

# INSTRUCTIONS ON HOW TO CARE FOR TROOP TENTS

BSA Troop 401 - May 2003

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## ERECTING THE TENT

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1. Find a spot for the tent that meets the requirements of proper camping sites
2. Lay down ground cloth
3. Spread out the tent and stake down the corners
4. Erect the tent frame and connect to tent corners  
(Use extra care to ensure poles do not puncture or tear tent or fly)
5. Attach tent to the frame at all locations
6. Install tent fly
7. Attach fly to the tent (ridge connection first) and stake out
8. Remove boots or shoes before entering your tent  
**DO NOT BRING EXTERNAL FRAME BACKPACKS INTO TENT**  
**DO NOT USE KNIVES OR SHARP ITEMS IN OR AROUND TENT**  
**OPEN DOOR ZIPPERS FULLY BEFORE ENTERING / EXITING**

## TAKING TENT DOWN

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1. Use the reverse order to take the tent down
2. Clean dirt from tent stakes and put in stake bag, tie stake bag
3. Put tent frame and stake bag into pole bag
4. Fold ground cloth length wise so that short dimension will fit the tent bag
5. Fold tent length wise so that the short dimension will fit the tent bag
6. Place folded fly on top of the folded tent
7. Place the pole bag on top at one end
8. Roll the ground cloth, tent and fly around the pole bag  
(ground cloth on outside to protect the tent and fly when handling, storing and packing)
9. Place ground cloth and tent into the tent bag

## CARING FOR THE TENT WHEN YOU GET HOME

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1. Unpack the tent, fly, ground cloth, tent frame and stakes within 24 hours of use  
(Tents left unpacked will be damaged beyond repair)
2. Dry out all parts, preferably outdoors on a clothes line or in basement  
(use guys to attach to line or carefully attach with spring type clothes pins)
3. Inspect all parts and clean dirt from the tent, fly, ground cloth, poles and stakes  
**Do not use any soaps or detergents - use warm water & sponge to clean**
4. Allow tent and all parts to air dry completely
5. Then repack into tent bag as outlined above
6. **Return tent to Quartermaster, noting any problems with the tent within one week of outing**

**DO NOT PUT TENT OR RAIN FLY INTO CLOTHES DRYER  
OR WASHING MACHINE  
DO NOT USE CHEMICALS TO CLEAN**

**CONTACT SCOUTMASTER BEFORE DEVIATING FROM THESE INSTRUCTIONS**

## Quartermaster Duties

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1. Prepare list of who has tents at the outing
2. Make sure tents are returned in timely manner to you
3. Fully inspect each tent and accessories
4. Prepare list of problems and missing items noted by tent number
5. **Return tents and problem list to Scoutmaster within two weeks of outing**