

New Tour Plan Replaces Tour Permit

Effective March 1, 2011, what are currently known as Local and National Tour Permits will be replaced by a "Tour Plan" and **the online tour permit system will no longer be available.** As a result guidelines for submitting and policies for processing Tour Plans have been revised.

Units should begin following these guidelines and filing the new Tour Plans immediately. Be advised effective April 1, 2011 Suffolk County Council will no longer be able to accept the old Tour Permit forms and will only process and approve applications submitted on the new Tour Plan forms.

What has changed?

- A Tour Plan is no longer required for many local trips or activities **unless** your trip or activity includes **any** of the criteria listed below.
- The new Tour Plan looks more complicated and seems longer, but it really does not ask for any more information than the old Tour Permit did. The format is slightly different and the print is larger! The Tour Plan is made up of a worksheet (two pages) and a plan (these two pages are what is returned to you as the approved Plan). All four pages must be submitted for approval.
- The plan now requires the signature of either the committee chair or the chartered organization representative along with that of the tour leader.
- The National guidelines for plan submittal recommend filing a plan three weeks prior to your trip or activity.
- The name of a contact person not going on the trip or attending the activity is required.

What has not changed?

- **Training and leadership requirements are the same.** No Plan can be approved unless one person going on the trip or attending the activity has **current Youth Protection Training**. No Plan can be approved unless one person going on the trip or attending the activity has **current Planning and Preparing for Hazardous Weather Training** (also known as Weather Hazard Training). Training requirements for all program activities remain the same and must be current. Remember: as a general rule, any training related to health or safety expires every two years. Most of these trainings are available on-line through your MyScouting Account.

Filing a Tour Plan is necessary if your trip or activity includes ANY of the following:

1. You are traveling 500 miles or more
2. You are traveling outside the Suffolk County Council borders
3. You are attending another Council's camp (This includes Schiff Scout Reservation)
4. You are attending any National high-adventure base, Jamboree, OA Conference or Region-sponsored event
5. Your trip or activity includes any of the following, outside of a Council or a District event
 - Aquatics activities (eg. swimming, boating, floating, scuba, snorkeling, etc.)
 - Climbing or rappelling
 - Winter sports (eg. skiing, cross-country skiing, tobogganing, snow boarding, snow tubing, sledding, etc.)

- Orientation flights (process flying plan)
- Shooting sports
- Any activities involving motorized vehicles as part of the program (snowmobiles, boating, etc.)

Please note that this means that even if you are within Council borders, you must file a tour plan if you plan to participate in the above activities.

The Suffolk County Council will adhere to the following policies regarding processing and approval of all Tour Plans:

- Tour Plans **MUST be submitted at least two weeks prior** to your trip or activity. This allows adequate time for processing, correction, approval and return of all plans. Plans submitted less than two weeks prior to your trip or activity CAN NOT be processed or approved!
- A Tour Plan must be signed by the Adult Tour Leader **and** by the Committee Chair or Chartered Organization Representative. No other committee member signature can be accepted!
- Please complete and submit all four pages of the Tour Plan to help expedite the approval process.
- When faxing a plan, please include a cover page containing contact information and a return fax number, so that any omissions or problems can be quickly addressed.
- Unless other instructions are provided, approved Tour Plans will be mailed to the person listed as the Adult Tour Leader.

Suggestions for completing a Tour Plan successfully:

- If your unit is not arranging carpooling, parents are responsible for providing their own transportation or your participants are meeting at your destination/location; you do not have to provide vehicle or insurance information on the Plan form. Use the box on page one of the worksheet to indicate how your party will travel. Select other and write in the appropriate description on the line provided.
- If your unit generally arranges carpools, it is suggested that a driver list be maintained for submittal with your tour plans. Use a spreadsheet or chart to keep a list of all possible drivers, vehicle, and insurance information (including the seatbelts available in each vehicle). Include a column for check marks to indicate which vehicles are being used on a particular trip and submit that with your Tour Plan. One must be submitted for each plan. The Council does not keep this information "on file".
- The Suffolk County Council CANNOT accept electronic signatures! Some versions of Acrobat Reader may suggest that you can use electronic signatures when typing into the fillable version of the Tour Plan. We are not set up to accept electronic signatures. Print out the completed Tour Plan and have the appropriate people manually sign the form for submission. You can still fax the plan to us at (631) 924-7145.
- On a separate sheet, provide daytime contact information for whoever will be able to provide answers or information should the need arise. If you would like the approved permit returned to someone other than the Tour Leader, please provide his or her mailing address or fax number.
- If a training requirement is being met by the attendance of someone other than one of the leaders listed on page one of the worksheet, please be sure to provide their names and training dates in the spaces provide on page two of the work sheet.
- Do not wait until the last minute!!!!!! Even if you are not 100% sure of how many people are attending, you can submit a plan with approximate numbers and confirm them, by calling the Council with the information, when they have been finalized.

The new Tour Plan forms and an FAQ are available for downloading and printing on both the Council and National websites.

www.scouting.org - select "Volunteer" from the blue banner across the top, and then select Forms from the Quick Links list on the right hand side of the page.

www.sccbsa.org - scroll down to the bottom of the "Resources" list on the right hand side of the home page; select Miscellaneous and then BSA Forms.