

Troop 542 Junior Leader Tasks at Summer Camp 2018

Table of Contents

SENIOR PATROL LEADER.....	2
ASPL FOR MEETINGS.....	5
ASPL FOR LOGISTICS.....	5
ASPL FOR PROGRAM	6
ASPL FOR PATROLS	7
PATROL LEADER AND GUIDE	8
SCRIBE	10
LEAD INSTRUCTOR.....	11
LIBRARIAN.....	12
QUARTERMASTER	13

SENIOR PATROL LEADER

OBJECTIVE:

As always, the troops objectives at camp are to have fun while avoiding injury and damage to property. You, as the SPL, have the objective of making this happen. Being the SPL of a troop our size is a big job. It's also an amazing opportunity to really learn something about leadership and organizational skills. If you approach it with a positive "can do" attitude, and a willingness to devote yourself to the job, this will be a once in a lifetime experience. Here is a plan for camp based on our years of experience. You and the Scoutmaster form a team in the Troop so reach out for help as needed.

BEFORE CAMP:

- Find out from the Scoutmaster if there are any changes to the program from previous years
 - Campwide activities
 - Other activities the camp may have to offer
- About a month before camp call a leadership corps meeting. You need patrol leaders, guides, quartermaster, scribe, librarian, and ASPLs. We'll cover the following topics:
 - Tent pairings, it's really important for each Scout to know who he's bunking with.
 - If a patrol has an odd number, the PL should share with another PL or have a tent of their own
 - Equipment for our outpost hike (avoid asking new Scouts to buy it)
 - Plans for camp activities
 - Differences from previous years
 - Advancement plans need to go to the Scribe
 - COPE participants must mail applications to the camp a couple of weeks ahead
 - Delegate responsibility for the Cradle of Liberty Troop Award to an ASPL
 - Responsibilities of each Jr. Leader as outlined in this handout
 - Skits for the Troop Campfire and props if needed
 - PLs and Guides need to get back to you 2 weeks before camp
- Two weeks before camp:
 - Make sure your ASPLs know their assignments and are on top of them (see ASPL job description)
 - You should have the tent pairings from all PLs and Guides. If not, follow up
 - Have COPE participants sent in their applications
 - How are preparations for activities in camp going?
 - If you don't have all this information follow up.
- One week before camp:
 - Make sure you have a whistle and a notebook.
 - Follow up on camp awards and make sure our program includes the required items
 - Review the schedule in the camp booklet we distribute. Make sure you understand it fully.
 - Using an ASPL, touch base with the Scribe, QM, and Librarian to make sure everything is getting done.
 - Remember that you are the key to the troops success at camp. You must keep enough free time to allow you to carry out your duties.
 - Do not plan any 9:00 classes for yourself. You are expected to make sure the patrols have finished their morning duties. You are then required to lead our 9:00 daily leadership meeting.
 - Do not plan to take COPE, do an OA ordeal or any merit badges that will require work outside of class. Your extra time should be devoted to your leadership responsibilities.

GETTING STARTED ON SUNDAY:

- Arrive at the church 1/2 hour before the scheduled departure time:
 - Arrange for an adult and one of your assistants to arrive early and collect all medications and any additional paperwork:
 - Health and medical record form signed this year by parent and physician
 - Drug Administration Form
 - Medications, if any, in zip lock with Scouts name and troop number clearly marked (ASPL should bring zip lock bags and a marker)
 - Key or combo to footlockers
 - **Assembly 1, At the Church:** -When everyone has arrived, fall them in:
 - Explain that the whistle means drop what you're doing and fall in.
 - Mention that tent pairings are all arranged (if anyone doesn't know who he's with, tell him).

- Tents will be in patrol areas which you will assign as soon as we get to our site. Scouts must wait till you assign their patrol an area before they move into a tent.
 - When the Scouts get to camp they should unload the cars (including troop gear) as quickly as possible, move into their tents, and get into their bathing suits.
 - **Assembly 2, At lunch at Resica Elementary:**
 - Explain arrival procedure
 - Be sure drivers are paying attention and know to move cars immediately after unloading
 - Explain tent move in procedure again
- When you arrive in camp:
 - Arrange for help for your personal gear
 - Define the patrol areas (put out flags/stands). Get your assistants busy facilitating the moving in process.
 - Introduce yourself to our campsite host and go with him to inspect our site.
 - As soon as everyone is in camp blow the whistle to fall everyone in:
 - Tell them to put on bathing suits for the swimming test and tour.
 - Tell them that they must be in uniform at 5:00 each day starting today.
 - Assign a fire Marshall and have him post the fireguard chart.
 - Get the patrol leaders to assign **experienced waiters** for Sunday's dinner (or partners for learning).
- **Assembly 3, Before Retreat:** At 5:30 fall everyone in again (in uniform):
 - Review how to stand at attention, parade rest, and fall in in retreat formation.
 - Go over standard troop rules for camping.
 - Remind each Scout to make sure the scribe knows what advancement he will work on.
 - Tell everyone to return to the site immediately after dinner so you can give them more information.
 - Remind everyone that the Scout sign means, "Please be quiet."
 - Send the waiters at proper time.
 - Take the troop to the parade ground and show them where to fall in for retreat.
- **Assembly 4, After Dinner:** Assemble the troop on benches around the fire ring: It's possible the camp will hold an SPL meeting at this time. If this happens delegate the troop gathering to one of your ASPLs. This needs to be done quickly because there won't be much time between dinner and the opening campfire. Here are the key points that need to be discussed.
 - Tell everyone they must be in the campsite every day from 11:30 till lunch, from 5:00 till dinner (in uniform), and after 10:00 PM.
 - Tell them that each patrol will have a meeting after lunch each day.
 - There will be a leadership meeting after the Sunday campfire, then each day at 9:00 am. Tell the patrol leaders to bring waiter assignments for the week to the Sunday night meeting.
 - Explain campsite cleanup: This will need to be started before breakfast since we've got very little time after breakfast. You need to get tent flaps rolled, get inside of tent neat and clean, no litter in or around tent, no litter in Patrol's area.
 - Each day, one patrol will be assigned to latrine duty in the morning. This will also need to be done before 8:45. They must move fast since they also have their normal cleanup duties.
 - At 8:45 each morning we'll fall in and dismiss Scouts for 9:00 classes. Those left in camp (including all patrol leaders and guides) will complete any unfinished cleanup chores.
 - Ask if anyone wants to do the Polar Bear Swim. Get this written down so we can wake them up.
- At the Sunday night Jr. Leader's meeting:
 - Lay out the week's schedule. Include camp wide activities, troop activities such as Outpost, troop boating, troop shoot, troop swim, and service project time. (post this on the bulletin board)
 - Agree to a schedule for latrine duty by patrols. (post this on the bulletin board)
 - Compile a complete waiter's schedule. (post this on the bulletin board).
 - Review the requirements for the Cradle of Liberty Troop Award, agree on how we'll complete them.
 - Review the plans for campsite cleanup each morning.
 - Remind everyone of the 9:00 daily meeting.
 - Tell the patrol leaders to schedule a patrol meeting for after lunch each day to review items that come out of that morning's leadership meeting.

THROUGH THE WEEK AT CAMP:

Work our troop activities in around the camp wide activities. Get the whole week scheduled by Sunday night. Plan for each thing ahead of time. Work with the other junior leaders to make sure we have good communications and all of these items run smoothly.

1. Scouts interfering with other Scout's belongings can't be tolerated. Make sure you and all the other junior leaders are on guard for such things and stop them before they happen.
2. SPL meetings - Be prepared to attend the camp's SPL meetings at lunchtime each day.
3. Outpost - Delegate the main responsibility for Outpost to the ASPL for Activities, but the ASPL for Patrols should also be making sure each Patrol is ready. With the ASPLs, patrol leaders, guides and QM, make sure everyone is properly packed, properly equipped, and ready to go at the correct time.
4. Vespers – This will be on Wednesday evening (Jewish service Friday), make sure it's included on our schedule.
5. Make sure you know when miscellaneous camp activities are scheduled. Try to avoid conflict with them, and encourage Scouts to participate in them.
6. Troop campfire and pizza party - Work this into our schedule. Delegate your ASPL for Communications to make sure all patrols have skits and be prepared with good cheers, walk-ons, and lots of enthusiasm.
7. Twilight boating - This is scheduled for Thursday evening, work it into our schedule.
8. Camp wide game. - Ask the host about this and make sure you know what it will be and when it will happen. Work it into our schedule.
9. Anything needed for the Unami Award and Cradle of Liberty Troop Award - The ASPL for the Troop should organize this. You just need to make sure it happens.
10. Daily campsite cleanup. - Before 9:00 you shouldn't think about anything else. Delegate the ASPL for Patrols to supervise latrine cleanup (one patrol is responsible each day.)
11. Advancement Record Keeping - The scribe will take care of this, but you and the other Jr. Leaders should plan to help with the book keeping. It is also important that you offer all the Scouts encouragement.
12. Advancement Below First Class - Delegate the ASPL for Communications to be responsible for this, but pay attention yourself to be sure it starts on Monday. All Scouts not on track prior to camp should plan to advance.
13. Quartermaster and Librarian - You and the ASPL for the Troop should be aware of what these Scouts should be doing and making sure it happens.
14. Troop service project - This will be part of the Cradle of Liberty Troop award, and the ASPL for the Troop should organize it. You just need to make sure it happens.

DEPARTURE DAY:

On our last day in camp you need to be concerned with the following.

- Tent and latrine clean up.
- Make sure everyone knows who they are riding home with.
- The QM and Librarian should be making sure to get everything back.
- Our Host will be back for the site inspection. Plan to walk around with him again.

ASPL FOR MEETINGS

OBJECTIVE:

The ASPL for Meetings is responsible for Troop activity options during down time, and helping scouts approach the activities with enthusiasm and safety. You are also responsible for ensuring the Librarian is doing his necessary preparations.

THROUGH THE WEEK AT CAMP:

- Learn the camp schedule and coordinate Troop based activities around that schedule
- Help the Librarian ensure use and accurate recording of the Troop Library
- Work with the Bugler to help them keep the Troop's schedule in camp
- Preparations for outpost hike
 - Fill out the food order, turn it in, and get Scouts to help you pick it up.
 - Work with the ASPL for Logistics to ensure the quartermasters have the equipment distributed
 - Work with the ASPL for Patrols to make sure all patrols are ready to go
 - Schedule times for groups to leave camp and make lists of who will be in which group.
- Share in assuming the duties of any other ASPLs who aren't attending camp

ASPL FOR LOGISTICS

OBJECTIVE:

ASPLs are responsible for all the supporting junior leaders. At camp, the ASPL For Logistics must ensure the Scribe, Quartermaster, and Outdoor Ethics Guide are getting their jobs done. Read the instructions for each of these positions below. Make sure each of these junior leaders does his job.

BEFORE CAMP:

- Review the Cradle of Liberty Troop Award requirements and plan ahead to complete
- Ensure the quartermasters are getting the equipment ready
- Ensure the scribe is gathering advancement data
- Contact the SPL and Scoutmaster if you discover issues

THROUGH THE WEEK AT CAMP:

- Oversee the activities of the Scribe, Quartermaster, and Outdoor Ethics Guide
- Troop Award
 - Study the requirements for this before you get to camp.
 - Make a plan for addressing everything that needs to be done to earn the Cradle of Liberty Troop Award
 - Work with the Outdoor Ethics Guide to organize the conservation project.
 - Get the necessary items into the troop's schedule.
- Share in assuming the duties of any other ASPLs who aren't attending camp

ASPL FOR PROGRAM

OBJECTIVE:

ASPLs are responsible for all the supporting junior leaders. At camp, the ASPL For Program is responsible for helping Scouts and patrols participate in camp programs, ensure camp messages are delivered and working toward the success of the Troop campfire.

BEFORE CAMP:

- Learn the camp program schedule and theme
- Encourage patrols to bring costumes or props for campfire and camp games
- Work with patrol leaders and guides to ensure proper planning for th troop campfire
- Prepare necessary message board information to post in camp upon arrival

THROUGH THE WEEK AT CAMP:

- Work with the Chaplain Aide to encourage Troop participation in worship opportunities
- Maintain a consistent schedule and help the SPL remember key times for events
- Evening events including troop campfire and pizza party
 - Know the evening program and make sure the troop participates with enthusiasm
 - Work with the patrol leaders to make sure all patrols have good skits that follow our guidelines.
 - Be prepared yourself with good cheers, walk-ons, and lots of enthusiasm.
 - Invite some staff members to our campfire (ensure the adults know how many to plan pizza).
- Share in assuming the duties of any other ASPLs who aren't attending camp

ASPL FOR PATROLS

OBJECTIVE:

ASPLs are responsible for all the supporting junior leaders. At camp, the ASPL For Patrols must ensure the Patrol Leaders and Guides are getting their jobs done. Read the instructions for each of these positions below. Make sure each of these junior leaders does his job.

BEFORE CAMP:

- Together with the SPL, make sure all PLs and Guides have been in touch with their members, discussed camp details with everyone in their patrols, and have the tent pairs worked out to everyone's satisfaction.
- Before camp make sure PLs have arranged for needed equipment for the outpost hike
- Contact the SPL and Scoutmaster if you discover issues

THROUGH THE WEEK AT CAMP:

Work with the SPL to divide these responsibilities among the ASPLs in camp.

- Oversee the activities of the Patrol Leaders and Guides
- Preparations for outpost hike
 - Work with PLs and guides to make sure every patrol is ready.
 - Using the instructors and guides, make sure everyone gets properly packed
 - Make sure that all packs fit each Scout.
 - The sleeping bag should be securely tied down.
 - Scouts should pack only minimal clothing.
 - Scouts should have silverware, a dish, and a cup.
 - Scouts should bring a towel, raingear, a swimsuit, and a flashlight.
 - Each tent pair must carry a troop tent
 - Each Scout must have at least 1 water bottle
 - Ensure all food is being carried or transported to the campsite
- Daily campsite cleanup.
 - Between 7:15 and 7:45 you shouldn't think about anything else.
 - Supervise latrine cleanup (one patrol is responsible each day, but you make sure it's done right.)
- Assume the duties of any other ASPLs who aren't attending camp

PATROL LEADER AND GUIDE

OBJECTIVE:

As always, the troop wants to have fun while avoiding injury and damage to property. Your objective is to make this happen for your patrol. The Scoutmaster, SPL and ASPL's are there to help support you, but try to work out patrol issues internally before bringing them up the chain. Ask for help as needed and do not let conflicts fester (deal with them immediately!).

BEFORE CAMP:

- Tent assignments
 - If your Scouts are unhappy with them it may spoil their week at camp and they may become homesick. Tents will be assigned by patrol. Make lots of phone calls to work this out.
 - Here are the ground rules:
 - Let the Scouts pick their tent mate and keep friends together.
 - You and all your patrol members must be in your patrol's area.
 - No Scout should be in a tent by himself, even for one night
 - Scouts should not tent with their dad unless their dad will be there all 6 nights.
 - If you have an odd number of people, you will share the tent with the PL of another patrol.
 - Make sure everyone knows who his tent mate will be, and is happy.
 - Work out your patrol's waiter assignments in advance. Be sure to take each Scout's schedule constraints such as COPE and boating classes into account when scheduling waiters.
 - Call the SPL by the posted deadline before camp and report your tent and waiter assignments.
 - When you get to camp find out where your patrol's area is and help the whole troop get tent assignments figured out before a mad scramble starts.
- **Call every Scout** in your patrol who is signed up for camp. Make sure:
 - He has all the required medical forms with proper parent and doctor signatures
 - He knows to wear a class A uniform and bring a class B
 - He knows to be at the church by **8:30 AM**
 - He knows who he will be sharing a tent with.
 - He knows how to give us his advancement information
 - He knows how to sign up for special activities at camp
 - Answer other questions he may have
- Make sure your patrol has the equipment you need for our outpost hike without asking anyone to buy any. Try to get patrol members who have extra items to bring them. The troop has some backpacks and mess kits to loan. You are responsible to get the equipment and have it ready before you get to camp.
 - Backpacks + water bottles + Mess kits + Vittles kits
- Learn what special activities there will be at camp and prepare for them
 - We always have a troop campfire
 - The camp may have other events or competitions
- As a patrol leader you will have a lot of responsibilities to the other members of your patrol. First time campers really need you to look out for them.
 - Keep a lot of free time in your schedule to help your patrol members with their advancement.
 - Check with the Scoutmaster if you're thinking of taking something intense like project COPE.
 - Review the daily schedule in our summer camp guide book.

AT CAMP:

- Scouts interfering with other Scout's belongings can't be tolerated. Make sure you and all the other junior leaders are on guard for such things and stop them before they happen.
- Set the standard for behavior
 - Support the SPL
 - Show enthusiasm and be prepared and on time yourself.
 - Follow the rules.
- First day
 - Get your patrol settled in its area.
 - Get everyone out in their bathing suit to go take the swim test.
 - Get everyone ready on time to fall in and learn about retreat.

- Push everyone back from dinner for the all troop meeting.
- Attend Sunday night's Jr. leader's meeting and help plan the week's schedule.
- Daily campsite cleanup.
 - Between breakfast and 8:45 you shouldn't think about anything else.
 - One patrol does latrine cleanup each day, when it's your turn, make sure it's done right.
- Junior Leader's Meetings - every day at 9:00, your attendance is required.
- Patrol meetings
 - You are expected to have a patrol meeting every day after lunch.
 - Tell the Scouts about the things that were discussed at the 9:00 Jr. Leader's Meeting.
- Outpost Hike
 - Help everyone in your patrol get properly packed equipped, and ready on time.
 - You'll need to help your patrol members get their meals cooked.
 - It's important we get everyone packed and out in the morning so we can get back for breakfast and not miss any classes.
- Advancement
 - It's important to everyone in your patrol that they go home from camp with a couple merit badges.
 - Give them help and encouragement.
 - Talk to each of them every day about the badges they're working on. If you see problems, get help from the scribe and adult leaders.
- Guides
 - Plan to attend any afternoon activities you can with your patrol
 - Invite older Scouts to hang out with the patrol or play games with your patrol members
 - Work with your partner Guide to ensure coverage at all necessary times
- Troop Campfire – Make it the best of the week
 - Rehearse your skit before the campfire. Prepare props if you need them.
- Everyone Has Fun
 - You are a key person in making sure everyone in your patrol has fun.
 - Pay attention to what's going on around you. Watch for:
 - Scouts who might be a little homesick.
 - Scouts who aren't making good advancement progress.
 - Scouts who are picking on other Scouts (stop this if you see it)
 - Scouts who don't know what is going on.
 - Get help from the SPL or an adult if you notice a problem.

SCRIBE

OBJECTIVE

Your job is to help everyone accomplish their advancement goals, and make sure everyone earns enough badges to go home proud of themselves. You are also responsible to make sure the paperwork is complete and correct, reviews are scheduled, all the badges are presented at the campfire in September, and all the computer records are updated. Although your task is large, utilize the help of your assistants and ask for help from the ASPL's, PL/Guides, and adults as needed.

BEFORE CAMP

- Make sure you have the scribe's book and troop records. Be sure to find out where the records are and make sure all the newest Scouts are listed. Ensure you are able to login to Scoutbook ahead of camp.
- Every Scout is supposed to turn in his advancement objectives. Get a list of who's going to camp and make sure we have received MB signups from each one. Make a list of all the merit badges, rank advancement, other advancement goals (Tote-N-Chip, etc.), and activity badges (snorkeling, polar bear swim etc.) that the Scout plans to try for.
- Meet with your assistants to review camp procedures and how they can help you throughout the week.

AT CAMP

- On Sunday, you and your assistants must meet with each Scout. Make sure your list is correct and update it with changes. Always maintain a MASTER copy of the spreadsheets.
- Expect to stay up late Sunday making changes and checking blue card information.
- Review everyone's progress with them on Tuesday and again on Thursday. If someone is having trouble help them get help. Ask the PL/Guide and the Instructors to work with the Scouts who are having trouble. We want everyone to earn at least one badge.
- On Friday night, plan to stay up late completing all records.
- You are then required to attend our daily leadership meeting.
- At the end of the week, ensure Polar Bear and additional information is accurate and patches needed from camp are purchased.

AFTER CAMP

- Provide all records to the adult in charge of advancement so that paperwork can be filed and badges can be purchased.
- Prepare envelopes for each Scout with all the badges he earned. These will be presented at the September opening campfire.

LEAD INSTRUCTOR

OBJECTIVE

Your responsibility is to try to make sure everyone who has been in the troop for a year, but isn't First Class yet advances at least one rank at camp. This doesn't apply to new Scouts who joined this year.

BEFORE CAMP

- Review the requirements for Scout, tenderfoot, second class and first class, so you'll have an idea what the Scouts will need to do.
- Obtain a troop roster sorted by rank so you'll know where the Scouts stand.
- Obtain a list of Scouts going to camp so you'll know who will be there.
- Ensure you have copies of current advancement status for the scouts below 1st Class.

AT CAMP:

- Get together with the other instructors (use the assistants), PL's and the ASPL to divide up the work.
- Figure out what is needed to help the Scouts advance a rank.
- Using other junior leaders and adult leaders, try to be sure each Scout does what he needs for his next rank.
- Ensure every Scout in camp has Tote-N-Chip before he goes home. New Scouts may need this for MBs right away. Plan a Monday class if needed.

LIBRARIAN

OBJECTIVE:

Your responsibility is to make sure everyone has access to all the books they need to do a good job with their advancement. This begins with having merit badge books available. More than that, it means having other reference books available and letting the Scouts know you have them so they will be well used.

BEFORE CAMP:

- Go through the troop library. Get a copy of the list of badges offered in camp that we handed out at the pre-camp meeting in June. Look up each badge on meritbadge.org and determine the latest **requirements revision**. Now check the merit badge pamphlets for each offered badge in our library, and compare the **date they were printed** (not the copyright date) to the date of the latest requirement revision. Set aside any that were printed before the requirements were updated. Once you've done that, make a list of camp badges for which we have no pamphlets left, and provide it to the Scoutmaster. He'll determine how many of each we should purchase. Once he has done that, you can go to the Scout Store and buy them. Save the receipt and the Troop will reimburse you.
- Ensure all Troop books have the identifying stamp in the front cover
- Make sure we have a "Star Finder" in good condition. If not, buy one of those too.
- Set up a card file or sign up sheet that you'll use to track who has which book so you can get them all back.
- Get familiar with all the books and materials we have in the library.
- Plan to make an announcement on the first day of camp explaining what you have and how and when Scouts can get them from you.

AT CAMP:

- Open the library at scheduled times each day
- Make announcements several times during the week to remind people that the library is there
- Keep records of who has the books
- Make sure all books are back by dinner on Friday.

QUARTERMASTER

BEFORE CAMP

- Check the condition of equipment. There is no good place to purchase equipment items:
 - Make sure all propane tanks are filled.
 - Make sure none of the lanterns are broken.
 - Check the first aid kit to be sure it's stocked.
 - Make sure the battery lanterns are charged for use on Sunday night.
- Bring the lantern boxes. Make sure they have the following:

Extra lantern mantles.	Matches	Wrench
8 working lantern heads	Pipes and fittings	
- Be sure the Eagle patrol box exactly matches our Patrol Box list (it will be used for teaching).
- Bring the Adult food box. Make sure it has a supply of dish soap, handiwipes, plastic spoons, coffee and SOS pads. If we don't have these items buy them.
- Bring one of the adult patrol boxes for cooking practice and evening cooking.
- Inventory the First Aid Kit and ensure it is fully stocked.
- Bring the "Jay" misc box, but clean it out first. Set aside items that will not be needed for summer camp. Then make sure all of the following key items are in it. If we don't have them buy them and bring them along:

Clock	Bugle
4 Rolls of toilet paper	Thermometer
- Check the shed for the following items. If we don't have them buy them and bring them along:

24 Rolls of paper towels	Large pump bottle of hand sanitizer
2 refillable hand soap pump bottles	Gallon jug of liquid hand soap
Twenty 30 gallon trash bags	At least 20 one gallon zip lock bags
- Bring a combined Rope and Ax Box with enough rope to set up an ax yard, put up clothes lines, and make a gateway using lashings. Two hand axes, two good bow saws, the sharpening tools, and a couple of hammers for driving stakes would be appropriate.
- Bring all equipment we need for camp:

Item	Number Needed
Propane tanks	10
First aid kit	1
Lantern heads	22
Battery lanterns with charger	All
80 Cup coffee pot	1
Smaller coffee pot	1
Coffee thermos	1
Coolers	9 (1 per patrol + adult)
White board	1
Tents	As needed (check roster, bring extras)
Water jugs	6

Water cooler	1
Patrol flags and stands	All
American & troop flags & stands	All
Dining flys	TBD
Dutch Ovens	6
Charcoal	5-6 bags
Charcoal chimneys	4
Newspaper	A Bunch
Adult Stoves	2
Length of garden hose	1
Wood tables & benches	5 Tables, All benches
Plastic tables	TBD
Misc. items you're unsure about	Just bring them

- Find out from Patrol Leaders and Guides if any loaner backpacks are needed. Arrange to give these to the people who need them before we leave for camp.
- Don't plan too much advancement. You are expected to devote time to your duties while in camp.

AT CAMP

- Place the equipment in the site where it is needed. Make sure it is safe from rain. We will have a supply tent available.
- Issue equipment to those who need it, make sure you keep track of who has what and get it back.
- Work through the patrol QMs to equip each patrol with tents and stoves for Outpost. Write down who took what, and make sure the patrol QM brings it all back to you.
- Work with the guides and instructors to teach the new Scouts how to set up a tent and care for the equipment before you issue any to them.
- Take some time during the week to fix up and clean up the troop gear that's at camp.
- At the end of the week make sure the troop's equipment is safely loaded into vehicles and returned to the equipment shed.
- Maintain the Troop trailer on site throughout the week and keep gear clean and organized.
- Plan to help the SPL escort the site host at the end of the week and make sure all the camp's equipment is in the same condition as when we arrived.