

TO BE PRINTED ON ORGANIZATION LETTERHEAD

[DATE]

Dear Mr. McCandless,

[*Organization name*] (associated with [*unit type, #, and community*]) hereby releases and returns to the Narragansett Council all the equipment listed on the attached inventory list as Exhibit A, [*trailer make, model, registration #, and VIN # if applicable*], the unit number, and funds located at the Narragansett Council Scout Shop.

If you have any questions or need further information, please feel free to contact me.

Sincerely,

Executive Officer

EXHIBIT A

INVENTORY LIST – [unit type, #, and community]

EXAMPLE

- 1 – 20 lb. Propane tank
- 7 – 10 lb. Propane tanks
- Assorted pots and pans
- 3 – Extra sleeping bags
- 1 – Popup Awning
- 2 – Fire Extinguishers
- 1 – Blackstone Portable Grill
- 2 – 100 qt. coolers
- 5 – Folding aluminum tables
- 1 – Camp Chef oven/stove unit
- 7 – Coleman lanterns for Scouts
- 2 – Coleman lanterns for Adults
- 2 – First Aid kits
- 7 – Propane trees and hoses
- 8 – Coleman propane stoves
- 1 – Spare tire
- 1 – Telescoping Flag pole
- 2 – Bow saws
- 1 – Axe
- 2 – Small hatchets
- 2 – Camp shovels
- 6 – Wooden patrol boxes with plates and cooking utensils
- 7 – 50 qt. coolers
- 7 – Military water jugs; 5 gal. size
- 7 – Rubbermaid bins
- 6 – Various sized tarps
- 1 – 4 Way lug wrench
- 2 – Cast iron Lodge Dutch ovens
- 2 – American Flags
- 1 – Quartermaster's Box with soap, spare stove parts, spare lantern parts