

## Troop 344 Equipment Checkout

Item	Item Number	Condition	Issued to: (Print Name)	Initials	Checkout Date	QM Initials	Condition Returned	Return Date	QM Initials

### Signing out Equipment

It is the responsibility of the Scout/Scouter signing out equipment to inspect it for damage and to make sure all parts are present. If the equipment is damaged, missing pieces, dirty or wet do not accept it from the Quartermaster; request different equipment. Initial the sign-out sheet after both you and the Quartermaster agree the equipment is in good condition. The Scout/Scouter is responsible for all equipment signed for and must return it in a clean, dry, serviceable condition.

### Signing in Equipment

The Quartermaster will inspect all equipment when it is returned to make sure all pieces/parts are present and will not accept dirty or wet equipment. The Quartermaster will inform the Scoutmaster when equipment is returned with missing pieces or damage. The Scoutmaster will examine damaged equipment to determine if the damage was through normal wear and tear or negligence and with the Troop Committee's consent determine the appropriate action concerning repair or replacement and if any fees are to be assessed. Any person not returning or losing issued equipment will be assessed the cost of replacing the missing equipment.

Condition of issued equipment: E (excellent), G (good), F (Fair), P (Poor)

Condition of returned equipment: OK (same condition as issued), D (damaged), M (missing pieces)