] Lantern – 1 per Chuck Box
- [ ] Tents (pre-assigned to Patrols)
- [ ] Ground Cloth (pre-assigned to patrols)
- [ ] Rain Fly & Poles – 1 set per Chuck Box
- [ ] Water Buckets
- [ ] ____________________________
- [ ] ____________________________
- [ ] ____________________________
- [ ] ____________________________
- [ ] ____________________________
- [ ] ____________________________

#### Troop

- [ ] Bleach
- [ ] Boards for 3 Bucket Wash
- [ ] 3 Buckets for Wash (3 buckets per 20 Scouts)
- [ ] 3-4 Water Coolers
- [ ] First Aid Kit
- [ ] Flag Pole
- [ ] Flags (in First Aid Kit)
- [ ] QM Book
- [ ] Spare Trailer Tire
- [ ] Trailer License Plate
- [ ] Dutch Ovens (More ovens = more cobbler)
- [ ] Gatorade
- [ ] Tent Stake Box (with stakes and mallots)
- [ ] Fire Extinguisher
- [ ] Broom
- [ ] QM Box
- [ ] Spare Tent Poles and Repair Kit
- [ ] Large Tarp for Gear
- [ ] Duct Tape
- [ ] Emergency Toilet Paper Roll
- [ ] ____________________________
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### Tent Tarp Checkout/In Form

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<thead>
<tr>
<th>Tent #</th>
<th>Scout Names</th>
<th>Patrol Name</th>
<th>Who Took Tent Home</th>
<th>Date Returned</th>
<th>Tarp</th>
<th>Who Took Tarp Home</th>
<th>Date Returned</th>
<th>QM Name</th>
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**Equipment Condition:**

Out

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<table>
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<tr>
<th>Scout Name</th>
<th>Item Type (e.g. Tent, Backpack, Stove, Water Filter, Etc)</th>
<th>Item Number</th>
<th>Check-out Date</th>
<th>Check-out QM Name</th>
<th>Return Date</th>
<th>Return QM Name</th>
<th>Phone Number</th>
<th>Item Condition / Notes</th>
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Note: Use 1 line per Scout and Item. All Items must be accounted for.