http://www.scouting.org/sitecore/content/Home/HealthandSafety/TourPlanFAQ.aspx

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**Tour and Activity Plan FAQs**

**Q. Why should I complete a tour and activity plan?**
**A.** The tour and activity plan is a planning tool for best practices to be prepared for safe and fun adventure. Completing the plan may not address all possible challenges, but it 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 (check with your local council) to ensure your council has enough time to review the plan and assist as necessary.

**Q. When do I need to complete a tour and activity plan?
A.** Times when a tour and activity plan must be submitted for council review include the following:

* Trips of 500 miles or more; or
* Trips outside of council borders (exception: not to your council-owned property); or
* Trips to Florida Sea Base, Northern Tier, Philmont Scout Ranch, Summit Bechtel Reserve **(you will be asked to present a copy of  your tour and activity plan upon arrival)**,national Scout jamboree, National Order of the Arrow Conference, or a regionally sponsored event; or
* When conducting any of the following activities outside of council or district events:
	+ Aquatics 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.); or
	+ At a council's request **(Contact your local council for additional guidelines or regulations concerning tour and activity plans; many have set guidelines for events or activities within council boundaries such as for Cub Scout overnight camping.)**

Regardless, the tour and activity 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 arrangements, two-deep leadership, supervision qualifications, and transportation.

**Q. Is it common for a council to set up a rigorous review of the tour and activity plan or have our unit submit a plan anytime we meet other than at our weekly meeting place?**
**A.** Your local council knows your local conditions, common tours, and activies best. We find that many councils set their policies based on those known risks. We suggest you contact your council if it choses to exceed the above policy on when and for what reasons a tour and activity plan should be filed for review.

**Q. Where can I find the paper version of the tour and activity plan?**
**A.** Click on [this tour and activity plan link](http://www.scouting.org/filestore/pdf/680-014.pdf). Please only use this format if you have a unit without access to [MyScouting](http://www.myscouting.org/). We are encouraging everyone to use the online system.

**Q. Where can I find the tour and activity plan online?
A.** You will need to log in to [www.myscouting.org](http://www.myscouting.org/) and select the tour and activity plan under your “Unit Tool.”

**Q. Is there a training program to show me how to complete the tour and activity plan online?
A.** Yes, please watch this interactive video if you are have questions. [Watch video now](http://www.scouting.org/sitecore/content/Home/HealthandSafety/DemoTourPlanVideo.aspx). ([Download video](http://www.scouting.org/filestore/HealthSafety/TourPlanMstr21612.zip))

**Q. What if my trip or activity is as a council contingent or is an OA activity?**
**A.** Contingent planners can either use the paper version of the [tour and activity plan](http://www.scouting.org/filestore/pdf/680-014.pdf) or the tour leader can record the plan under his or her primary unit affiliation and council, adding in other adult leadership as needed.

**Q. What, if any, transition period is available?**
**A.** If you previously completed a tour plan, it is still valid. You should start using the updated tour and activity plan immediately; all other paper versions are obsolete.

**Q. Why can’t I see tour and activity plans on my MyScouting account?**
**A.** The most common reason for not seeing tour and activity plans in your MyScouting account is that your member ID is not attached to your MyScouting account profile. Please contact the National Service Desk for assistance.

A second common reason is that your registration (position code) does not support the permission for the application. The application is not available to individuals registered only as merit badge counselors, Scout parents, or Tiger Cub adult partners. Please contact your unit leadership if you would like to update your unit position. [Click here for a list of unit positions with tour and activity plan access.](http://www.scouting.org/filestore/pdf/Tour_Plan_Unit_Position_Access_Jan2012.pdf)

**Q. Why change the tour permit?**
**A.** This update replaces the former “online” tour permit with an interactive planning tool that allows you greater flexibility. It is the first phase to the online version—with more enhancements to come.

**Q. What is the difference between a tour permit and the online version?**
**A.** Several items. With the online version:

* The unit leadership certifies the plan.
* The local council reviews plans but does not approve them.
* An email workflow can be used to notify the council, chartered organization, committee chair, and emergency contact that a plan has been submitted for review.
* It contains interactive prompts and warnings.
* It provides active links to program-required training and education.
* It provides the ability to store, retrieve, copy, and reuse previously submitted tour and activity plans (not applicable to permits).
* It provides the ability to update the plan up until the day before the tour and activity date.

**Q. With the older version, we had a “permit” to take with us. What do we take now?**
**A.** You can print a tour and activity plan summary at the end of your submission. Copies can be made if needed for your unit, emergency contact, parents, etc.

**Q. What materials do I need to complete the online version?**
**A.** You will need the following:

* Leadership contact information
* Vehicle information
* Description of the activity
* Travel itinerary

**Q. Is planning and preparing for Hazardous Weather training required for all tours?**
**A.** Yes, it has been required for all tours since Jan. 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 for item number [610642](http://www.scoutstuff.org/cd-pin-prep-4-hazard-weather.html) at [www.scoutstuff.org](http://www.scoutstuff.org/).

**Q. What should we use for permission from parents?**
**A.** The [Activity Consent Form and Approval by Parents or Guardian](http://www.scouting.org/filestore/pdf/19-673.pdf) is 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](http://www.scouting.org/filestore/pdf/19-672WB_fillable.pdf) along with an [Activity Consent Form and Approval by Parents or Guardian](http://www.scouting.org/filestore/pdf/19-673.pdf) (for each participant).

**Q. With whom do I discuss why we are required to have certain training before we do certain activities?**
**A.** We suggest that program and qualified supervision requirements be discussed with your unit leadership, unit commissioner, district commissioner, or district executive—in that order. The tour and activity plan does not set these requirements, policies, or guidelines; it is a tool to help unit leadership identify qualified supervision requirements for the planned program. The [Guide to Safe Scouting](http://www.scouting.org/scoutsource/HealthandSafety/GSS.aspx) is a good compendium of information to start your research with as well. In contains information on training such as [Safety Afloat](http://www.scouting.org/scoutsource/HealthandSafety/GSS/gss02.aspx#i), [Safe Swim Defense](http://www.scouting.org/scoutsource/HealthandSafety/GSS/gss02.aspx#d), and [Climb On Safely](http://www.scouting.org/scoutsource/OutdoorProgram/COPE/Climb%20On%20Safely.aspx).

**Q. What should I tell the parents in my unit, who always question why they have to furnish insurance or driver information for their vehicles?**
**A.** We suggest that you review the [Scouting Safely](http://www.scouting.org/scoutsource/HealthandSafety.aspx) alert on [insurance information](http://www.scouting.org/scoutsource/HealthandSafety/Alerts/Insurance.aspx) . For auto liability, the coverage provided by Scouting is secondary when those non-owned vehicles are used for an official Scouting activity. We get many reports that parents want to exclude their information since they are transporting their own children to and from an event. Recognize that in this scenario, the official Scouting activity for those youth and their parents would not start until arrival at the location and would end when they left the location; their travel is not an official Scouting activity.

**Q. What kind of insurance coverage does the BSA provide for the Scouting program?**
**A.** We suggest that you review the [Scouting Safely](http://www.scouting.org/scoutsource/HealthandSafety.aspx) alert on [insurance information](http://www.scouting.org/scoutsource/HealthandSafety/Alerts/Insurance.aspx).

**Q. Do we really need an Annual Health and Medical Record, No. 680-001, for all participants?**
**A.** Yes, and while this is a frequently asked question, it is not a new policy. Information on the Annual Health and Medical Record, including FAQs, can be found at this [link.](http://www.scouting.org/scoutsource/HealthandSafety/ahmr.aspx)

**Q. What are the common issues why my tour and activity plan would be defective or require me to update it before we conduct the tour or activity?**
**A.** Common deficiencies reported by councils that have reviewed many of the PDF versions of the tour plan suggest the following:

* There are no registered adult leaders.
* [Two-deep leadership](http://www.scouting.org/scoutsource/HealthandSafety/GSS/gss01.aspx#e) requirements are not met.
* Both male and female leadership for coed activities is not present.
* Qualified supervision is not identified for high-risk activities.
* Training is not completed for the planned program.
* [Youth Protection training](http://www.scouting.org/scoutsource/HealthandSafety/GSS/gss01.aspx) is not current.
* Hazardous Weather training is not current.
* The itinerary is incomplete.
* Travel plans include excessive mileage or travel in a 24-hour period.
* There are not enough vehicles identified to safely transport the tour.
* The planned activities are unauthorized.
* The plan was submitted after the activity or with no lead time.
* There is incomplete or inadequate insurance information for the tour or flying plan.

**Q. What must be included in the emergency roadside kit?**
**A.** The type of emergency roadside kit needed can vary depending on, for example, where you live, where the unit is traveling to/from, or the season (summer, winter). An emergency roadside kit may include items such as a reflective safety vest, tire jack and lug wrench, jumper cables, emergency flares, triangle reflective warning signs, fire extinguisher, flashlight with extra batteries, shovel, work gloves, space blanket, bottled water, whistle, basic tools (e.g., wrenches, multitip screwdrivers, and pliers), and a utility knife. You may choose to build your own emergency roadside kit or purchase one from a local general or hardware store.

**Q. We don’t know who the commercial carrier or charter bus driver will be for our trip, so what do we enter for driver and insurance information?**
**A.** Enter the name of the company and make sure the commercial carrier provides you with proof of insurance: $5 million CSL for 16 or more passengers or at least $1.5 million CSL for vehicles designed to transport nine to 15 passengers. It is not expected that this information will be furnished for commercial airline transportation.

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Bottom of Form

**Orange County Council**

(Note [from Richard]: This information appears to have not been updated since National rolled out the new online Tour & Activity Plan process on scouting.org. Therefore some of the information below is obsolete, such as all references to printed tour plans.)

Copied from <http://www.ocbsa.org/resources/tour-plans/> .

**Tour Plans**

Tour Plan Frequently Asked Questions (FAQ)
With every outing there is an opportunity for great adventure but also the risk that something could go wrong. Be Prepared… for the fun and the emergencies. Many changes have been made in the filing and processing of Tour Plans (previously called “Tour Permits”) recently. Here are the answers to some Frequently Asked Questions related to Tour Plans for Units within the Orange County Council.

Q. Why should I complete a Tour Plan?
A. The tour plan is 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 two weeks in advance to ensure 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 file a Tour Plan?
A. When any of the following apply:
•Trips of 500 miles or more
•Trips outside of Council borders.
•Trips to any national high-adventure base, National Scout Jamboree, National Order of the Arrow Conference, or regionally sponsored event
•When conducting any the following activities:
◦Aquatics 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.)
◦Any overnight camping

Q. My Unit is going to Scout Camp. Do we need a Tour Plan?
A. Yes, you will need a Tour Plan for any BSA Scout camp.

Q. We are leaving for summer camp on Sunday. Can I get my Tour Plan processed the Friday before we depart when I pick up uniforms at the Scout Shop?
A. In order to properly process a Tour Plan, you must allow two weeks (14 days) lead time on filing the Tour Plan. We cannot guarantee the expediting of Tour Plan approvals or letters for proof of insurance for late submissions.

Q. Do we always need a Tour Plan?
A. Tour Plans are not required if the activity is a one day event within the Orange Council boundaries unless it includes swimming, boating, climbing, shooting, etc. when specialized training is required.

Q. Why do I need driver information?
A. Driver information shows that each driver has the minimum required insurance coverage for the state in which they are licensed. If you have a list of all the drivers in your Unit, simply attach a copy and circle those who are driving for each event as needed.

Q. What training should I have for my Tour Plan?
A. At least one registered member of each group must have Youth Protection Training, updated within the past two calendar years prior to the date of departure, as well as the new Planning and Preparing for Weather Hazards training, also updated within the past two years. Other training may be required depending on the event for which the tour plan is requested (such as Safe Swim Defense, Safety Afloat, Wilderness first Aid, CPR, etc).

Q. Can electronic signatures be accepted on the Tour Plan?
A. Yes. Required documents may be faxed in or attached to email (see below).

Q. Do I need to hand-deliver my Tour Plan? Can I email it?
A. Tour Plans may be hand-delivered or mailed to the William Lyon Homes Center for Scouting at 1211 East Dyer Road, Santa Ana, CA 92705 or can be faxed from on the Scout Shops (Anaheim or Laguna Hills) or can be or faxed to 714-546-8706. Tour Plans may be sent via email to etourpermit@ocbsa.org. If you need to speak to someone call 714-546-4990.

Q. How do I receive my copy of the reviewed Tour Plan?
A. A review of your tour plan will be emailed back to you at the address you provided. (Please always include an up-to-date email address on your Tour Plan). We can also fax the approved tour plan if you provide a fax number.

Q. What is the most common mistake on a Tour Plans?
A. Missing signatures are the biggest delay factor. Please be sure to include the required signatures before submitting your Tour Plan.

Q. If we are using a professional tour company (climbing, rafting, canoeing, or other activities) what do we need to show on our Tour Plan?
A. Council will need the tour company to submit a Certificate of Insurance to ensure this vendor meets the minimum Liability coverage requirements

* Tour planning worksheets can be sent to etourpermit@ocbsa.org or faxed to 714-546-8706.
* Attached is the link to the new fillable Tour Planning Worksheet <http://www.scouting.org/filestore/pdf/680-014_fillable.pdf>
If you have questions or need help, please contact Volunteer Services Desk at the William Lyon Homes Center for Scouting.