

# TOUR PERMIT PROCEDURE CHANGES

Effective 3/1/2011

**Effective March 1, 2011**, what are currently known as local and national tour permits will be superseded by what will be called the Tour Plan. **The current online tour permit system will be suspended.**

Tour Plan – “Units complete this form when planning for local, national or international adventure. The plan helps ensure the unit is properly prepared, that qualified and trained leadership is in place, and that the right equipment is available for the adventure.”

The tour planning worksheet is to be completed by the unit/contingent. It is retained by the Council and a Tour Plan is returned to the unit after review. There is a 21 day advance notice for units to submit the plan for review.

## WHEN IS A TOUR PLAN REQUIRED?

Trips of 500 miles or more

Trips outside of Gulf Stream Council

Note: Packs are only authorized to travel to Scout Camps or Government Parks (National, State, County, City) in Gulf Stream or immediately adjacent Councils. Some pre-approved exceptions are made such as: Disney's Ft Wilderness and Museum lock-ins.

Trips to any national high-adventure base, National Scout Jamboree, National Order of the Arrow Conference, or regionally sponsored event.

When conducting the following activities not at a Council or District event.

Aquatics activities (swimming, boating, floating, scuba, etc.)

Climbing and Rappelling

Orientation flights (use the Flying Plan)

Shooting Sports

## WHERE DO I FIND THE TOUR PLAN?

The link is on the Council website [www.gulfstreamcouncil.org](http://www.gulfstreamcouncil.org)  
click on the Activities button on the home page OR  
click on the Forms page and scroll down to Tour Plan

## HOW DO I COMPLETE THE TOUR PLAN?

Computer Requirements – Internet Explore 7.0 is preferred.

Update your Acrobat Reader to version X (10)

The update is free. Google it and it will take you right to the download.

Once you have that, open the fillable pdf form and complete all sections on Pages 1 and 2 only.

Do not print the form for signature but sign digitally as below. The entire process must remain electronic.

#### DIGITAL SIGNATURES:

Click on the pen and paper icon above the purple bar in the completed worksheet. It will tell you to click on your signature area and create a box by clicking and dragging with your mouse.

Click on “Sign” or if you don’t have a digital signature created, it will tell you the steps to follow.(once created it will be saved in the system and you won’t have to do it again.)

Use the floppy disk icon above the blue bar to save it on your PC.

Use the envelope above the blue bar to send the fillable form to the next person for signature.

After clicking the envelope, use the right col to “attach” the pdf and it will open an email with the pdf attached for you to enter an email address in the To line and send.

Done.

The second person need to click on Tools to open the signature options. Click on “Sign the document”, click and drag to create the signing box and sign..

That person emails to [bsagsc@scouting.org](mailto:bsagsc@scouting.org) for review by using the envelope.

#### NOTES:

All applicable fields must be completed.

Each travel day must be included in the Itinerary – both to & from.

If parents of all scouts are driving use the “Other” field in the travel box and list “Parents Driving”

Complete ALL information for the two Adult Tour Leaders.

Both the Committee Chair/Charter Rep and the Adult Tour Leader must sign the form digitally.

Provide the name and phone for an adult contact NOT GOING ON THE TRIP.

Complete information for all required training with expiration dates.

Provide complete vehicle and insurance information if carpooling.

Do NOT write on pages 3 and 4.

#### WHERE DO I SEND THE ELECTRONIC TOUR PLAN FOR REVIEW?

After completing and saving, click on the envelope icon above the blue line and choose “attach file” in the menu that appears on the right. A new email will open with the electronic form attached. Insert this address [bsagsc@scouting.org](mailto:bsagsc@scouting.org) in the TO filed and send for review.

INCOMPLETE INFORMATION WILL RESULT IN THE RETURN OF THE TOUR PLAN FOR EDITING AS MANY TIMES AS NECESSARY

LATE OR INCOMPLETE PLANS SUBMITTED LESS THAN 2 WEEKS PRIOR TO THE TRIP MAY NOT BE REVIEWED AND RETURNED.

**HOW WILL I KNOW OUR TOUR PLAN IS APPROVED?**

The Tour Plan is reviewed in the Council Service Center and once everything is in order it will be signed by the reviewer and returned via email to the Adult Tour Leader. Print pages 3 & 4.

**WHAT ITEMS ARE REQUIRED TO TAKE ON OUR TRIP?**

- \*Completed and reviewed Tour Plan, pages 3 & 4
- \*Annually signed and notarized Annual Health and Medical Record for every participant, youth and adult – registered or not.
- \*Accident and Sickness Insurance Certificate
- \*Accident and Sickness Claim Forms
- Applicable activity certification cards: Safe Swim Defense, Safety Afloat, CPR, Climb on Safely, Range Officer, etc.
- Current copy of the Guide to Safe Scouting
- First Aid and Roadside Emergency Kit

\* These forms are available on the Forms page of the Council website at [www.gulfstreamcouncil.org](http://www.gulfstreamcouncil.org)