

TOUR PLANNING (Information for Northwest Suburban Council Units)

If the event you are planning does not require a tour plan to be submitted, the process of planning still needs to be followed.

WHY DO WE NEED TO HAVE A TOUR PLAN?

A Tour Plan that has been filed with and approved by the local Scout Council prior to an activity registers the activity as an official Scouting Activity. Only official Scouting Activities are covered by BSA Insurance. NWSC provides and pays for additional accident insurance for its units.

WHAT IS THE PURPOSE OF TOUR PLANNING?

Tour plans reinforce the policies and guidelines regarding two-deep leadership, transportation, aquatic activity, climbing events, aviation activities, youth protection, and training requirements needed by the tour leaders. By filing a tour plan, proper planning and safety precautions have been addressed by the tour leaders.

Tour plans, when filled out completely, can also provide information necessary to locate a Scouting unit in the event of an emergency.

WHAT IS THE TIME NEEDED TO HAVE A TOUR PLAN APPROVED BY THE LOCAL COUNCIL?

All tour plans need to be filed in the Council Office **three weeks prior to any event**. This allows the plan information to be looked up and verified that a safe and well planned event is going to happen.

If all information provided on the plan is accurate, then it can be approved quickly. However, if there is a problem the three weeks allows the plan to be corrected and then approved.

Faxing or E-Mailing a Tour Plan DOES NOT relieve you of the requirement for timely submission.

WHAT ACTIVITIES REQUIRE A TOUR PLAN?

- Tour Plans are required if the activity is **more than twenty miles** away from the unit's meeting place.
- **Any overnight activities** require a plan to be filed.
- Tour plans are not required if the unit is attending a Council or District sponsored activity, such as Summer Camp or a District Camporee or Cub Event.
- If you are going to a Council owned Camp (Lakota or Napowan) you do not need to file a Tour Plan.
- Trips outside council borders, if not to a council-owned property; Trips to national high adventure bases, National jamboree, National Order of the Arrow Conference or regionally sponsored events; Aquatic Activities (swimming, boating, floating, scuba, canoeing); Climbing and /or Rappelling; Orientation Flights (process Flying Plan); Shooting Sports; and any activities involving motorized vehicles as part of the program (snowmobiles, boating, etc.).
- If you do not have to file a plan it is assumed that the rules and policies in the **Guide to Safe Scouting** are being followed.

WHAT TRAININGS ARE ADULTS REQUIRED TO HAVE WHEN FILING A TOUR PLAN?

- Tour Leaders must have a current (Within the last two years) Youth Protection Training.
- Aquatic activities require that at least one adult have current Safe Swim Defense, and Safety Afloat Training. At least one adult must have CPR certification.
- Climbing activities require the following trainings and has a current Climb On Safely Training and CPR Training/First Aid. The same person is not required to have both cards.
- For any activity at least one adult leader must have a current Weather Hazards Training.
- **All scuba related Tour Plans must fully complete the NWSC Scuba Rider and include it with the Tour Plan Application. The NWSC Scuba Rider is available at the Council office.**

With the exception of CPR, **ALL THE ABOVE TRAININGS HAVE A 2 YEAR EXPIRATION AND CAN BE COMPLETED ONLINE.**

HOW MANY SIGNATURES ARE REQUIRED ON A TOUR PLAN?

- Two (2) Signatures are required on all plans before it is turned into Council.
- The **Tour Leader** must sign that he/she has read or has a copy of the Guide to Safe Scouting and is following its policies, and takes responsibility for the activity.
- A *registered Member of Committee* must sign once that he/she is aware of the activity and the Committee approves of it and its leadership. Cubmasters/Den Leaders/Webelos Leaders/Tiger Leaders/Scoutmasters/Crew Advisors/and their assistants may NOT sign as Committee Members.

MUST AUTO INFORMATION BE ON THE FORM?

Yes!! All information that is asked for must be on the form before submitting it to the Council. This includes the number of seat belts that a vehicle has. The number of seat belts must match or exceed the number of youth and adults going on the trip. **TIP:** Many units collect the driver information from the parents who would be driving on field trips or activities and put that information on a spread sheet which they attach to the permit when filing a permit to the Council. This sheet must be submitted each time a permit is submitted. **The council does not keep auto information records on file.**

Many of you are used to terms such as Local and National Tour Permits. These no longer exist. The Tour Planning forms take their place.

Incidents Requiring Immediate Action

For all activities, outings, or tours, in the event of any serious injury, accident or fatality, the Tour Leader is required to immediately contact the Northwest Suburban Council Service Center. For non-office hours the leader should contact the Scout Executive or their District Executive.

As a Committee Chairman or Unit Leader please share this information to all new leaders as soon as possible.

Questions about Tour Plans? Call the Council Office at 847-824-6880 ext. 1001.