

Standard Operating Procedure (SOP)

Scout Patrol Tent Care and Maintenance

1. Patrol Leadership Responsibilities

The Patrol Leader is responsible for ensuring all tents assigned to the patrol are properly maintained, stored, and accounted for. The Patrol Leader should delegate tent-related tasks to patrol members while maintaining oversight. Assistant Patrol Leaders may support the Patrol Leader in these duties.

2. Tent Identification

Each tent must be clearly labeled with a patrol-specific identifier (e.g., Patrol name and number). Tents should also include an internal label or marked with the tent number. This ensures accurate inventory tracking, accountability, and prevents misplacement at campouts or during storage.

3. Reporting Issues

Any damage, missing parts, or signs of wear must be reported immediately to the Quartermaster or Scoutmaster. A Tent Maintenance Log located here: [Tent Maintenance Inventory Log](#) should be kept to record issues, repairs, and inspections. Minor repairs may be completed by patrol members, while significant damage must be escalated to adult leaders.

4. Outing Preparation

Before each outing, patrol members should:

- Check tents for all necessary components (stakes, poles, rainfly, ground cloth).
- Verify the tent is clean, dry, and free from mold or mildew.
- Ensure zippers and seams are functional.
- Confirm tents are packed securely and ready for transport.

5. Delegation of Tent Responsibilities

Tent responsibilities should be rotated among patrol members to build shared ownership.

Assignments may include:

- Setup and takedown teams.
- Cleaning and drying teams.
- Inspection and inventory teams.
- Repair and reporting teams.

6. Tent Care & Maintenance

To extend the life of patrol tents, the following practices must be followed:

- Always dry tents thoroughly before storage to prevent mildew.
- Store tents in the supplied bags, and then in the supplied outer bag with the footprint.
- Avoid setting up tents on rocky or sharp surfaces.
- Use ground cloths to reduce wear on the tent floor.
- Clean dirt and debris from tents after every outing.

7. Inventory Management

The Quartermaster, with support from Patrol Leaders, should:

- Conduct a tent inventory at least twice annually.
- Record the condition and location of each tent.
- Ensure tents are returned after outings and stored properly.
- Maintain a Tent Inventory Log accessible to troop leadership.