

# **BSA TROOP 31**

**FLINT, MICHIGAN**



## **SCOUT CENTER OPERATIONS**

**APRIL 2010 VERSION**



## **SCOUT CENTER LEADERSHIP**

**The Scout Center will have the following adults and youth that oversee the operation of the building and its contents:**

**Adult – Scout Center Director** – This adult oversees all operation of the Scout Center including packing and unpacking for camping trips, cleaning, inventory, maintenance, etc. This should be someone who is active on meeting nights and is willing to be at the Scout Center on Friday/Sunday of camping activities. This adult leader will serve as the mentor for the patrol and troop quartermasters.

**Adult – Equipment and Supplies** – This adult procures equipment as needed for the Scout Center. Equipment requests may come from youth or adults within the troop. The Scoutmaster and program staff should be aware of any equipment requests coming to the committee for approval ahead of time.

**Youth – Troop and Patrol Quartermasters** – These Scouts will be responsible for the upkeep of the patrol equipment assigned to their patrols. They will direct the packing and unpacking of the trailer and or vehicles of all patrol/troop equipment and make sure the Scout Center is left in outstanding condition after every activity. They will train the other youth in the use of troop equipment and the operation of the Scout Center.



## SCOUT CENTER SAFETY

**The following Scout Center safety issues should be followed by all adults and youth:**

- [1] Scouts and adults using the ladder to the attic must be supervised and should be encouraged to always have a grip on the railing or rafters while climbing up the stairs.
- [2] Scouts and adults entering the attic need to be aware of the nails sticking down through the roof sheathing to make sure they do not pierce their head. Helmets are available at the entrance to the attic to protect heads from nails. Everyone should keep in mind that the clearance in the attic is low – watch your head as you maneuver around.
- [3] Whenever youth are working in the Scout Center adults need to be present as well. The youth protection policies should be followed at all times.
- [4] Scouts and adults working in the Scout Center need to be aware of their surroundings to protect everyone. For example, open light bulbs can easily be broken when swinging objects high in the air, hanging tents, etc.
- [5] Scouts and adults entering and walking in the Scout Center need to be careful when the pavement is wet because it can get slippery.
- [6] Equipment stored in the rafters needs to be very carefully secured so it does not create a fall hazard to those below.
- [7] When moving heavy gear make sure you have a partner. Use your legs to lift and watch fingers between shelving, around trailer doors, when setting gear on the ground, etc. so they do not get pinched.
- [8] When entering and exiting the trailer make sure you watch your head.



## **SCOUT CENTER ORGANIZATION**

**The following explains how the Scout Center is to be organized:**

- [1] The trailer hitch on the troop trailer will be pointed toward the small garage door to allow easier access to the trailer.
- [2] The primary equipment shelving is patterned in an L shape on the north side of the trailer. This allows for easy access to the side door and rear doors of the trailer.
- [3] These shelving units will house tenting, coolers, water jugs, patrol boxes, dining fly tarps and poles, cooking equipment, and numerous other pieces of equipment for use on camping trips.
- [5] Cabinets and other miscellaneous shelving units are located on the south side of the Scout Center. Hardware, propane, paper products, stakes, replacement gear, and other miscellaneous gear will be stored in these units.
- [6] The trailer is to be completely emptied after each troop outing so it can be cleaned thoroughly and so equipment can be checked back in.
- [7] Equipment should be stored up off the floor as much as possible.



## SCOUT CENTER GEAR ACQUISITION

The following explains how Scout Center gear may be added to the inventory.

- [1] Donations of any gear must be approved by the troop committee prior to their placement in the Scout Center. The following criteria will be used in determining the need for donations:
- [A] Does the equipment take up a lot of space? Is the space required for the equipment worth having the equipment?
  - [B] Will the equipment be used on a regular basis?
  - [C] Is the equipment in good shape/safe?
  - [D] Is the equipment really needed to make our troop program successful?
  - [E] Does the troop take on liability for having the equipment?
- [2] Purchases of any gear need to be brought to the troop committee for approval. All requests should be run by the Scoutmaster and program staff prior to going to the troop committee to ensure it fits into the current troop program goals. This does not apply to disposables such as paper products, rope, twine, soap, etc. When new gear is purchased to replace outdated gear the old gear needs to be removed from the Scout Center through sale or disposal.



## SCOUT CENTER SPECIFIC GEAR CARE

The following explains how specific gear is to be cared for:

- [1] **Dutch Ovens** - Dutch oven care starts with the seasoning of the metal, but the second step is to make sure you clean your ovens properly after each use. More often than not, cleaning cast iron Dutch ovens is much easier than scrubbing pots and pans. For cast iron, the cleaning process is in two steps. First, food is removed and second, maintenance of the protective coating. To remove stuck on food, place some warm clean water into the oven and heat until almost boiling. Using a plastic mesh scrubber or coarse sponge and **NO SOAP**, gently break loose the food and wipe away. After all traces have been removed, rinse with clean warm water. **Soap is not recommended because it will break down the protective covering and will get into the pores of the metal to taint the flavor of your next meal. Store with the lids cracked!**

After cleaning and rinsing, allow the oven to air dry. Then heat it over the fire just until it is hot to the touch. Apply a thin coating of oil to the inside of the oven and the underside of the lid. Allow the oven to cool completely. For aluminum ovens, the cleaning is the same as for ordinary pots and pans. Use soap and water and scrub them as you would your other pans.

- [2] **Tents** – At camp the leadership team will determine if tents are “dry” or “wet.” If tents are even damp they are to be considered wet. Upon return all tents will be put away in the patrol shelving unit if dry, otherwise they will be hung on the Scout Center rafters by clamps and folded as soon as possible. [Hopefully the next meeting] When entering and exiting tents Scouts need to carefully and fully unzip the tent prior to using the door. Also the tents should not be set up so tight that there is pull on the zipper when opening and closing. Horseplay in tents is not acceptable. Only those Scouts assigned to tents are to be in those tents. Poles need to be carefully inserted in the sleeves. Poles should be bent and maneuvered very carefully to prevent them from splintering. When setting up camp make sure all bags are secured and upon leaving camp make sure all tent parts come home with the tent.
- [3] **Camp Dishes** – Troop 31 has all non stick cooking gear with plastic cooking utensils. Metal utensils, steel wool, or other abrasive materials are never to be used in our cookware as it will destroy the coating. Cook kits and utensils need to be washed thoroughly after each meal. The patrol leader needs to make sure the patrol is following through on this task!



## SCOUT CENTER SPECIFIC GEAR CARE

The following explains how specific gear is to be cared for:

- [4] **Coolers** – Prior to leaving the Scout Center following a camping trip the food in the cooler is to be divided up amongst the patrol members and sent home. The cooler should be rinsed out if possible and completely dried. The cooler should be stored on the patrol shelving unit with the lid propped open.
- [5] **Dining Fly Units** – Dining Fly units should be very carefully be assembled and taken down so that fly poles are not bent or damaged. In addition it is very important that all bungee cords are kept together and not lost. Fly units should be dry when they are returned, otherwise they will need to be hung up to dry.
- [6] **Patrol Boxes** – Patrol Boxes are to be returned completely cleaned out and ready for the next event. Any supplies missing need to be noted on Patrol Box Contents page and turned into the troop quartermaster.
- [7] **Lanterns** – Lanterns require very carefully handling. First of all the mantles will break if the lantern is swung around or placed in an area where it will shift a lot during transportation. Also the glass lantern globes will break if dropped or if the lantern case is not secured. Be careful when opening lantern cases so the lantern globe does not fall out onto a hard surface. When priming lantern mantles they should be lit with a match and allowed to burn to ash. Do not turn on the gas to prime a lantern. [As per Coleman]
- [8] **Rope** – Rope is never to be cut unless permission is given by the Scoutmaster or one of his assistants. Rope should not be placed in the campfire for any purposes. When packing up rope it should be neatly coiled and placed back in the rope container.



## SCOUT CENTER – DISHWASHING PROCEDURE

**Step One: Heat the Water** Before sitting down to dinner the cooks will put a keg/large metal pan on to boil on the turkey burner or stove.

**Step Two: Wipe the Plates** After dinner...and this is the only place we use disposable paper good item...everyone takes a paper towel and wipes their plate and silverware clean of any food particles. This can be done with one paper towel and it is an important step to help to keep the food particles out of the washtub.

### Step Three: Set Up the Wash Tubs



*Tub A      Tub B      Tub C*

Now it is time to get the three tubs out. Work them from left to right

I will call them A, B, and C to make it easy to follow along with the directions. I usually fill the tubs only halfway or a little more...not to the top.

### Step Four: Prepare the Tubs

**Tub A** is for washing. We put a few squirts of dish soap in here, then fill the tub halfway with regular water. This water should be a cold/hot water mix. It should not hurt to stick your fingers in it, but be as hot as possible.

**Tub B** is the rinsing tub and gets just plain water in it. We fill the tub 1/3 of the way with cool water, and the rest (about 2/3) with hot water.





## SCOUT CENTER – DISHWASHING PROCEDURE

**Tub C** is for sterilization. This is a very important part of your camping dishwashing station...don't skip it! Put a 1 teaspoon of bleach to two gallons of water in this mix. This is water should be extremely hot and you will need tongs to pull the dishes out of this tub. Use only hot water for this step.

### Step Five: The Washing Process

- Using a paper towel, thoroughly wipe any food residue off of the plates. You want as little food as possible to be in the tub when washing. One paper towel is good for wiping several plates.
- Start with the cleanest dishes first, leaving the dirtiest dishes, usually the pots and pans and mixing bowls, for last.



- The first dishes to be washed will be placed in Tub A with the soapy water and a sponge, just like you do in a sink. Each person will begin by washing their personal dishes and then put them away. Then move on to patrol dishes.



- After washing, the dishes come out of Tub A and into Tub B where you agitate a little to rinse off the soap.



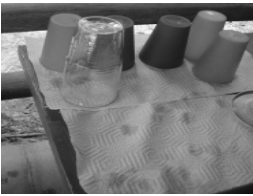


## SCOUT CENTER – DISHWASHING PROCEDURE

- Now the dishes get moved from Tub B, the rinsing tub, to Tub C, sterilization. Be careful when you put the dishes in so you don't splash the hot water on yourself!



- Let the dishes sit a few minutes in the boiling water (Tub C) while you go back to Tub A and wash some more dirty dishes....put these washed dishes in Tub B to rinse, and while they are in there, with the tongs take the clean, sterilized dishes out of Tub C.



- Put dishes in the mesh dunk bag to air dry. [Except for winter camping under 32 degrees – then dry with paper towel.]

### Dumping the Dishwater

***Be sure to read the next section to make sure you dispose of your dirty dishwater with as minimal impact as possible on the environment!!!***

Now it is time to clean up the camping dishwashing area! The method that we use to dispose of the dishwater also sounds a little complicated....but it is not at all...and it is done this way to wash out and clean up your dish tubs without using any more water than you already used for the dishes!

- First dump out the water in Tub A. This was the washing water with the soap...and will be the dirtiest of the three tubs (remember...check out the minimal impact method of dumping your water in the next section!)
- Now...dump the rinse water from Tub B into the empty Tub A (this gives Tub A a rinse with water that you already have).
- Now...dump the boiling water (it won't be boiling hot anymore) from Tub C into Tub B. So now Tub C is empty and clean and you are done with it. Turn it upside down with your other clean dishes to dry.



### SCOUT CENTER – DISHWASHING PROCEDURE

- So now you have water in only Tub A and Tub B. Go ahead and dump the water from Tub A again.
- Now pour the water from Tub B into Tub A so Tub B is clean and empty, and Tub A is getting its final rinse with the batch of hot rinse water. Put Tub B upside down with the clean dishes to dry.
- Finally, dispose of the water in Tub A and turn it over to dry...and you are done! And your dishes are done too!





## SCOUT CENTER PATROL BOX CONTENTS

The following contents should be in each patrol box prior to camping trips:

[Quantity one unless otherwise noted]

- Whisk Broom
- Roll Toilet Paper
- Roll Paper Towel
- Garbage Bags [2]
- Box Matches
- Towel
- Green Plastic Bowl**
  - Pothead
  - Dunk Bag
- Cook Kit with the following:**
  - 10 qt. kettle w/Cover
  - 4 qt. kettle w/Cover
  - 2 qt. kettle w/Cover
  - 10 Inch Frying Pan
  - 9 Inch Frying Pan
  - Six – 8 Inch Plastic Plates
  - Six – 8 Ounce Plastic Cups
  - 5 Cup Camp Perk
  - Frying Pan Handle
- Coleman Propane Stove / Gas Line
- Zip Lock Bag #2**
  - Sponge
  - Dish Soap
  - Bleach
  - Hand Sanitizer
- Zip Lock Bag #1**
  - Salt and Pepper Shaker
- Whisk for Orange Cooler
- Patrol Box Content Lists
- Cast Iron Frying Pan
- Chef Kit in Plastic Bin with Lid:**
  - Plastic Whisk
  - Rubber Mixing Spatula
  - Scissors
  - Large Knife
  - 2 Small Knives
  - Plastic Potato Masher
  - BBQ Brush
  - Plastic Solid Spatula
  - Plastic Slotted Spatula
  - Large Plastic Spoon
  - Large Plastic Slotted Spoon
  - Plastic Ladle
  - Large Plastic Fork
  - Can Opener
  - Bottle Opener
  - Vegetable Peeler
  - Plastic Ended Tongs
  - Strainer
  - Measuring Cup Set
  - Measuring Spoon Set
- Pair of Blue Hot Gloves
- Small Gas Line
- Large Gas Line
- Griddle
- Scout Center Operations Guide
- Safety Data Form for Bleach

Accepted by Patrol Quartermaster \_\_\_\_\_ Date \_\_\_\_\_

Inspected by Troop Quartermaster \_\_\_\_\_ Date \_\_\_\_\_



# SCOUT CENTER GEAR ORDER FORM

The following gear is requested for the upcoming camping trip:

***Please select the item and quantity:***

- \_\_\_ Patrol Box Complete with all Contents
- \_\_\_ Dining Canopy with Poles 10' x 10'
- \_\_\_ Dining Canopy Sides
- \_\_\_ Dining Fly Tie Down Stakes
- \_\_\_ Cooler
- \_\_\_ Tents [2 Scouts Per Tent]
- \_\_\_ Tarps for Tents
- \_\_\_ Tent Stakes
- \_\_\_ 20lb Propane Tank
- \_\_\_ Blue Water Jugs
- \_\_\_ Clear Water Jugs
- \_\_\_ Collapsible Water Jugs
- \_\_\_ Turkey Fryer / Gas Lines
- \_\_\_ Water Heating Container [Keg or Large Metal Pan]
- \_\_\_ Dishwashing Bucket Set of Three
- \_\_\_ Mallet for Stakes
- \_\_\_ Large Metal Flag Stands
- \_\_\_ \_\_\_\_\_
- \_\_\_ \_\_\_\_\_
- \_\_\_ \_\_\_\_\_

- \_\_\_ Rope \_\_\_\_\_
- \_\_\_\_\_
- [Describe what rope is needed for and lengths required]
- \_\_\_ Coleman Stoves with Legs / Gas Lines
- \_\_\_ Dining Canopy with Poles 10' x 20'
- [For Troop Level Use Only]
- \_\_\_ Adult Crate [Coffee, Spices, Refills, Extras]
- \_\_\_ Axe
- \_\_\_ Small Bow Saw
- \_\_\_ Large Bow Saw
- \_\_\_ Hatchet
- \_\_\_ Folding Fire Grill
- \_\_\_ Flat Fire Grill
- \_\_\_ Lantern with Case
- \_\_\_ Troop Tool Box
- \_\_\_ Troop First Aid Kit
- \_\_\_ Dutch Oven
- \_\_\_ Dutch Oven Lid Lifter
- \_\_\_ Propane Lantern Tree
- \_\_\_ Troop Flags/Poles/Stand
- \_\_\_ \_\_\_\_\_

Filled by Patrol Quartermaster \_\_\_\_\_ Date \_\_\_\_\_

Double Checked by Troop Quartermaster \_\_\_\_\_ Date \_\_\_\_\_