**Troop 75 Tent Check Out/Check In Policy**

Tents are a critical piece of equipment for Scouting, and we have to ensure that we are doing our all to keep this equipment in top condition and to account for all the equipment purchased by the Troop.

We’ve experienced inconsistencies in how tents are being returned from outings and have tents that have gone missing for periods of time. When tents are returned dirty or missing parts, the next scout who uses this tent has a bad experience, and that experience is typically happening late on Friday night as he and his tent mates attempt to set up the tent on a campout. This policy and procedure will help to improve our tent check out and check in process to provide a better experience for the scouts on outings and for the Quartermaster.

**Procedure:**

1. On campouts, the SPL or his representative (QM or other) will designate on the troop roster who is taking home the troop tent with the tent number, fill out a Tent Check Out/Check In form, and turn all of these items into the adult campout leader the night before the last day of the campout (see attachments).
2. At the end of the campout before the Troop dismisses (or as a scout leaves the campout separately), he will have to check in with the adult leader to verify that he has the tent and understands the Troop Tent Check Out/Check In expectations.
3. The scout will get the Check Out/Check In sheet filled out and will sign and acknowledge the policy.
4. The Quartermasters will get a copy of the SPL roster to verify who has taken home a tent.
5. The scout will turn the tent in by the agreed to date and get signed off on the Check Out/Check In sheet stating it has been received and accepted by the adult or Scout Quartermasters. Missing/damaged/broken equipment should be identified on the Check Out/Check In sheet.
6. If the tent is not in acceptable condition (wet, dirty), then the turn in will be refused by the Quartermasters and the scout will be asked to remedy the issue. The Quartermaster and/or Scoutmaster will follow up the scout and their family. Repeated issues could result in a scout not being allowed to participate in campouts until they demonstrate an understanding of how to care for and pack a tent.
7. The Check Out/Check In sheets will be maintained by the Quartermasters.
8. If a tent checked out to a scout is not returned within 14 days, the scout and his family will be notified.
9. If the tent is still not turned in by 30 days after the campout, the Scout and their family and the Committee will be notified for further discussion and follow up. If the tent is not returned, the family could be requested to replace the tent at all or some portion of the tent price (2 man tents: $132; 4 man tents $181)

**Troop 75 Tent Check Out/Check In Sheet (QM copy)**

Scout:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Campout:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tent #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4 Man 2 Man Turn in Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that this tent is my responsibility to dry, to clean, to repack and to turn back into the Quartermaster.

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Scout Date

**Tent Cleaning Instructions: Checklist for Turn in:**

1. Open tent up and hang up until dry tent dry and clean
2. Clean out leaves, dirt, sand and/or debris ground cloth dry and clean
3. Wipe down tent and ground clothe as needed tent poles present and in good shape
4. Note any missing items 10-12 stakes in stake bag
5. Reroll and turn in tent bag in good shape

Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Troop 75 Tent Check Out/Check In Sheet (scout copy)**

Scout:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Campout:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tent #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4 Man 2 Man Turn in Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that this tent is my responsibility to dry, to clean, to repack and to turn back into the Quartermaster.

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**Troop 75 Camping SPL Sheet**

