

# Guidance in Filling out a Local Tour Permit

## Filing Deadlines

Due to the large number of applications for permits, it cannot be guaranteed that a Tour Permit will be processed in less than 72 hours. All permits are currently being processed only at the Council Offices in Santa Ana (1211 E. Dyer Road, Santa Ana 92705 or FAX 714 546-8706).

If a stamped, approved copy is needed for your event, it is best to allow the following lead time before the activity:

**National Tour Permit 1 Month ♦ Local Tour Permit 2 Weeks ♦ Flying Tour Permit 2 Weeks**

## Completing Application Form

<u>Item</u>	<u>Requirement</u>
Local Permit No. & Date Issued	Filled in by Council
Type Unit & No.	Pack, Troop, Team, Crew, or Ship
Town	Where chartered
District	BSA Council District
Dates:	Same day, from...to, or actual dates if non-consecutive
Itinerary:	Indicate destination by name, city, state; brief description of type of activity (backpack, water park, overnight camp, etc.). If several locations are involved, attach details.
Type of trip:	Copy of program & menus not required unless needed to explain previous entry.
Activity Standards	To be completed as appropriate for type of activity as indicated on the permit form. It is recommended you attach copies of certificates/cards as proof.
Mode of transportation	If transportation is by bus, the carrier <u>must</u> be on Council's approved list or the bus company must submit documentation showing name, address and DOT number, and a current Certificate of Insurance.
Number of youth & adults	Best estimate. Must include two adults minimum with leader at least 21 years old. Coed Crews or other mixed groups on an "overnight" must have at least one female leader ( <u>both</u> male and female leaders must be at least 21 years old).
Parent approvals?	"Yes" or a check mark
Tour & Assistant Tour Leader info.	Fill out completely. If neither of these is <i>Youth Protection Trained</i> , then attach a sheet with same information for the YPT individual. Certification must be attached for the trained

Individual(s) that will be in attendance for the entire trip.

“Guide to Safe Scouting”

Must be answered by Tour Leader. Does not have to be carried on the trip

Signatures:

Must be signed by two individuals; Tour Leader and a member of the Unit Committee. The Unit Committee member is acknowledging intent that the BSA Standards for activities of members at official outings be adhered to. The signatures of the leaders also acknowledge their compliance with the “Transportation” section and the “Pledge of Performance” on the reverse side

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Fill in the data to the left of the “Council Stamp” box

Insurance:

Must be filled out completely or attach a master listing of drivers with the required information. Actual insurance \$\$ may be stated, or “meets minimum”. “Will everyone wear a seatbelt?” can be answered Yes or with a check mark. Seats must equal or exceed participants. If parent or family member is individually transporting only its own scout, write “*parent driving own scout*” across the form. Scouts are not to be allowed to ride in open truck beds or the rear compartments of vans, station wagons or SUVs where they do not have an anchored seat and seat belt.

Transportation:

Read and adhere to driver qualifications. Ensure that the driver(s) are properly licensed for the vehicle type and capacity, and that increased insurance coverage is in effect if the vehicle carries 10 or more passengers.

## ORANGE COUNTY COUNCIL – BSA

### TOUR PERMIT POLICY

#### Why A Tour Permit?

A Tour Permit is a planning checklist of those items that a conscientious leader would do or use to assure a safe trip. It validates that all drivers are of the proper age, have adequate insurance, and their vehicles are properly equipped. It reminds leaders of their need for special training or certification for certain activities. Multiple signatures serve as a safeguard so that no one can take Scouts with proper permission from the unit committee, and that all events have been “cross-checked”.

#### What is the Purpose?

- 1) Reinforce planning safety and the necessity for “two-deep” leadership.
- 2) Proves, in the event of claims or litigation, that the event is an official Scouting activity, and that the leaders have taken the basic reasonable and required steps to provide for a safe outing.
- 3) Can provide information necessary to locate the unit in the event an emergency occurs, and provides the Council a point of contact in such a situation.
- 4) May be required by a National Park, military installation, camp or other organization for admittance.
- 5) Provides the Scout Executive and his staff with information regarding unit activities and outings.

#### National Tour Permit or Local Tour Permit?

Any tour or trip over 500 miles, one-way, requires a **National Tour Permit**. All registered adult leaders involved must be Youth Protection Trained.

A **Local Tour Permit** is required when a unit outing or trip meets any of the following criteria:

- The event involves overnight camping \*
- The type of activity requires trained supervision (Cub camping – BALOO; climbing - *Climb On Safely*; boating\*\*, swimming, or other water sports – *Safe Swim Defense/Safety Afloat*).
- The event host or organizer requires one.
- An award or recognition stemming from the activity (i.e. High Adventure) requires it.
- Goes outside of the Council Area (Orange County)

***It is always acceptable to apply for a Tour Permit, even when not otherwise required, particularly if unusual activities, location or situations are involved***

**Note:** All events and activities, whether or not a Tour Permit is required, must be run under the provisions of “The Guide to Safe Scouting” which include requirements for Youth Protection Training, two-deep leadership, and age appropriate activities. Parent permission slips should be secured and the qualifications of all drivers should be checked.

\*Cub Scout “backyard camping” at the home of a Cub or at the Den/Pack meeting place is exempt, as is family camping at Council or District sponsored event where the scout attends with his parent(s). All Cub Scout camping, except as previously noted, may only take place at a Council approved camping facility, as part of a n overnight education program (Wild Animal Park, zoo, ship, etc.), or under special provisional approval as given by the Council Risk Management Committee.

\*\* If the boat involved is commercially operated under US Coast Guard documentation (fishing party boat, ferry, cruise ship, etc.) *Safe Swim Defense/Safety Afloat* is not required)