
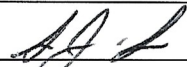




SUBJECT: Accountability for equipment loaned to members.

1. In order to establish a standard operating procedure, the CEB has established policy 3-26 for accountability of equipment that is loaned to chapter members.
2. Members must be in good standing in order to borrow any equipment from the chapter and must have authorization from the CEB.
3. All equipment loaned to a member will go through the Quartermaster who will:
 - a. Have member sign for equipment on an equipment tracker which will identify:
 - 1) The member borrowing the equipment
 - 2) What equipment was borrowed
 - 3) Quantity of equipment borrowed
 - 4) Date equipment was borrowed
 - b. Maintain an equipment tracker until equipment is returned, at which time the equipment tracker may be discarded.
 - c. Ensure equipment is returned in the same condition as when issued.
4. Any damage to equipment will be reported to the CEB.

BY DIRECTION OF THE CEB

Chapter CDR 
Chapter SEC 
Chapter SAA 

Chapter XO 
Chapter TRES 