

Sending to Council a correct Tour Permit

Many permits are arriving at the Council office with missing information. This causes delays and some permits are never approved. Remember all Troops, Packs and Crews need to fill out a permit for any activity that involves traveling out of their town. This includes activities when the Unit travels to Sol Mayer, Baden Powell or Fawcett.

The form to use has this number at the bottom left on the front page: **34426E**. All other forms should be thrown away. Get a current form at cvcbsa.org (look under National and forms) or Google the number 34426E.

Here is a checklist to use before you send a permit.

Front page

1. Fill out top portion which includes the type and number of your Unit (pack, troop or crew), the town your unit is located and your district.
2. Fill out the destination of your trip. If your trip includes a variety of activities in different locations, then list your itinerary. If a troop or crew is going to a remote location, then it is important to send a map of the travel route and campsite.
3. Activity standards: properly trained adults must accompany Units on trips when swimming or boating is involved. Remember Safe Swim Defense and Safety Afloat training is available from the Council website. These training courses should be taken every two years.

A reminder to Packs: A BALOO trained person must be listed on the tour permit. Packs may only camp at five approved camping areas: San Angelo State Park, Camp Sol Mayer, South Llano, Lost Maples and Enchanted Rock. The Council Board must approve any new campsites. Call the Council office to learn how to get a new campsite approved.

4. Check all modes of transportation that will be involved in the trip.
5. List the number of youth and adults going on the trip. Have you received parent approval? This is a reminder to have emergency numbers for all participants.

6. List tour leader names and addresses. The tour leader's signature is required in **two** places. All tour leaders are required to have a current "Guide to Safe Scouting" in their possession for all outings requiring a tour permit. Please read this guide for the safety of the Scouts in your unit. A member of the Unit Committee is the other required signature. The tour leader or assistant tour leader cannot sign on this line.

Back page

Before filling out this portion of the permit, it is very important that the Unit leadership know that all drivers are currently licensed and insured.

1. Every car that will carry passengers must be listed with the kind, year and make of the vehicle, the number of passengers that this driver will be carrying for the trip, the name of the owner of the vehicle, and the driver's license number of the driver (include the state that issued the license). Each vehicle should have proper seatbelts and the vehicle should not have more passengers than seatbelts.
2. Every vehicle must have liability insurance. This is state law. Please list the amount of insurance that each vehicle carries.

Hint: You may create a spreadsheet with all possible drivers from your unit with the required information. You can fax the spreadsheet in place of the back portion. Circle the vehicles that will be involved.

Lastly: Please make sure the return fax number is working and please do not wait until the day of an event to send in your tour permit.