

## TOUR PERMITS TO BE REPLACED WITH NEW TOUR PLAN STARTING IN MARCH

Effective March 1, 2011, what are currently known as local and national tour permits will be superseded by what will be called the Tour Plan and the National BSA online tour permit system will be suspended.

The new BSA Tour Plan is a checklist for best practices to be prepared for safe and fun adventure. Completing the tour plan may not address all possible challenges but can help ensure that appropriate planning has been conducted, that qualified and trained leadership is in place, and that the right equipment is available for the adventure.

In addition, the plan helps to organize safe and appropriate transportation to and from an event, and defines driver qualifications and minimum limits of insurance coverage for drivers and vehicles used to transport participants. The tour plan is also an excellent tool that should be included in preparation for all activities, even those not requiring it. It guides a tour leader through itineraries, travel arrangement, two-deep leadership, qualifications of supervision, and transportation.

Unit trip organizers will be required to submit the Tour Plan at least 21 days in advance to ensure the council has enough time to review the plan and assist you in updating the plan if it is found defective. When the review is complete, the second half of the plan will be returned to the Tour leader to carry on your travels.

Units will now be able to fax or email their Tour Plans for Council approval or continue to submit their Tour Plan to an approved signer at their monthly district roundtable. Tour Permits will continue to be accepted until June 1st. Below are several Frequently Asked Questions concerning the rollout of the new Tour Plan:

### **Q. When do I need to complete a tour plan?**

**A.** A Tour Plan must be submitted for any activity that requires travel away from the unit's regular meeting location including all Council, regional and nationally BSA-sponsored events especially when conducting the following activities outside of council or district events:

- Aquatics activities (swimming, boating, floating, scuba, etc.)
- Climbing and rappelling
- Orientation flights (process flying plan)
- Shooting sports
- Any activities involving motorized vehicles as part of the program (snowmobiles, boating, etc.)

### **Q. What is different on the tour plan vs. the tour permit?**

**A.** Several items:

- The council is the reviewer of all tour plans; no regional review is required.
- The tour plan consists of a tour planning worksheet that is completed by the unit/contingent. After processing, the council retains the tour planning worksheet and returns the tour plan to the unit.
- The plan can be printed on standard 8 ½-by-11-inch paper!
- 21- vs. 14-day advance notice requested for units to submit the plan for your review.

- A single point of contact (not on the tour) for council use included.
- Updated Pledge of Performance.

**Q. When the council is telling me my plan is defective; what does that mean?**

**A.** It would be best to address that with the reviewer directly so that defects can be removed. In many cases, it may just be that part of your plan was incomplete. Common reasons could include lack of two-deep leadership; training not completed, documented, or expired; excessive daily travel; and not including vehicles with the capacity to carry the tour.

**Q. Is [planning and preparing for Hazardous Weather Training](#) required for all tours?**

**A.** Yes, it has been required for all tours, including local and national, Cub Scout, Boy Scout, and Venturing, since January 1, 2009. It should be repeated every two years and is appropriate for not only adults, but Boy Scout-aged youth as well. A CD is available for use at your unit, district, and council events where Internet access is not available. Search [www.scoutstuff.org](http://www.scoutstuff.org) for Item 610642.

**Q. What should we use for permission from parents?**

**A.** The [Activity Consent Form and Approval by Parents or Guardian](#) is an appropriate resource.

**Q. Do I need anything else if we are going on a discovery flight?**

**A.** Yes, please complete the Flying Plan Application along with an Activity Consent Form and Approval by Parents or Guardian (for each participant).