



Equipment Inventory Report Form

Event Name: _____ Cluster: _____

List the equipment owned by the Summer Day Program, give addresses of the place where it is stored and the name of the person responsible. Inventory must be on file in the Council Service Center in order to be covered by insurance for the replacement of the equipment if it is damaged or stolen. Otherwise, replacement becomes the responsibility of the person who is storing the equipment.

Quantity	Item	Condition			Quantity	Item	Condition		
		Poor	Fair	Good			Poor	Fair	Good

List items of equipment that you need or would like to have for next year:

Quantity	Item	Quantity	Item

Director: _____ Equipment Person: _____

Where stored: _____