

TENT TAKE HOME FORM

Outing Name		Please make note of any conditions less than "good" for any of the above items in the comments area.(i.e. holes, rips, tears, bent or missing items, water leaking at seams or coated fabric, damaged or broken zippers)	
Outing Date			
Tent ID (A – Z)			
	Expected quantity	Actual quantity	
Rain fly (Vest or Non-Vest)	1		
Tent (Single or double entry)	1		
Upright poles present	4		
Ridge pole	1		
Plastic pole joiners	2		
Fly extender pole (2 non-vest)	1 (2)		
Stakes (10 for vest)	8 (10)		
Ground cloth	1		
Tent bag	1		
Pole bag	1		
Stake bag	1		
Tent Swept out			
Zippers			
Holes, rips, tears, bad seams			
Known or noticeable water leaks			
Would you want to use this tent again in its present condition?			
Why?			

Tent Occupants: _____

Signed: _____ Date: _____

Instructions: Take tent home; set up with poles and tent body only. Stake down if windy. Open windows/doors. Spread out ground cloth separately from tent to dry. Allow air to circulate under ground cloth until completely dry. Spread out fly separately from tent to dry. Inspect and straighten bent stakes. Once tent is dry, shake or sweep out trash and debris. Use a damp rag to remove any mud or stains. Zip all doors closed and zip windows 3/4 closed. Carefully fold up tent; fold up fly. Place folded fly on folded tent. Place poles in bag and place on tent. Place stake bag on tent. Roll tent up. Fold up ground cloth to width of rolled tent and roll around tent. Place everything in tent bag. Fill out this sheet and return to quartermaster at next meeting. **DO NOT RETURN TO SHED DIRECTLY!**