

When do I need a Local Tour Permit?

They are REQUIRED for:

ALL overnight outings

Any trip outside of the Council boundaries

Whenever the place you are visiting requires it

Activities requiring special training i.e. swimming, camping

Multiple units attending the same function must have their own permits

How do I fill one out?

Use the most current Application **2005 printing #34426E**

It is due 2 weeks before the activity to allow for proper planning (you'll see why)

1-Type of Unit- pack/troop/crew/team/post

2-Unit Number- 543/615/7

3-Town-City you're Chartered In- Naperville/Aurora

4-Council District-Not your school district- Thunderbird, Indian Prairie, MH, Chanonee

5-Date of the Activity-or Starting Date

6-Ending date if the activity is more than one day

7a-WHERE ARE YOU GOING?-Name of the place including City & State

If you are within Council Boundaries it is not necessary to give a route, just put "Blackwell Forest Preserve-Youth Campground- Warrenville, IL

7b-WHAT TYPE OF ACTIVITY IS IT?- camping, swimming, touring police station

*Be sure it is AGE-APPROPRIATE

8-Type of Trip- 1-day=tours, day hikes, bike rides

Touring Camps-involves traveling to several locations

Short-term Camp-week ends

Long-term Camp-summer camps

9-Activity Standards-Certain activities require specific training, you would list the certifications here i.e. swimming requires Safe Swim Defense, camping requires BALOO or Outdoor Leader Skills

10-Mode of transportation- how are you getting there? -Other can be BIKES

11&12-How many Youth (including siblings) and Adults are attending. Do your ratios of Youth to Adult comply with the activity?

13-Have parents approval been secured? Basically, do you have permission slips? The application WILL NOT be approved unless the answer is YES.

14-Describes 2 Deep Leadership

15-Youth Protection-At least 1 REGISTERED adult must be trained in Youth Protection AND be present. Write the name up the side, if it is not the Tour Leader or Assistant. Certification expires every 2 years. We will check this thru the computer system to verify. There have been problems when the computer has been down or the training not recorded. We recommend bringing a copy of the certification with the tour permit to speed things up.

16-Tour Leader Info-Needs to be a registered leader with the unit, name, age (we need to know that they are over 21), phone # incase we need to contact you, address

17-Tour Leader signs-stating you have in your possession AND have read the latest Guide to Safe Scouting. This means you are aware that the activity is Age-appropriate and approved, you need permission slip, the vehicles have gone thru the checklist, drivers qualify and all training is correct and up to date.

18-Assistant Tour Leader Info-this may be a registered adult or the parent of a participating scout.

19-Signed by Member of Unit Committee-Accepted signatures include the Institutional Head, Chartered Rep., Committee Chair, Pack Trainer and any one Registered as a Committee Member (this could be people you call: secretary, treasurer, chairs for advancement, public relations, outings, membership, and FOS **a Cubmaster is not a Committee member. Check your roster to see if they are registered as committee members. Some Den Leaders "wear 2 hats" but only registered committee may sign here. This is a Check & Balance thing, to ensure that the committee knows and approves what is going on at the pack and den level.

20-Tour Leader Signs Again!-to ensure that the information above is correct and approved. Did you read and understand the Transportation & Pledge of Performance on the back?

21-Must be filled out if you are car-pooling, it is recommended that the Tour Leader have a copy of insurance cards. If the parents are driving their own children write that across the page.

22-Year/make/model of the vehicle- 98 Ford f150 pick up

23-How many seat belts? We match the total seat belts to the Youth & Adults attending

24-Drivers Name

25-Drivers License Number, not license plate

26-This Must be "YES" or your permit will not be approved

27-This must be the State minimum which is \$20,000, note that BSA liability kicks in at \$500,000

28-For your convenience, you may make a list of all possible drivers and attach that list to the permit-highlighting drivers for this particular event

29-The Unit Committee & Tour Leader Signature also means they will ensure that the group follows the Transportation guidelines and Our Pledge of Performance

30-To speed things up a little you can fill out this part ahead of time

31-This is what our signatures and stamps mean.

32-Make copies and carry this with your along with Health Forms, Accident Insurance forms and other permits. You may need to send a copy of this ahead of time. For example, DuPage Co. Forest Preserve will cancel your reservation if they do not receive a copy by the Wednesday before a campout.

LOCAL TOUR PERMIT APPLICATION

FOR TRIPS AND CAMPS UNDER 500 MILES

LOCAL PERMIT NO. _____ DATE ISSUED _____

This application must be filed with local council service center two weeks in advance of scheduled activity for proper clearance. It is used for trips less than 500 miles. If destination is 500 miles or more one way or outside the U.S.A. (local council camp excepted), use National Tour Permit Application, No. 4419C. Units going into wilderness or backcountry areas must carry a copy of and abide by the principles of Leave No Trace, No. 21-105.

Type of unit 1 No. 2 Town 3 District 4 hereby applies for a permit and submits plans herewith for a trip from 5, 20____, to 6, 20____.

Give itinerary if tour; or destination if camp, including route description for reaching campsite (for long trip attach map indicating route and overnight stops): 7a + b

8 Type of trip: One day Touring camp Short-term camp Long-term camp (Furnish copy of program and menus.)

9 Activity Standards: Where swimming or boating is included in the program, Safe Swim Defense, No. 34370A, and/or Safety Afloat, No. 34368B, standards are to be followed. If climbing/rappelling is included, then Climb On Safety, No. 3206 (which recommends the American Red Cross's standard first aid and When Help Is Delayed or equivalent course), must be followed. One adult in the group must be trained as outlined:

Name	Age	Safe Swim Defense Expiration Date	Safety Afloat Expiration Date	Climb on Safety Date Taken

At least one person must be trained in CPR from any recognized agency for Safety Afloat and Climb On Safety.

Name	Age	CPR Training	Agency	Expiration Date

At least one adult on a pack overnighter must have completed Basic Adult Leader Outdoor Orientation (BALOO, No. 34162A).

Name	Age	Date BALOO Training Completed

10 Mode of transportation: Car RV Van Bus Boat Canoe Train Hiking Truck Other _____ (The beds of trucks and camper trucks are approved for equipment only—passengers are allowed only in the cab.)

Tour will include 11 youth and 12 adults. Have parents' approvals been secured? 13

It is the tour leader's and unit committee member's understanding that all drivers, vehicles, and insurance coverages will meet the national requirements as listed on the reverse side of this application.

14 Leadership and personnel: 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 leadership. The adult leader in charge of this group must be at least 21 years old.

Youth Protection Training:

- All registered adults participating in any nationally conducted event or activity must have completed the 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.

16 Tour leader's name _____ Age _____ Phone _____

Address _____

I have in my possession a copy of *Guide to Safe Scouting*, No. 34416D, and have read it. 17

18 Assistant tour leader's name _____ Age _____ Phone _____

Address _____

19 Signed by member of unit committee _____ 20 Signed by tour leader _____

RETAIN IN COUNCIL SERVICE CENTER

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

This permit should be in the possession of group leader at all times and displayed when requested by Scouting officials or other duly authorized persons. 32

Permit issued to _____ No. _____ Town _____

Name of tour leader _____ Age _____ Address _____

Name of 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.

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Local Permit No. _____
Date Issued _____

Council Stamp

Not official unless council stamp appears here.

_____ Council name and address
_____ Council phone no.
_____ Signed for the council

#34426E



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INSURANCE

All vehicles MUST be covered by a public liability and property damage liability insurance policy. The amount of this coverage must meet or exceed the insurance requirement of the state in which the vehicle is licensed. (It is recommended, however, that coverage limits are at least \$50,000/\$100,000/\$50,000 or \$100,000 combined single limit.) Any vehicle carrying 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. All vehicles used in travel outside the United States must carry a public liability and property damage liability insurance policy that complies with or exceeds the requirements of that country.

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Table with columns: KIND, YEAR, AND MAKE OF VEHICLE; NUMBER OF PASSENGERS; OWNER'S NAME; DRIVER'S LICENSE NUMBER; WILL EVERYONE WEAR A SEATBELT?; PUBLIC LIABILITY INSURANCE COVERAGE (Each Person, Each Accident, PROPERTY DAMAGE). Row 1 contains circled numbers 22, 23, 24, 25, 26 and dollar signs.

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

TRANSPORTATION

- 1. You will enforce reasonable travel speed in accordance with state and local laws in all motor vehicles.
2. If by motor vehicle:
a. 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.

b. If the vehicle to be used is designed to carry more than 15 persons (including driver) the driver must have a commercial driver's license (CDL).

Name: _____

C.D.L. expiration date: _____

- c. Driving time is limited to a maximum of 10 hours and must be interrupted by frequent rest, food, and recreation stops.
d. Seat belts are provided, and must be used, by all passengers and driver. Exception: A school or commercial bus.
e. Passengers will ride only in the cab if trucks are used.

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OUR PLEDGE OF PERFORMANCE

- 1. 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.
2. 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 seat belt for each passenger.
3. 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.
4. We will be certain that fires are attended at all times.
5. We will apply for a fire permit from local authorities in all areas where it is required.
6. 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.
7. 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.
8. 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.
9. We will not deface trees, restrooms, or other objects with initials or writing.
10. We will respect the property of others and will not trespass.
11. We will not cut standing trees or shrubs without specific permission from the landowner or manager.
12. We will collect only souvenirs that are gifts to us or that we purchase.
13. We will pay our own way and not expect concessions or entertainment from any individual or group.
14. We will provide every member of our party an opportunity to attend religious services on the Sabbath.
15. We will observe the courtesy to write thank-you notes to persons who assisted us on our trip.
16. We will, in case of backcountry expedition, read and abide by the Wilderness Use Policy of the BSA.
17. We will notify, in case of serious trouble, our local council service center, our parents, or other local contact.
18. 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.

Tour Permits Notes from the Meeting

1. From the sounds of it the scout store has problems with the computer that is use to confirm training information. Either the computer is not working and/or the online information is incomplete. The easiest way to avoid this is to photocopy or scan your training cards onto a single sheet and attach a copy to the tour permit.
2. It easiest to keep your driving information in a spreadsheet and printout the information that you need and attach it to the tour permit rather than trying to fill in all those boxes.
3. If parents are just driving there kids just say so on the driving section and you are done (with that section).
4. Remember that the people at the scout store are there to help you. They are not trying to stop you from going on an outing but helping you stay within the rules and covered by scout insurance.