

Boy Scouts of America

Local Tour Permit Application

For Trips and Camps under 500 miles

(2003 Revision)



This application must be filed with local council service center **at least 2 weeks** in advance of scheduled activity, event, or camping trip that is not a council or district run event for proper clearance. **It may be filed in person, by mail or by fax** at the address and numbers listed above. This permit is required for trips of less than 500 miles that include any overnight stay, any aquatic activity, and/or trips of 25 or more miles away from the normal unit meeting location. Vehicle insurance information as specified on the back of this form must be completed for all unit activities, unless each youth is being driven by their own parent and there will be no other Scouts in that vehicle.

If destination is 500 miles or more one way or outside the U.S.A., use National Tour Permit Application No. 4419. If backcountry trip, be sure to know BSA Wilderness Use Policy.

| | |
|--|---|
| Troop Pack | CAMP OR TRIP PLANS |
| Crew Post No. _____ District _____ | _____ hereby applies for a permit and submits plans herewith for a trip |
| (Circle) | |
| from: _____ to _____ on _____ | Departure Destination Dates of trip (Include Year) |

(For long trip or tour attach itinerary and map indicating route and overnight stops):

Tour leader's name _____ **Age** _____ **Phone (day)** _____
print or type

Address _____ **Phone (eve)** _____

Asst. tour leader's name _____ **Age** _____ **Phone (day)** _____
print or type

Address _____ **Phone (eve)** _____

Group will include:
(indicate number attending)

Boys: _____
 Girls: _____
 Male Adults: _____
 Female Adults: _____
 Total Group: _____

Parents advised of plans? Yes No

Type of Trip:
(check one)

One Day
 Short-Term Camp
(Less than 72 hrs.)
 Long-Term Camp

Arrival time: _____
 Departure time: _____

Mode of transportation: (check all that apply)
(If travel is by motor vehicle, drivers with proper-type license must meet age requirements listed on reverse side of this application.)

Car RV Train Boat
 Truck Bus Hiking Canoe
 Van Air Other: _____

(The beds of trucks and camper trucks are approved for equipment only – passengers are allowed only in the cab with seat belts.)

Required Training:

At least one participating adult must be currently certified in Youth Protection Training.

Name: _____ Expires: _____

Required Training for Cub Scout Overnights:

At least one adult present must have completed Basic Adult Leader Outdoor Orientation (BALOO) (Not required for organized council camp programs, i.e. Akela)

Campsite approval form (13-508) submitted for non-council site

BALOO trained adult: _____

Aquatic Activity:

Our activity/camp includes aquatic activities (check if yes and complete all below)

Where swimming or boating is included in the program, Safe Swim Defense and/or Safety Afloat certifications are required and all standards are to be followed.

Safe Swim Defense Certification (Name): _____
 Expiration date: _____

Safety Afloat Certification (Name): _____
 Expiration date: _____

For all aquatic activity, one adult CPR Certified (Name): _____
 Expiration date: _____

This group gives 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 (see Guide to Safe Scouting) and as stated in the Pledge of Performance on the reverse side of this permit. It is the tour leader's and unit committee member's understanding that all drivers, vehicles, and insurance coverage will meet the national requirements as listed on the reverse side of this application. The Boy Scouts of America policy requires two adult leaders on all camping trips and tours. Tour leader in charge must be at least 21 years of age. (Coed groups require coed leadership, both at least 21 years of age.)

Signed by member of unit committee (required) _____ Signed by tour leader (required, must be different from the Member of Committee) _____

| For Office Use Only | | Approval |
|---------------------|--------------------|----------|
| Date approved | Signed for Council | |

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 and the states where travel will occur. (It is recommended, however, that coverage limits are at least \$50,000/\$100,000/\$50,000.) Any vehicle carrying ten (10) or more passengers is required to have limits of \$100,000/\$500,000/\$100,000. 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.

| 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 | | |
|--------------------------------|----------------------|--------------|-------------------------|--------------------------------|-------------------------------------|---------------|-----------------|
| | | | | | Public Liability | | Property Damage |
| | | | | | Each Person | Each Accident | |
| | | | | | \$ | \$ | \$ |
| | | | | | \$ | \$ | \$ |
| | | | | | \$ | \$ | \$ |
| | | | | | \$ | \$ | \$ |

**The unit must verify all information requested on the above worksheet for each driver on each trip.
You may wish to keep this information on file and update semi-annually.**

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 an Explorer 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 month's 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 fifteen persons (including driver) the driver must have a commercial driver's license.
Name: _____
Commercial License 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.

OUR PLEDGE OF PERFORMANCE

1. We will use the Safe Swim Defense in any water 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-Scout like 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.