

## T944 Equipment check in & check out procedures

1. Only the Troop QMs can check out equipment.
2. The Patrol QMs should check out equipment. If absent, the Patrol Leader.
3. Keys are available from the Adult QM. One key fits shed and dungeon; a separate key is required for the chapel basement.  
Backup keys: check with Scoutmaster or Assistant SM.
4. Sign out: The Patrol QM prints his name as he is receiving the equipment. He checks to make sure he is getting what he is signing for and the Troop QM confirms.
5. Sign in: The Troop QM prints his name as he is receiving the equipment. He checks to make sure he is getting what he is signing for and the Patrol QM confirms.
6. Only Scouts checking in/out equipment belong in the dungeon or shed.
7. Every piece of patrol equipment has one sheet.
8. Fill in the check in directly to the right of check out.
9. There is one check out book for the Shed (tents, canopies, lanterns, tables) and one for the Dungeon (chuck boxes, water jugs).
10. Grizzly or Troop equipment is handled by the Adult QM.