

# 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 of 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. 4419B. **If backcountry trip, be sure to know BSA Wilderness Use Policy.**

\_\_\_\_\_ No. \_\_\_\_\_ Town \_\_\_\_\_ District \_\_\_\_\_ hereby applies  
Type of unit

for a permit and submits plans herewith for a trip from \_\_\_\_\_, 20\_\_\_\_, to \_\_\_\_\_, 20\_\_\_\_.  
Date Date

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

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

**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 Safely, 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 Safely Date Taken |
|------|-----|-----------------------------------|-------------------------------|----------------------------|
|      |     |                                   |                               |                            |
|      |     |                                   |                               |                            |

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

| 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 |
|------|-----|-------------------------------|
|      |     |                               |

**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 \_\_\_\_\_ youth and \_\_\_\_\_ adults. Have parents' approvals been secured? \_\_\_\_\_

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.

**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.

**Tour leader's name** \_\_\_\_\_ Age \_\_\_\_\_ Phone \_\_\_\_\_  
Print or type

Address \_\_\_\_\_

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

Tour leader's signature

Assistant tour leader's name \_\_\_\_\_ Age \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

**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.

**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.

**THE PORTION BELOW WILL BE RETAINED IN THE COUNCIL SERVICE CENTER  
ALL INFORMATION ON THE LEFT SIDE MUST BE COMPLETELY FILLED IN  
FAILURE TO COMPLETE THIS PORTION WILL RESULT IN DELAYS  
DO NOT FILL IN THE RIGHT SIDE (Council stamp & signature portion)**

**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.

Permit issued to \_\_\_\_\_ No. \_\_\_\_\_ Town \_\_\_\_\_  
Type of unit

\_\_\_\_\_  
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.

**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

**These spaces are for the signatures and comments of officials where the group camps or stays for one night or more. Signatures indicate that the cooperation and conduct of the Cub Scout, Boy Scout, Varsity Scout, or Venturing group were satisfactory in every way.**

| Date | Place | Signature | Comment |
|------|-------|-----------|---------|
|      |       |           |         |
|      |       |           |         |
|      |       |           |         |
|      |       |           |         |



## New Tour Permit Check List

\_\_\_\_\_ Permits are to be filed two weeks in advance of the scheduled activity for proper clearance.  
***Permits filed less than two weeks run the risk of not being processed and/or approved.***

\_\_\_\_\_ Local tour permits are required for trips outside the normal meeting place for the unit, but less than 500 miles one way or any overnight trip, boating, swimming, caving, water or rappelling activities. If destination is 500 miles or more one way or outside the USA, use a National Tour Permit Application. A tour permit is not necessary for District or Council sponsored activities i.e. summer day camp, camporee, or Goshen. Both applications can be found in our web site ([www.boyscouts-ncac.org](http://www.boyscouts-ncac.org)) or at the Marriott Scout Service Center. Forms dated prior to the 2002 print date will be not accepted.

\_\_\_\_\_ Transportation information must be completed (vehicle, drivers' license, insurance coverage).

\_\_\_\_\_ At least one tour leader must be a **registered** Scouter. ***A registered and Youth Protection trained adult must be present at all outings at all times***

\_\_\_\_\_ Two deep leadership is required for all activities.

\_\_\_\_\_ **Two different** signatures are required (one from a member of the unit committee and one from the tour leader).

\_\_\_\_\_ List the unit type and number. Identify the town and district. (NCAC is not a district, it is the Council).

\_\_\_\_\_ Give itinerary of tour, or destination of camp, including route description for reaching campsite (for long trips, attach a map indicating route and overnight stops). *The listing of just the city and state is not acceptable.*

\_\_\_\_\_ Indicate the type of trip (one day, touring camp, long-term camp).

\_\_\_\_\_ The lower left hand side of the permit must be completed or the permit will be returned. Council issues the tour number, council stamp and signature upon approval.

\_\_\_\_\_ ***Incomplete tour permits will be returned to the tour leader, unprocessed.***

\_\_\_\_\_ Tour permits may be mailed (9190 Rockville Pike, Bethesda, MD 20814), dropped off at Council, or faxed (301-564-9513) as long as it is within the two week requirement period. Tour permits filed with less than ample processing time may *not be* approved in time for your activity.

\_\_\_\_\_ Approved tour permits are mailed to the tour leader listed on the permit or to a designated Individual if requested. Please make sure names, addresses with zip code, and telephone numbers are legible. Please complete the bottom section of the tour permit. If you would like to have the completed tour permit sent to you as a pdf attachment on an email, please include your email on the tour permit when you file it. Again, please write legibly.

\_\_\_\_\_ If the tour permit is for a Pack or Den Overnighter, the unit must have a Basic Adult Leader Outdoor Orientation (Baloo) trained leader attend the overnighiter, and the overnighiter must be held at an approved campsite. This is *not* a requirement for Webelos camping.