TOUR PLANNING WORKSHEET

For office use
Tour plan No. _____ Date received _____ Date reviewed _____

Date _____

❑ Pack ❑ Troop/team ❑ Crew/Ship ❑ Contingent unit/crew Unit No. _____ Chartered organization _____

Council name/No. _____/_____ District _____

Purpose of this trip is _____

From (city and state) _____ to _____

Mileage round trip _____ Dates _____ to _____ Total days _____

Itinerary: It is required that the following information be provided for *each day* of the tour. (Note: Speed or excessive daily mileage increases the possibility of accidents.) Attach an additional page if more space is required. Include detailed information on campsites, routes, and float plans, and include maps for wilderness travel as required by the local council.

Date	Travel		Mileage	Overnight stopping place (Check if reservations are cleared.)	✔
	From	To			

Type of trip: ❑ Day trip ❑ Short-term camp (less than 72 hours) ❑ Other (OA Weekend, etc.) _____
❑ Long-term camp (longer than 72 hours) ❑ High-adventure activities

Party will consist of (number):

____ Cub Scouts ____ Boy Scouts ____ Varsity Scouts
____ Venturers—male ____ Venturers—female ____ Youth guests
____ Adults—male ____ Adults—female 0 Total

Party will travel by (check all that apply):

❑ Car ❑ Bus ❑ Train ❑ Plane
❑ Canoe ❑ Van ❑ Boat ❑ Foot
❑ Bicycle ❑ Other _____

Leadership and Youth Protection Training: Boy Scouts of America policy requires at least two adult leaders on all BSA activities. Coed Venturing crews must have both male and female leaders older than 21 for overnight activities. All registered adults must have completed **BSA Youth Protection training**. At least one registered adult who has completed BSA Youth Protection training must be present at all events and activities. Youth Protection training is valid for two years from the date completed.

Adult leader responsible for this group (must be at least 21 years old):

Name _____ Age _____ Scouting position _____ Expiration date _____

Address _____ Member No. _____

City _____ State _____ Zip code _____

Phone _____ E-mail _____ Youth Protection training date _____

Assistant adult leader name(s) (minimum age 18, or 21 for Venturing crews):

Name _____ Age _____ Scouting position _____ Expiration date _____

Address _____ Member No. _____

City _____ State _____ Zip code _____

Phone _____ E-mail _____ Youth Protection training date _____

Attach a list with additional names and information as outlined above.

❑ Our travel equipment will include a first-aid kit and a roadside emergency kit.

❑ The group will have in possession an Annual Health and Medical Record for every participant.

We certify that appropriate planning has been conducted using the Sweet 16 of BSA Safety, qualified and trained supervision is in place, **permissions** are secured, health records have been reviewed, and adult leaders have read and are in possession of a current copy of ***Guide to Safe Scouting*** and other appropriate resources.

_____ _____
Signature: Committee chair or chartered organization representative Signature: Adult leader

Unit single point of contact (not on tour) name _____ Telephone _____

Tour involves: ❑ Swimming ❑ Boating ❑ Climbing ❑ Orientation flights (attach **Flying Plan** required)
❑ Wilderness or backcountry (must carry **Wilderness Use Policy** and follow principles of **Leave No Trace**)
❑ Other (specify) _____

Activity Standards: Where swimming or boating is included in the program, **Safe Swim Defense** and/or **Safety Afloat** are to be followed. If climbing/rappelling is included, then **Climb On Safely** must be followed. At least one person must be current in CPR/AED from any recognized agency to meet **Safety Afloat** and **Climb On Safely** guidelines. At least one adult on a pack overnighter must have completed **Basic Adult Leader Outdoor Orientation (BALOO)**. At least one adult must have completed **Planning and Preparing for Hazardous Weather** training for all tours and activities. Basic First Aid is recommended for all tours, and **Wilderness First Aid** is recommended for all backcountry tours.

Expiration date of commitment card/training (two years from completion date)								**Three-year validity**	
Name	Age	Youth Protection	Planning and Preparing for Hazardous Weather	BALOO (no expiration)	Climb On Safely	Safe Swim Defense	Safety Afloat	Aquatics Supervision/ Paddlecraft Safety	Aquatics Supervision/ Swimming and Water Rescue

Name	Age	CPR Certification/Agency	CPR Expiration Date	First-Aid Certification/Agency	First Aid Expiration Date

Name	Age	NRA Instructor and/or RSO	
		No. _____	❑ Rifle ❑ Shotgun ❑ Pistol (Venturing only) ❑ Range Safety Officer ❑ Muzzle-loading rifle ❑ Muzzle-loading shotgun
		No. _____	❑ Rifle ❑ Shotgun ❑ Pistol (Venturing only) ❑ Range Safety Officer ❑ Muzzle-loading rifle ❑ Muzzle-loading shotgun

Unauthorized and Restricted Activities: The BSA's general liability policy provides coverage for bodily injury or property damage that is made and arises out of an official Scouting activity as defined by the *Guide to Safe Scouting*. Volunteers, units, chartered organizations, and local councils that engage in unauthorized activities are jeopardizing their insurance coverage. PLEASE DO NOT PUT YOURSELF AT RISK.

INSURANCE

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

KIND, YEAR, AND MAKE OF VEHICLE	NUMBER OF SAFETY BELTS	OWNER'S NAME	VALID DRIVER'S LICENSE (Y or N)	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. Attach an additional page if more space is required.	LIABILITY INSURANCE COVERAGE		
					LIABILITY		PROPERTY DAMAGE
					Each Person	Each Accident	
					$	$	$

If the vehicle to be used is designed to carry more than 15 people (including the driver), the driver must have a valid commercial driver's license (CDL). In some states (California, for example), this policy applies to drivers of vehicles designed to carry 10 or more people.

Name _____ CDL expires _____

Name _____ CDL expires _____

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

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TOUR PLAN

❑ Pack ❑ Troop/team ❑ Crew ❑ Contingent unit/crew No. _____

Chartered organization _____

Council name/No. _____-_____

Plan covers all travel between _____ and _____.

Dates of trip from _____ to _____.

Total youth 0 _____ Total adults 0 _____

Tour plan No. _____

Date reviewed _____

Council stamp/signatures

Itinerary: It is required that the following information be provided for *each day* of the tour. (Note: Speed or excessive daily mileage increases the possibility of accidents.) Attach an additional page if more space is required. Include detailed information on campsites, routes, and float plans, and include maps for wilderness travel as required by the local council.

Date	Travel		Mileage	Overnight stopping place (Check if reservations are cleared.)	✔
	From	To			

Adult leader responsible for this group:

Name _____ Age _____ Scouting position _____ Expiration date _____

Address _____ Member No. _____

City _____ State _____ Zip code _____

Phone _____ E-mail _____ Youth Protection training date _____

Assistant adult leader:

Name _____ Age _____ Scouting position _____ Expiration date _____

Address _____ Member No. _____

City _____ State _____ Zip code _____

Phone _____ E-mail _____ Youth Protection training date _____

Unit single point of contact (not on tour) name _____ Telephone _____

The tour plan is an important tool for conducting local, national, or international activities and is a checklist for best practices to be prepared for safe and fun adventure. Completing the tour plan may not address all possible challenges but can help to ensure that appropriate planning has been conducted, that qualified and trained leadership is in place, and that the right equipment is available for the adventure. In addition, the plan helps to organize safe and appropriate transportation to and from an event, and defines driver qualifications and minimum limits of insurance coverage for drivers and vehicles used to transport participants.

Times when a tour plan must be submitted for council review include:

- Trips of 500 miles or more
- Trips outside of council borders not to a council-owned property
- 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 outside of council or district events:
  - Aquatics activities (swimming, boating, floating, scuba, etc.)
  - Climbing and rappelling
  - Orientation flights (process flying plan)
  - Shooting sports
  - Any activities involving motorized vehicles as part of the program (snowmobiles, boating, etc.)
- At a council's request

Gr gq pcam k k c l bcb rm complete and submit this plan at least 21 days in advance to ensure your council has enough time to review the plan and _qqgqr _q l cacqq_pw, When review is complete, the second half of the plan is returned to you to carry on your travels.

TRANSPORTATION GUIDELINES

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 people (including driver) the driver must have a commercial driver's license (CDL). In some states (for example, California), this guideline applies to 10 or more people.

Name:_____

CDL expiration date _____

Name:_____

CDL expiration date _____

c. Driving time is limited to a maximum of 10 hours in one 24-hour period and must be interrupted by frequent rest, food, and recreation stops.

d. Safety belts are provided, and must be used, by all passengers and driver. Exception: A school or commercial bus, when not required by law.

e. Passengers will ride only in the cab if trucks are used.

OUR PLEDGE OF PERFORMANCE

1. We will submit changes to notify the local council in the event our itinerary changes.
2. We will plan our activities by and adhere to the policies contained in the ***Guide to Safe Scouting*** and the ***Sweet 16 of BSA Safety***.
3. 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.
4. 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.
5. We will apply for a fire permit from local authorities in all areas where it is required.
6. We will be certain that fires are attended at all times.
7. We will at all times be a credit to the Boy Scouts of America and will not tolerate rowdyism or un-Scoutlike conduct, keeping a constant check on all members of our group.
8. 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.
9. 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.
10. We will not deface natural or man-made objects.
11. We will respect the property of others and will not trespass.
12. We will not cut standing trees or shrubs without specific permission from the landowner or manager.
13. We will, in case of backcountry expedition, read and abide by the ***Wilderness Use Policy*** of the BSA.
14. We will notify, in case of emergency, our local council Scout executive, our parents, and our single point of contact.
15. 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.

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