



# TOUR PERMIT APPLICATION

FOR TRIPS AND CAMPS UNDER 500 MILES

Local permit No. \_\_\_\_\_ Date received \_\_\_\_\_ Date approved by council \_\_\_\_\_

A local tour permit is granted by the council for trips of less than 500 miles or travel to a council-owned camp. A National Tour Permit is granted by the region after approval of the council and is required for trips in excess of 500 miles one way or for any trips outside the United States of America. A council needs the application at least two weeks in advance of the activity for local permits. Councils may require additional time for special activities, and unit leaders completing this application should plan accordingly. Units are strongly encouraged to utilize **MyScouting** to file all permits electronically. Print or reproduce on legal- or ledger-size paper.

Unit title \_\_\_\_\_ Unit No. \_\_\_\_\_ Chartered organization \_\_\_\_\_

Council name/No. \_\_\_\_\_ / \_\_\_\_\_ District \_\_\_\_\_

Purpose of this trip is \_\_\_\_\_

From (city and state) \_\_\_\_\_ to \_\_\_\_\_

Mileage round trip \_\_\_\_\_ Dates \_\_\_\_\_ to \_\_\_\_\_ Total days \_\_\_\_\_

Is accident/sickness insurance in force for this unit?  Yes  No Company name and policy No. \_\_\_\_\_

**Itinerary:** It is required that the following information be provided for *each day* of the tour. (Note: Speed or excessive daily mileage increases the possibility of accidents.) Attach an additional page if more space is required. Include detailed information on campsites, routes, and float plans, and include maps for wilderness travel as required by the local council.

Date	Travel		Mileage	Overnight stopping place (Check if reservations are cleared.)	<input checked="" type="checkbox"/>
	From	To			

**Type of trip:**  Day trip  Short-term camp (less than 72 hours)  
 Long-term camp (longer than 72 hours) (Furnish copy of program and menus.)  High-adventure activities

**Leadership and Youth Protection Training:** Boy Scouts of America policy requires at least two adult leaders on all camping trips and tours. Coed Venturing crews must have both male and female 21-year-old leaders for overnight activities. All registered adults participating in any nationally conducted event or activity must have completed **BSA Youth Protection training**. At least one registered adult who has completed BSA Youth Protection training must be present at all other events and activities that require a tour permit. Youth Protection training is valid for two years from the date completed.

1. The adult leader in charge of this group must be at least 21 years old.

Name \_\_\_\_\_ Age \_\_\_\_\_ Scouting position \_\_\_\_\_ Expiration date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_ Youth Protection trained  Yes  No

As the tour leader, I certify that appropriate planning has been conducted, qualified and trained supervision is in place, **permissions** are secured, and I have read and have in my possession a copy of **Guide to Safe Scouting** and other appropriate resources.

Adult leader's signature \_\_\_\_\_

2. Assistant adult leader name(s) (minimum age 18, or 21 for Venturing crews)

Name \_\_\_\_\_ Age \_\_\_\_\_ Scouting position \_\_\_\_\_ Expiration date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_ Youth Protection trained  Yes  No

**Attach a list with additional names and information as outlined above.**

Signed by member of unit committee \_\_\_\_\_

Signed by tour leader \_\_\_\_\_

Signatures must be from two different people.

### RETAIN IN COUNCIL SERVICE CENTER

#### OFFICIAL LOCAL TOUR OR CAMP PERMIT BOY SCOUTS OF AMERICA

This permit should be in the possession of the group leader at all times and displayed when requested by Scouting officials or other duly authorized people.

Permit issued to \_\_\_\_\_

Type of unit \_\_\_\_\_ No. \_\_\_\_\_ Chartered organization \_\_\_\_\_

Name of tour leader \_\_\_\_\_ Age \_\_\_\_\_ Address \_\_\_\_\_

Assistant tour leader \_\_\_\_\_ Age \_\_\_\_\_ Address \_\_\_\_\_

Permit covers all travel between \_\_\_\_\_ and \_\_\_\_\_

Dates of trip from \_\_\_\_\_, 20\_\_\_\_, to \_\_\_\_\_, 20\_\_\_\_

Total youth \_\_\_\_\_ Total adults \_\_\_\_\_

This group has given the local council every assurance that they will conduct themselves according to the best standards of Scouting and observe all rules of health, safety, and sanitation as prescribed by the Boy Scouts of America and as stated in the Pledge of Performance on the reverse side of this permit.

**Local Permit No.** \_\_\_\_\_

**Date Issued** \_\_\_\_\_

  
  
  
  

**Council Stamp**

Not official unless council stamp appears here.

**These spaces are for the signatures and comments of officials where the group camps or stays for one night or more. Signatures indicate that the cooperation and conduct of the Cub Scout, Boy Scout, Varsity Scout, or Venturing group were satisfactory in every way.**

Date	Place	Signature	Comment

Council name and address \_\_\_\_\_

Council phone no. \_\_\_\_\_

Signed for the council \_\_\_\_\_

Revised December 2008



<b>3. Party will consist of (number):</b> ___ Cub Scouts    ___ Boy Scouts    ___ Varsity Scouts ___ Venturers—male    ___ Venturers—female ___ Adults—male    ___ Adults—female    ___ Total	<b>4. Party will travel by:</b> <input type="checkbox"/> Car <input type="checkbox"/> Bus <input type="checkbox"/> Train <input type="checkbox"/> Plane <input type="checkbox"/> Canoe <input type="checkbox"/> Van <input type="checkbox"/> Boat <input type="checkbox"/> Foot <input type="checkbox"/> Bicycle
--	---

If traveling by other methods, please specify. \_\_\_\_\_

Party will travel with another unit/crew that has a male or female (circle one) leader. This leader will be responsible for the Venturers of my crew.

Advisor \_\_\_\_\_ Other crew's No. \_\_\_\_\_ Council \_\_\_\_\_

**Tour involves:**  Swimming     Boating     Climbing     Orientation flights (attach **Flying Permit, No. 19-672**, required)  
 Wilderness or backcountry (must carry **Wilderness Use Policy** and follow principles of **Leave No Trace camping**)

**Activity Standards:** 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** must be followed. At least one person must be trained in CPR from any recognized agency for **Safety Afloat** and **Climb On Safely**. At least one adult on a pack overnigher must have completed **Basic Adult Leader Outdoor Orientation (BALOO)**. At least one adult must have completed **Planning and Preparing for Hazardous Weather** training for all tours. The listed BSA training is valid for two years.

		Expiration date of commitment card/training (two years from completion date)						
Name	Age	Youth Protection	Planning and Preparing for Hazardous Weather	BALOO	Safe Swim Defense	Safety Afloat	Paddlecraft Safety	Swimming and Water Rescue

  

Name	Age	CPR Certification Agency	CPR Expiration Date	First-Aid Certification Type/Agency	First Aid Expiration Date

  

Name	Age	NRA Instructor and/or RSO	
		No. _____	No. _____

Rifle     Shotgun     Pistol (Venturing only)     Range Safety Officer     Muzzle-loading rifle     Muzzle-loading shotgun

**INSURANCE**

**All vehicles MUST be covered by a liability and property damage insurance policy.** The amount of this coverage must meet or exceed the insurance requirement of the state in which the vehicle is licensed and comply with or exceed the requirements of the country of destination for travel outside the United States. (It is recommended, however, that coverage limits are at least \$50,000/\$100,000/\$50,000 or \$100,000 combined single limit.) Any vehicle designed to carry 10 or more passengers is required to have limits of \$100,000/\$500,000/\$100,000 or \$500,000 combined single limit. In the case of rented vehicles the requirement of coverage limits can be met by combining the limits of personal coverage carried by the driver with coverage carried by the owner of the rented vehicle.

KIND, YEAR, AND MAKE OF VEHICLE	NUMBER OF SAFETY BELTS	OWNER'S NAME	DRIVER'S LICENSE NUMBER	WILL EVERYONE WEAR A SAFETY BELT?	LIABILITY INSURANCE COVERAGE		
					LIABILITY	PROPERTY DAMAGE	
					Each Person	Each Accident	
					\$	\$	\$

The local council may allow a list of the above information to be attached to or transmitted with the permit in order to expedite the process. Each unit may circle the names of the drivers for an event or an activity.

**TRANSPORTATION GUIDELINES**

- You will enforce reasonable travel speed in accordance with state and local laws in all motor vehicles.
- If by motor vehicle:
  - Driver Qualifications:** All drivers must have a valid driver's license and be at least 18 years of age. **Youth Member Exception:** When traveling to an area, regional, or national Boy Scout activity or any Venturing event under the leadership of an adult (21+) tour leader, a youth member at least 16 years of age may be a driver, subject to the following conditions: (1) Six months' driving experience as a licensed driver (time on a learner's permit or equivalent is not to be counted); (2) no record of accidents or moving violations; (3) parental permission has been granted to leader, driver, and riders.

- If the vehicle to be used is designed to carry more than 15 people (including driver) the driver must have a commercial driver's license (CDL). In some states (including California), this guideline applies to 10 or more people.

Name: \_\_\_\_\_

CDL expiration date \_\_\_\_\_

- Driving time is limited to a maximum of 10 hours and must be interrupted by frequent rest, food, and recreation stops.
- Safety belts are provided, and must be used, by all passengers and driver. Exception: A school or commercial bus, when not required by law.
- Passengers will ride only in the cab if trucks are used.

**OUR PLEDGE OF PERFORMANCE**

- We will use the Safe Swim Defense in any swimming activity, Safety Afloat in all craft activity on the water, and Climb On Safely for climbing activity.
- We will use trucks only for transporting equipment—no passengers except in the cab. All passenger cars, station wagons, recreational vehicles, and cabs of trucks will have a safety belt for each passenger.
- We agree to enforce reasonable travel speed (in accordance with national, state, and local laws) and use only vehicles that are in safe mechanical condition.
- We will be certain that fires are attended at all times.
- We will apply for a fire permit from local authorities in all areas where it is required.
- We will at all times be a credit to the Boy Scouts of America and will not tolerate rowdiness or un-Scoutlike conduct, keeping a constant check on all members of our group.
- We will maintain high standards of personal cleanliness and orderliness and will operate a clean and sanitary camp, leaving it in a better condition than we found it.
- We will not litter or bury any trash, garbage, or tin cans. All rubbish that cannot be burned will be placed in a tote-litter bag and taken to the nearest recognized trash disposal or all the way home, if necessary.
- We will not deface trees, restrooms, or other objects with initials or writing.
- We will respect the property of others and will not trespass.
- We will not cut standing trees or shrubs without specific permission from the landowner or manager.
- We will collect only souvenirs that are gifts to us or that we purchase.
- We will pay our own way and not expect concessions or entertainment from any individual or group.
- We will provide every member of our party an opportunity to attend religious services on the Sabbath.
- We will observe the courtesy to write thank-you notes to persons who assisted us on our trip.
- We will, in case of backcountry expedition, read and abide by the Wilderness Use Policy of the BSA.
- We will notify, in case of serious trouble, our local council service center, our parents, or other local contact.
- If more than one vehicle is used to transport our group, we will establish rendezvous points at the start of each day and not attempt to have drivers closely follow the group vehicle in front of them.