

TOUR PERMITS

WHY DO WE NEED TO HAVE A TOUR PERMIT?

A tour permit that has been filed with and approved by the local Scout Council prior to an activity registers that activity as an official Scouting activity. BSA insurance coverage only applies to official Scouting activities.

WHAT IS THE PURPOSE OF TOUR PERMITS?

Tour permits reinforce two-deep leadership, transportation, aquatic activity and climbing requirements. Tour permits can also provide information necessary to locate a Scouting unit in the event of an emergency.

WHY IS IT IMPORTANT TO FILE THE TOUR PERMIT TWO WEEKS IN ADVANCE?

The two-week (in advance) filing helps to ensure that trips are well planned. The two-week filing requirement also allows time for correction if necessary. **Faxing of Tour Permits DOES NOT relieve you of the requirement for timely submission.**

WHAT ACTIVITIES REQUIRE A LOCAL TOUR PERMIT?

- Local Tour Permits will only be required for activities that take place more than 20 miles from a unit's normal meeting location **OR** include an overnight camping trip.
- Tour permits are *not* required for participation in Northwest Suburban Council District or Council sponsored events (i.e. Camp-o-Re e s, Summer Camp, etc.)
- At least one of the leaders participating in the unit outing needs to be current with ***Youth Protection Training***. This is required **for all outings**.

HOW MANY SIGNATURES ARE REQUIRED ON THE TOUR PERMIT APPLICATION?

Four signatures total are required. The tour leader (signs two places) responsible for the activity and a unit committee member must sign the permit application before submitting it to the Council Office. The **tour leader** is one of the adults required for the two-deep leadership who agrees to accompany the group. Of the 2 required group or trip leaders:

- The **tour leader** must be 21 years old and the assistant tour leader must be at least 18 years old.
- One must be a registered Scout leader.
- The non-registered leader then must be a parent of a registered Scout. This person may be listed as the tour or primary trip leader.

The **Unit Committee Member** approval is required. The intent is to be sure the unit committee has been involved in the planning/approval process. The registered committee members include the Committee Chairman, Committee Members, or Pack Trainer. The Cubmaster, Scoutmaster, their Assistants, and Den Leaders **cannot approve** a tour permit for the committee.

Once the permit application has been reviewed and all information is correct, the **Scout Executive or designee** approves the permit application.

REQUIREMENTS FOR ACTIVITY STANDARDS

- If your unit or group is taking a backcountry trip, be sure to know the **BSA Wilderness Use Policy**, No. 20-121.
- The tour leader must have in his/her possession a copy of the **Guide to Safe Scouting**, and have read it. Signature is required on Tour Permit Application.
- One adult in the group must be trained in the following, where appropriate:
 - Where swimming or boating is included in the program, **Safe Swim Defense** and/or **Safety Afloat** standards are to be followed.
 - If climbing/rappelling is included, then **Climb On Safely**, No. 3206 (which recommends the American Red Cross' Standard First Aid and When Help Is Delayed or equivalent course), must be followed.
- One adult in the group must also be trained in **CPR** from any recognized agency for **Safety Afloat** and **Climb On Safely**.
- It is the tour leader's and unit committee member's understanding that all drivers, vehicles, and insurance coverage will meet the national requirements as listed on the **Local Tour Permit Application**. The beds of trucks are approved for equipment only -passengers are allowed only in the cab. Drivers and all passengers are required to wear seatbelts.

MUST THE AUTO INSURANCE INFORMATION ON THE FORM BE COMPLETED?

Yes! Insurance information must be completed in its entirety for all vehicles in the tour. The exception to this is if individual parents are transporting only their own children, and in such cases, this must be indicated on the form. Pay close attention to seat belt capacity; do not exceed an automobile's seat belt capacity (including the driver). **TIP:** Many units collect the driver information required on the Tour Permit from all families in their unit. The information is placed in a spreadsheet attached to each tour permit filed.

WHEN IS A NATIONAL TOUR PERMIT REQUIRED?

A National Tour permit is required for all groups traveling to areas 500 miles or more one way from the home area (local council camp excepted), or crossing national boundaries into the territory of other nations. This application must be submitted, typed or printed in ink, to the Northwest Suburban Council Service Center for approval at least one month prior to the tour. Receipt of a tour permit less than thirty days from start of the tour may cause the application to be rejected. If properly completed, then the Northwest Suburban Council will forward it to the Regional Service Center for further approval. NOTE: Cub Scout Packs may not secure a National Tour Permit since their overnight camping is restricted to Council facilities.

For all activities, outings, or tours, in the event of any serious injury or fatality, you are required to immediately contact the Northwest Suburban Council Service Center.

Questions regarding tour permits should be referred to the Council Service Center at 847-6880 or 847-635-9404.