

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 | | | |
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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 _____ |
|---|--|

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 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 |
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| 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 |
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