

# TOUR AND ACTIVITY PLAN

Date \_\_\_\_\_

Pack  Troop/team  Crew/Ship  Contingent unit/crew

Unit No. \_\_\_\_\_ Chartered organization \_\_\_\_\_

Council name/No. \_\_\_\_\_ / \_\_\_\_\_

District \_\_\_\_\_

Description of tour or activity \_\_\_\_\_

From (city and state) \_\_\_\_\_ to \_\_\_\_\_

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.

For office use

**Tour and activity plan No.** \_\_\_\_\_

**Date received** \_\_\_\_\_

**Date reviewed** \_\_\_\_\_

**Council stamp/signatures**

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  High-adventure base \_\_\_\_\_

Party will consist of (number): ____ Youth—male      ____ Youth—female ____ Adults—male      ____ Adults—female	Party will travel by (check all that apply): <input type="checkbox"/> Car <input type="checkbox"/> Bus <input type="checkbox"/> Train <input type="checkbox"/> Plane <input type="checkbox"/> Van <input type="checkbox"/> Boat <input type="checkbox"/> Other _____
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**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 \_\_\_\_\_

Address \_\_\_\_\_ Member No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Youth Protection training date \_\_\_\_\_

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

Name \_\_\_\_\_ Age \_\_\_\_\_ Scouting position \_\_\_\_\_

Address \_\_\_\_\_ Member No. \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ 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. Any items needing attention will be resolved before the tour or activity date.

\_\_\_\_\_  
Signature: Committee chair or chartered organization representative

\_\_\_\_\_  
Signature: Adult leader

**Unit single point of contact (not on tour)**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_



**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**)  
 Shooting     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. **Trek Safely** and Basic First Aid are 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)							
Name	Age	Youth Protection	Planning and Preparing for Hazardous Weather	BALOO (no expiration)	Climb On Safely	Safe Swim Defense	Safety Afloat
Name	Age	CPR Certification/Agency		CPR Expiration Date	First-Aid Certification/Agency		First Aid Expiration Date
Name	Age	NRA Instructor and/or RSO					
		No. _____	<input type="checkbox"/> Rifle <input type="checkbox"/> Shotgun <input type="checkbox"/> Pistol (Venturing only) <input type="checkbox"/> Range Safety Officer <input type="checkbox"/> Muzzle-loading rifle <input type="checkbox"/> Muzzle-loading shotgun				
		No. _____	<input type="checkbox"/> Rifle <input type="checkbox"/> Shotgun <input type="checkbox"/> Pistol (Venturing only) <input type="checkbox"/> Range Safety Officer <input type="checkbox"/> Muzzle-loading rifle <input type="checkbox"/> Muzzle-loading shotgun				

**Unauthorized and Restricted Activities:** The BSA's general liability insurance policy provides coverage for bodily injury or property damage that 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 a \$100,000 combined single limit. Any vehicle designed to carry 10 or more passengers is required to have a \$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.

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.

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.

Name \_\_\_\_\_ CDL expires \_\_\_\_\_

Name \_\_\_\_\_ CDL expires \_\_\_\_\_

MAKE	MODEL	YEAR	NUMBER OF SAFETY BELTS	DRIVER/OWNER	VALID DRIVER'S LICENSE (Y or N)	LIABILITY INSURANCE COVERAGE
						Combined Single Limit