

TOUR PERMIT PROCEDURES

Purpose

In order for the council to adequately meet the requirements of our volunteers, for all activities, we are requesting that you comply with the following procedures. A local tour permit application must be filed with the local Council Service Center ONE week in advance for proper clearance of the scheduled activity. It is used for trips of less than 300 miles. If the destination is 300 miles or more, or outside the United States (local council camp excepted), use the National Tour Permit Application.

Starting June 1, 2000

FAXED TOUR PERMITS

- ? Tour Permits that are FAXed to the council office must be completed front and back to be processed.
- ? We will process all tour permits Monday through Wednesday from 9:00 AM to 3:00 PM, **if a fax number is supplied and all information requested is received.**
- ? Tour permits faxed to the office on Thursday and Friday will be processed as fast as possible, but are not be guaranteed to be returned by Friday afternoon.
- ? Two or more adults are going on the activity. (BSA standards require two or more adults, one of who must be a registered leader.)
- ? Two different signatures with names, ages, and phone numbers are listed; the back of the tour permit must be filled out with information on all drivers or information stored at Council office.
- ? The permit includes dates of trip, UNIT NUMBER/DISTRICT, number of days of trip, destination, number of adults and youth.
- ? Walk-in tour permits, on an emergency basis, will be processed Monday through Friday from 9:00 AM to 3:00 PM, if all required signatures are complete.

NATIONAL TOUR PERMITS

A National Tour permit is required for all groups traveling to areas 500 miles or more one way from the home area, or crossing national boundaries into the territory of other nations. This application should be admitted to the local Council Service Center for approval at least one month before the tour. The Council will then forward it to the Regional Service Center for further approval.

Please remember these helpful hints to make sure your tour permit is processed quickly.