

*This checklist should be completed by the Quartermaster for each overnight trip.*

Overnight Trip: \_\_\_\_\_

Dates: \_\_\_\_\_

### Pre - Departure Checklist

Date Completed

- |   |                          |       |
|---|--------------------------|-------|
| Make sure trailer has 12 full bottles of propane, buy if needed | <input type="checkbox"/> | _____ |
| Check lantern mantles and globes, replace if needed             | <input type="checkbox"/> | _____ |
| Check tire pressure   | <input type="checkbox"/> | _____ |
| Check trailer lights (turn signals and brakes)                  | <input type="checkbox"/> | _____ |
| Trailer properly loaded with weight evenly distributed          | <input type="checkbox"/> | _____ |

### Trip Checklist

- |  |                          |       |
|--|--------------------------|-------|
| Supervise unloading of Troop and Patrol Equipment                      | <input type="checkbox"/> | _____ |
| Supervise taking of Patrol Equipment Inventories prior to departure    | <input type="checkbox"/> | _____ |
| Review and Sign-off on Patrol Equipment Inventories prior to departure | <input type="checkbox"/> | _____ |
| Trailer properly loaded with weight evenly distributed                 | <input type="checkbox"/> | _____ |
| Final campsite inspection for any equipment/gear (nothing left behind) | <input type="checkbox"/> | _____ |

### Post - Trip Checklist

- |  |                          |       |
|--|--------------------------|-------|
| Prepare any Equipment Damage Reports                     | <input type="checkbox"/> | _____ |
| Prepare any Equipment Requisition Forms                  | <input type="checkbox"/> | _____ |
| Follow-up with Patrols on replenishment of consummables. | <input type="checkbox"/> | _____ |

Quartermaster: \_\_\_\_\_

ASM - Equipment: \_\_\_\_\_