SCOUTS BSA • TROOP 121

Grubmaster & Quartermaster Patrol Box Binder

Buffalo Patrol

Role	Name (write in)
Patrol Leader	
Assistant Patrol Leader	
Patrol Quartermaster	
Troop Quartermaster	
Grubmaster (this campout)	

Patrol members (write in)

#	Name	#	Name
1		7	
2		8	
3		9	
4		10	
5		11	
6		12	

Patrol Box # / ID: _____ **Binder lives in:** _____ **Year:** _____

THE GOLDEN RULE
Inventory is completed at the END of every campout, BEFORE the patrol box is closed and stowed in the trailer. No signed inventory sheet = the box is not done.

How to Use This Binder

Keep this binder IN the patrol box. It travels to every campout and comes home with the box.

The problem this binder solves: at the start of every campout nobody knows what is left in the patrol box. The fix is simple. Count everything at the end of each campout, write it down here, and hand the restock list to the next Grubmaster.

Roles

Role	Responsibilities
Grubmaster (rotates each campout)	Plans the menu with the patrol using the Meal Planning Worksheet and Menu Planner. Checks the latest End-of-Campout Inventory and Staples List BEFORE shopping. Builds the shopping list, buys the food, keeps the receipt and turns it in for reimbursement. Leads cooking and makes sure the kitchen is cleaned up.
Patrol Quartermaster	Owns the patrol box. Checks equipment out and back in. Leads the End-of-Campout Inventory, marks broken, missing or dirty items, and puts anything that needs replacing on the Restock List. Gives the completed sheet to the Troop Quartermaster.
Patrol Leader	Assigns the Grubmaster and builds the Duty Roster so every Scout cooks and cleans. Signs the End-of-Campout Inventory with the Patrol Quartermaster.
Troop Quartermaster	Checks boxes before they go into the trailer, keeps track of troop-owned gear and fuel, and helps get worn equipment replaced.
Adult leader	Coaches; does not do it for the Scouts. Signs as inspector at the end of the campout.

The campout cycle

When	What to do (and which page)
1. Planning (PLC / patrol meeting)	Grubmaster pulls the most recent End-of-Campout Inventory, fills out the Meal Planning Worksheet and Menu Planner. Anything marked LOW or OUT on the Staples List goes on the Shopping / Restock List. Patrol Leader fills in the Duty Roster.
2. Shopping	Buy ONLY what is on the Shopping / Restock List. Check items off as you buy them. Keep the receipt and tape it to the list.
3. At camp	Follow the Menu Planner and Duty Roster. Keep food cold, cook safely, clean as you go.
4. End of campout	Patrol Quartermaster leads the End-of-Campout Inventory with the patrol. Mark counts and condition. Patrol Leader and an adult leader sign. Restock needs go on the next Shopping / Restock List.
5. After the campout	Turn in the receipt for reimbursement. Report broken or missing gear to the Troop Quartermaster.

Reimbursement

The Grubmaster buys food for the patrol and sends the receipt to the Troop Treasurer, copying the Scoutmaster. Write the patrol, campout and Grubmaster on the receipt. Confirm the current rules and any budget per Scout with the Scoutmaster.

Equipment Checklist (1 of 2)

Target Qty is set by the patrol. Check Out / Check In at each campout.

Cooking

Item	Target Qty	Out ✓	In ✓	Condition / notes
Two-burner propane stove		☐	☐	
Propane cylinders (1 lb) / adapter hose		☐	☐	
Dutch oven + lid lifter		☐	☐	
Large stock pot with lid		☐	☐	
Medium pot with lid		☐	☐	
Frying pan / skillet		☐	☐	
Griddle		☐	☐	
Coffee / water pot		☐	☐	
Spatulas (2)		☐	☐	
Serving spoons (2)		☐	☐	
Slotted spoon		☐	☐	
Ladle		☐	☐	
Tongs (2)		☐	☐	
Whisk		☐	☐	
Can opener		☐	☐	
Vegetable peeler		☐	☐	
Chef knife + sheath		☐	☐	
Paring knife		☐	☐	
Cutting boards (2)		☐	☐	
Measuring cups & spoons		☐	☐	
Mixing bowls (2)		☐	☐	
Pot holders / oven mitts		☐	☐	
Lighter / matches (waterproof)		☐	☐	
Aluminum foil		☐	☐	

Equipment Checklist (2 of 2)

Target Qty is set by the patrol. Check Out / Check In at each campout.

Cleanup

Item	Target Qty	Out ✓	In ✓	Condition / notes
Wash basins (3: wash, rinse, sanitize)		☐	☐	
Dish soap (biodegradable)		☐	☐	
Sanitizer tablets / bleach		☐	☐	
Scrub pads / sponges		☐	☐	
Dish towels		☐	☐	
Trash bags		☐	☐	
Paper towels		☐	☐	
Hand-wash station / soap		☐	☐	
Food scraper / strainer		☐	☐	

Camp & safety

Item	Target Qty	Out ✓	In ✓	Condition / notes
Dining fly / tarp + poles		☐	☐	
Table cloth		☐	☐	
Water jugs (2)		☐	☐	
Lantern + batteries / fuel		☐	☐	
First aid kit (patrol)		☐	☐	
Fire extinguisher / fire bucket		☐	☐	
Rope / bungee cords		☐	☐	
Duct tape		☐	☐	
Zip-top bags (assorted)		☐	☐	
Cooler(s)		☐	☐	
Ice / ice packs		☐	☐	

Staples List

Check the level of each staple at the end of every campout. LOW or OUT goes on the Shopping / Restock List.

Staple	OK	Low	Out	Staple	OK	Low	Out
Salt	☐	☐	☐	Peanut butter	☐	☐	☐
Pepper	☐	☐	☐	Honey	☐	☐	☐
Garlic powder	☐	☐	☐	Coffee / tea / cocoa	☐	☐	☐
Chili powder	☐	☐	☐	Drink mix	☐	☐	☐
Cinnamon	☐	☐	☐	Rice / pasta	☐	☐	☐
Sugar	☐	☐	☐	Oatmeal	☐	☐	☐
Brown sugar	☐	☐	☐	Pancake mix	☐	☐	☐
Flour	☐	☐	☐	Paper plates	☐	☐	☐
Cooking oil / spray	☐	☐	☐	Cups	☐	☐	☐
Syrup	☐	☐	☐	Plastic utensils	☐	☐	☐
Ketchup	☐	☐	☐	Napkins	☐	☐	☐
Mustard	☐	☐	☐	Zip-top bags	☐	☐	☐
Hot sauce	☐	☐	☐	Foil	☐	☐	☐

Other staples: _____

Staples are shelf-stable only. Perishables (bread, eggs, etc.) go on the Shopping list.

End-of-Campout Inventory (1 of 4)

Complete BEFORE the patrol box is closed. Mark anything broken, missing or dirty.

Campout / location: _____ Date: _____ Grubmaster (write in): _____

Item / area	Count	Clean ✓	Broken / missing	Needs restock
Stove + fuel		☐		
Pots & pans		☐		
Utensils & knives		☐		
Cutting boards		☐		
Wash basins & cleaning supplies		☐		
Dining fly / tarp		☐		
Water jugs		☐		
Lantern		☐		
First aid kit		☐		
Cooler(s)		☐		
Trash bags / paper goods		☐		
Staples (see Staples List)		☐		

☐ Receipt taped to Shopping sheet ☐ Receipt turned in to Troop Treasurer ☐ Gear issues reported to Troop Quartermaster

Patrol Quartermaster signature: _____ Patrol Leader signature: _____

Adult leader (inspector) signature: _____

End-of-Campout Inventory (2 of 4)

Complete BEFORE the patrol box is closed. Mark anything broken, missing or dirty.

Campout / location: _____ Date: _____ Grubmaster (write in): _____

Item / area	Count	Clean ✓	Broken / missing	Needs restock
Stove + fuel		☐		
Pots & pans		☐		
Utensils & knives		☐		
Cutting boards		☐		
Wash basins & cleaning supplies		☐		
Dining fly / tarp		☐		
Water jugs		☐		
Lantern		☐		
First aid kit		☐		
Cooler(s)		☐		
Trash bags / paper goods		☐		
Staples (see Staples List)		☐		

☐ Receipt taped to Shopping sheet ☐ Receipt turned in to Troop Treasurer ☐ Gear issues reported to Troop Quartermaster

Patrol Quartermaster signature: _____ Patrol Leader signature: _____

Adult leader (inspector) signature: _____

End-of-Campout Inventory (3 of 4)

Complete BEFORE the patrol box is closed. Mark anything broken, missing or dirty.

Campout / location: _____ Date: _____ Grubmaster (write in): _____

Item / area	Count	Clean ✓	Broken / missing	Needs restock
Stove + fuel		☐		
Pots & pans		☐		
Utensils & knives		☐		
Cutting boards		☐		
Wash basins & cleaning supplies		☐		
Dining fly / tarp		☐		
Water jugs		☐		
Lantern		☐		
First aid kit		☐		
Cooler(s)		☐		
Trash bags / paper goods		☐		
Staples (see Staples List)		☐		

☐ Receipt taped to Shopping sheet ☐ Receipt turned in to Troop Treasurer ☐ Gear issues reported to Troop Quartermaster

Patrol Quartermaster signature: _____ Patrol Leader signature: _____

Adult leader (inspector) signature: _____

End-of-Campout Inventory (4 of 4)

Complete BEFORE the patrol box is closed. Mark anything broken, missing or dirty.

Campout / location: _____ Date: _____ Grubmaster (write in): _____

Item / area	Count	Clean ✓	Broken / missing	Needs restock
Stove + fuel		☐		
Pots & pans		☐		
Utensils & knives		☐		
Cutting boards		☐		
Wash basins & cleaning supplies		☐		
Dining fly / tarp		☐		
Water jugs		☐		
Lantern		☐		
First aid kit		☐		
Cooler(s)		☐		
Trash bags / paper goods		☐		
Staples (see Staples List)		☐		

☐ Receipt taped to Shopping sheet ☐ Receipt turned in to Troop Treasurer ☐ Gear issues reported to Troop Quartermaster

Patrol Quartermaster signature: _____ Patrol Leader signature: _____

Adult leader (inspector) signature: _____

Shopping / Restock List (1 of 2)

Buy ONLY what is on this list. Check items off as you buy them.

Campout: _____ Shopping date: _____ Budget: $_____ Grubmaster (write in): _____

✓	Item	Qty	For meal / restock	Est. $	Actual $
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					

Total: $_____ Receipt taped here ☐

Shopping / Restock List (2 of 2)

Buy ONLY what is on this list. Check items off as you buy them.

Campout: _____ Shopping date: _____ Budget: $_____ Grubmaster (write in): _____

✓	Item	Qty	For meal / restock	Est. $	Actual $
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					
☐					

Total: $_____ Receipt taped here ☐

Meal Planning Worksheet (1 of 2)

Plan with the whole patrol. Check the inventory and staples first.

Campout: _____ Dates: _____ Number eating: ____ Allergies / dietary needs (no names; e.g. '1 nut-free'): _____

Meal	Menu	Ingredients needed	Have it? ✓	Cooking method
Fri dinner			☐	
Sat breakfast			☐	
Sat lunch			☐	
Sat dinner			☐	
Sat snack			☐	
Sun breakfast			☐	
Sun lunch			☐	
Extra / dessert			☐	

Meal Planning Worksheet (2 of 2)

Plan with the whole patrol. Check the inventory and staples first.

Campout: _____ Dates: _____ Number eating: ____ Allergies / dietary needs (no names; e.g. '1 nut-free'): _____

Meal	Menu	Ingredients needed	Have it? ✓	Cooking method
Fri dinner			☐	
Sat breakfast			☐	
Sat lunch			☐	
Sat dinner			☐	
Sat snack			☐	
Sun breakfast			☐	
Sun lunch			☐	
Extra / dessert			☐	

Menu Planner (1 of 2)

Final menu. Post it at the patrol kitchen.

Campout: _____ Dates: _____

	Friday	Saturday	Sunday
Breakfast			
Lunch			
Dinner			
Snack / dessert			
Drinks			

Menu Planner (2 of 2)

Final menu. Post it at the patrol kitchen.

Campout: _____ Dates: _____

	Friday	Saturday	Sunday
Breakfast			
Lunch			
Dinner			
Snack / dessert			
Drinks			

Duty Roster (1 of 2)

Every Scout cooks and cleans. Rotate jobs each meal.

Campout: _____ Dates: _____

Meal	Cook (write in)	Assistant cook	Water / fire	Cleanup
Fri dinner				
Sat breakfast				
Sat lunch				
Sat dinner				
Sun breakfast				
Sun lunch				

Patrol Leader signature: _____

Duty Roster (2 of 2)

Every Scout cooks and cleans. Rotate jobs each meal.

Campout: _____ Dates: _____

Meal	Cook (write in)	Assistant cook	Water / fire	Cleanup
Fri dinner				
Sat breakfast				
Sat lunch				
Sat dinner				
Sun breakfast				
Sun lunch				

Patrol Leader signature: _____