

TOUR AND ACTIVITY PLAN

This checklist is provided by Longs Peak Council, BSA, as a courtesy only. A copy need not be provided to the Council, but is recommended for use by units whenever planning a tour or activity away from its normal meeting location. Units are responsible for complying with all provisions of the BSA's *Guide to Safe Scouting*.

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 recommended 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.

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** – BSA 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 A float** 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 overnigher 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	<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	<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, and chartered organizations that engage in unauthorized activities are jeopardizing their insurance coverage. It is the unit's responsibility to comply. 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.

Effective September 1, 2015, the use of 15-passenger vans manufactured before 2005 was no longer allowed in connection with Scouting programs and activities. Any 2005 or later 15-passenger vans may be used if equipped with Electronic Stability Control and seat belts for all passengers as well as the driver. This applies to all vehicles, regardless of ownership.

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	No. of Seat-belts	DRIVER/OWNER	VALID DRIVERS LICENSE (Y or N)	LIABILITY INSURANCE COVERAGE
						Combined Single Limit