

The Hong Kong Girl Guides Association
Interest Certificate Syllabus
Ranger Section

Quartermaster Certificate

Ranger may apply for the Quartermaster Certificate assessment.

I. Applying for the test

Requirements

The applicant must

- Be aged 18 or above.
- Hold the “Overnight Residential Camp Training Course” or “Overnight Outdoor Camp Training Course” Certificate.
- Be recommended by her Unit Guider, District Commissioner and Division Camp / Pack Holiday Consultant.
- Have acted as the Assistant Quartermaster at a Camp or Holiday, or other equivalent experience.

Conditions

The candidate must

- Strictly observe the Safety Rules and Guidelines for Activities – Holiday Camps and Camps of the Association (Policy, Organization and Rules).
- Take the Quartermaster Certificate test at a Camp / Holiday (including a Pack Holiday) or an overnight training camp lasting no less than 2 nights, and the number of participants must not be less than 20.
- Demonstrate that she successfully organises the work and bears the responsibility of a Quartermaster at a Camp or Holiday.
- Refer to Section 3.1 General Requirements of the “Qualification Kit” for other conditions.

Test arrangements

The Deputy Chief Commissioner will appoint a Tester to visit the Camp. This Assessor should be a holder of the Camper’s Licence or Quartermaster Certificate. Refer to the “Qualification Kit” for the procedure on Camp Qualification Test application.

II. The test

Standards

1. Menus:
 - Simple dishes
 - Enough food for everyone
 - In season
 - Suitable for Girl Guides to cook
 - Various cooking methods are employed in a meal
 - A balanced diet
 - Economical
 - Extra food is arranged for backup
2. Finance:
 - Budget: 1) Menus, including: breakfast, lunch, dinner, tea, extra food, etc.
 - 2) Sundries, including: condiments, cleaning materials, etc.
 - 3) Fuels, including: charcoal, gas, etc.
 - The budget and actual expenses are close to each other.
 - Submit the statement of account with receipts on time.
3. Storage of food:
 - Holiday Camps – Proper food storage in the kitchen and refrigerators
 - Camps – Proper food storage in the cooking area, store tent and refrigerators
4. Usage, storage and safety of fuels
5. Usage of kitchen utensils and stoves:

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- A checklist stating the items and quantities in detail
- Camping stoves, gas lamps
- 6. Kitchen / cooking area hygiene:
 - Waste treatment, including: garbage disposal / incineration
 - Clean and tidy stoves and eating utensils
 - Dry kitchen / cooking area
 - Dry and clean stoves
- 7. Kitchen / cooking area arrangements
 - Food, stoves, kitchen utensils
 - Fire prevention equipment, including: fire blankets, fire extinguishers / sand buckets
 - Shelters and gadgets in the cooking area, including: tables, tripods, kitchen shelves (applicable to outdoor camps only)
- 8. Leading the Cooking Patrol
- 9. Instructing Patrols to cook
- 10. Having meals on time

Preparation

Content of the plan book:

- Cover
- Index
- List of Camp Staff and their duties
- Candidate's record
- Copy of the Camp Qualification Test application form
- Grouping arrangements of the participants
- Patrol duty list
- Patrol duty roster
- Programme
- Sketch map of the campsite (kitchen / cooking area / fire escape routes arrangements)
- Menus
- Budget – quantity of food, including: extra food for backup
- Sundries, including: condiments, cleaning materials
- Quantity of fuels (if outdoor camps), including: camping stoves, gas
- Storage of food
- Storage of fuels
- Using cooking utensils safely
- Checklist and quantity of equipment (cooking utensils, eating utensils, camping equipment, etc.)