You may have heard of a change in how tour permits are being handled. This was a recent development from BSA National Council. This is very much a developing situation which is being guided by our National Organization. Mecklenburg County Council's goal is to keep you informed and make this process as user friendly as possible.

We have been advised by BSA National that the on-line form has being reinstated on www.myscouting.org. Please stay tuned to the council website at www.scouting.org for future updates. The new <u>Tour Plan</u> is available in the resource links section of www.mccscouting.org as well as the standard Activity Consent Form and Approval by Parents or Guardian.

The <u>Tour Plan</u> is a great tool to ensure that your unit plans a safe and fun outing. One major change is the request plan is submitted for review 21 days in advance of your outing. We understand that for many Scouting trips, it is difficult to submit correct information that far out. <u>Mecklenburg County Council</u> will be able to accommodate approval of Tour Plans turned in within a week's notice of departure. In the event of a major change in the plan (cancelation or different destination need to be noted). Major changes can be emailed to gene.conder@scouting.org

When does a Tour Plan need to be filled out and approved?

- Trips of 500 miles or more
- Trips outside of council borders not to a council-owned property (You do not need a Tour Plan if
 you are going to Mecklenburg Scout Reservation (Camp Grimes) or Belk Scout Camp unless your
 unit will be participating in the following activities where certified leaders are required (Aquatics,
 Shooting Sports, COPE/Climbing)

We ask that in consideration of staff time and proper planning on your part, that we are not able to accommodate last minute Tour Plan approvals.

If you are unsure exactly who will be driving and which trained adults will be attending the outing, it is acceptable to turn in a list of all possible drivers as well as a roster of all unit leaders with training updates. Many units keep this information up to date through their committee.

Tour Plans may be submitted by the following methods:

- 1) Over the counter at the Council Service Center during regular business hours.
- 2) By fax at 704-377-4955

The following FAQ's are found on the www.scouting.org wesbite.

Q. Why should I complete a tour plan 2?

A. The tour plan his 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 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.

Please complete and submit this plan at least 21 days in advance to ensure your council has enough time to review the plan and assist you in updating the plan if it is found defective. When the review is complete, the second half of the plan is returned to you to carry on your travels.

Q. When do I need to complete a tour plan 2?

A. 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:
- Aguatics 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.)

Regardless, the tour plan is an excellent tool that should be included in preparation for all activities, even those not requiring it. It guides a tour leader through itineraries, travel arrangement, two-deep leadership, qualifications of supervision, and transportation.

Q. What is different on the tour plan Vys. the tour permit?

A. Several items:

- The council is the reviewer of all tour plans; no regional review is required.
- The tour plan consists of a tour planning worksheet that is completed by the unit/contingent. After processing, the council retains the tour planning worksheet and returns the tour plan to the unit.
- The plan can be printed on standard 8 ½-by-11-inch paper!
 - 21- vs. 14-day advance notice requested for units to submit the plan for your review. (Mecklenburg County Council requests 1 week)
- A single point of contact (not on the tour) for council use included.
- Defined reasons/times when a tour plan must be submitted for council review.
- Updated Pledge of Performance.

Q. My council is telling me my plan is defective; what does that mean?

A. It would be best to address that with the reviewer directly so that defects can be removed. In many cases, it may just be that part of your plan was incomplete. Common reasons could include lack of two-deep leadership; training not completed, documented, or expired; excessive daily travel; and not including vehicles with the capacity to carry the tour.

Q. Is planning and preparing for Hazardous Weather Training required for all tours?

A. Yes, it has been required for all tours, including local and national, Cub Scout, Boy Scout, and Venturing, since January 1, 2009. It should be repeated every two years and is appropriate for not only adults, but Boy Scout-aged youth as well. A CD is available for use at your unit, district, and council events where Internet access is not available. Search www.scoutstuff.org for Item 610642 .

Q. What should we use for permission from parents?

A. The Activity Consent Form and Approval by Parents or Guardian Lis an appropriate resource.

Q. Do I need anything else if we are going on a discovery flight?

A. Yes, please complete the Flying Plan Application A along with an Activity Consent Form and Approval by Parents or Guardian (for each participant).