

## **Tour Permits Fact Sheet**

An online method for approving national and council tour permits employs four easy steps to gather the information for a tour permit. The online Tour Permits system can be used by both traditional units and Learning for Life groups and posts. This system is electronic, allowing you to create and obtain approval quickly. Councils should encourage volunteers to submit their tour permits online.

### **The Process**

Volunteers can enter all the information for the tour, and BSA rules specific to tour permits will be applied. Once the tour permit has passed the rules as outlined in the *Guide to Safe Scouting*, the volunteer will be able to submit the permit application. Each tour permit, once submitted, will have a unique tour identification number with tracking based on permit submittal and approval. Volunteers can search through existing permits and check their status. Driver information for transportation and adult leadership qualifications will be stored in the system database, making the entry of future tour permit applications quicker and easier.

### **Notification**

There will be automatic notification at all appropriate steps in the process to the permit creator, the tour leader, and the assistant tour leader. The unit committee chair and unit leader will also receive e-mail notifications if they have MyScouting accounts.

Unit leaders can access the online Tour Permits system from [scouting.org](http://scouting.org), which now has a broader Scouting perspective. [Scouting.org](http://scouting.org) will be the entry point for volunteers to access Web applications and online learning as well as general Scouting information. To begin using the online Tour Permits system, the unit leader must have a MyScouting account and profile using a council number and member ID from their membership card.

All Scouting units from every council will be encouraged to submit tour permits online. This service will be available to each council and its units.

### **Administration**

Councils and BSA regions will manage Tour Permits through MyBSA Tour Permits Administration in MyBSA. Designated council staff members will use Tour Permits Administration to view summary information on submitted permits, including the beginning date and tour name. In addition, there will be a link to view and print submitted permits and to view and update a remarks log. Each permit will display a unique tour permit number.

Once the tour permit has been submitted, the council will evaluate and approve it or return it for further work. Tour Permits administrators can also access the tour permits archives and search for permits. Help documentation for Tour Permit administrators is also provided.