



Five Rivers Council ----- Boy Scouts of America

COUNCIL TOUR PERMIT POLICY

Effective 1 April 2003 and Coinciding with the National mandate for Criminal Background Checks on the New Adult Application!

Approved by the Council Camping Committee – 26 February 2003

Any unit, district or the council cannot overlook the health and safety of all Scouts, leaders and parents. To that end, the policies stated below are in conjunction with those guidelines outlined in the Guide to Safe Scouting and the “BSA Risk Management Polices.”

TOUR PERMITS: Risk Management Notebook

Risk Management Notebook - Section 28: Tour Permits FAQ

The term "tour permits" refers to the following two items:

Local Tour Permit (No. 34426B)

National Tour Permit (No. 4419B)

WHY A TOUR PERMIT?

The single highest number of injuries and fatalities in the United States and Scouting are caused by motor vehicle accidents. A tour permit that has been filed with and approved by the local Scout Council prior to the activity registers the activity as an official Scouting activity. BSA's insurance coverage only applies to official Scouting activities. The permit also reinforces driver requirements and insurance requirements and encourages routine maintenance checks on vehicles prior to the trip.

WHAT IS THE PURPOSE OF TOUR PERMITS?

It provides the council with information regarding unit outings and trips - i.e. - a tour permit helps you know "what is going on". The permit reinforces leader requirements, *especially in regards to Youth Protection*, transportation, and aquatic activities. The permit can provide information necessary to locate a troop or post if an emergency arises and lets the council know point of contact when an emergency situation develops. In summary tour permits re-enforce planning, safety, and two-deep leadership.

WHAT ACTIVITIES REQUIRE A NATIONAL TOUR PERMITS APPLICATION?

For tours or trips 500 miles one way &/or out of the country, a National tour permit application is required.

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

The two-week (in advance) filing requirement helps ensure that trips are well planned. Because of the large number of tour permits filed, late/rush filings cause delays for those who file promptly. If there are concerns with a tour permit, the two-week filing requirement allows time for correction avoiding cancellation of the trip.

WHAT ACTIVITIES REQUIRE A LOCAL COUNCIL TOUR PERMIT?

For tours and trips under 500 miles one-way, the local council establishes the guidelines for when a tour permit is required. The tour permit is a planning and safety tool.



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COUNCIL TOUR PERMIT POLICY

- It is the policy of the council for ALL UNITS to file a “Local Tour Permit” at least One Full Week in advance of their scheduled activity/event or campout. Units are defined as:

Cub Scout Pack Boy Scout Troop Varsity Team Venturing Crew/Sea Scout Ship

- The ONLY EXCEPTION for not filing a “Local Tour Permit” is:
 - When the UNIT is registered to attend a long-term summer camp conducted in and by the Council.
- NOTE: The Unit Registration Form to attend a long-term summer camp contains a required line item under the category of Youth Protection for the certified adult, in camp, 24 hours a day during the unit’s entire stay at camp.
- When the parent of the Cub Scout provides transportation to a Cub Scout Meeting or short field trip out of the normal meeting schedule.
- For Patrols & Squads taking a trip or campout, a “Local Tour Permit” is REQUIRED.
- Vehicle insurance information on the back of a “Local Tour Permit” is REQUIRED. Permits WILL NOT be processed without vehicle data for ANY tour permit.

- It is the SOLE RESPONSIBILITY OF THE UNIT to provide this information. It is not held “on file” at the Council Service Center.
- It is HIGHLY RECOMMENDED that every unit develops and maintain a computer based list of ALL vehicles owned by leaders and parents of the unit. A copy of the list, HIGHLIGHTING those individual vehicles participating in the activity, attached to a “Local Tour Permit” is acceptable.

- Tour Permit Certifications

- Listed on a “Local Tour Permit”
 - Safe Swim Defense - Safety Afloat - Climb on Safely - CPR
- NOT formally listed on a “Local Tour Permit” with a line item.
 - BALOO – For Cub Scout Packs - Youth Protection Training

NOTE: The certifications NOT formally listed on a “Local Tour Permit” are still required before ANY permit will be processed.

- Verifying individuals listed on a “Local Tour Permit” takes time. ONLY those council employees with authorization to controlled files or computer programs may check and verify the training status of those individuals listed.
 - THIS WILL NOT BE DONE ON AN OVER THE COUNTER BASIS!
 - Many other functions occur at the Council Service Center and it is highly inconsiderate to expect a “Local Tour Permit” to be checked and verified in a matter of minutes. This is no longer possible!
- When a “Local Tour Permit” has completed the verification process, it will be FILED in the “Unit Mail Folder” located in the Council Service Center.
- Return faxes of APPROVED permits must be requested at the time of filing.