

SAN GABRIEL VALLEY COUNCIL

Tour Plan Guidelines

PROTECTING YOUR ASSETS

The Tour Plan is a checklist of best practices to help units be prepared for safe and fun adventures. 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 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. It also reinforces leader requirements, especially in regards to Youth Protection. And, it provides information to locate a unit if an emergency arises, and gives the council a point of contact should an emergency situation develop.

Filing a tour plan with the Council Service Center signifies that a unit recognizes BSA registration policies are being followed and that national requirements are being met. Such policies are outlined in the *Guide to Safe Scouting* available online at www.scouting.org.

Failure to file a tour plan does not relieve units or their leadership from abiding by the rules and regulations of the BSA. The San Gabriel Valley Council is committed to providing safe and fun environments for youth to enjoy, while protecting adult leaders from undue litigations.

Compliance to these tour plan guidelines ensures that the BSA can and will fulfill their obligation to look after the well being and safety of their membership.

San Gabriel Valley Council

Boy Scouts of America

3450 E. Sierra Madre Blvd.

Pasadena, CA 91107

(626) 351-8815 Fax: 351-9149

CHANGES

The Online Tour Permit System is no longer available. Acrobat fillable forms are available on the council website.

National Tour Permits are no longer required. All Tour Plans will be reviewed by the local council. The Tour Plan consists of two parts; a planning worksheet and the tour plan approval section. Both parts must be submitted. The council will keep the worksheet and return the tour plan after processing.

PERMISSION SLIPS

For all activities, trips, & outings, it is recommended that every youth provide a signed permission slip from parents authorizing them to participate. Even when tour plans are not necessary, it is wise to have the slips on hand. The *Activity Consent Form and Approval by Parents or Guardian* is available at the Council Service Center or online on the council website.

DISCARD OLD FORMS

Tour Permits prior to 2011 revision are no longer valid. Only the 2011 Tour Plan or newer forms will be approved.

SGVC TOUR PLAN GUIDELINES

WHEN IS A TOUR PLAN REQUIRED?

It is required for all trips.

WHEN TO FILE A TOUR PLAN?

Because of the detailed information and training requirements to be reviewed, all tour plans must be filed **Two Weeks (14 days) in Advance**. This requirement helps ensure that trips are well planned, and allows time to correct forms if necessary. This includes *faxed* tour plans. When the review is complete, the second half of the plan is returned to the unit.

HOW TO FILE A TOUR PLAN?

Unit leaders must file a tour plan *two weeks* in advance by:

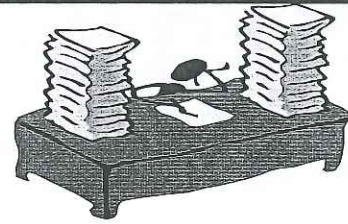
1. **Hand Delivering** to Council Service Center. If time allows, approval can be given on the spot, or a copy will be mailed.
2. **Mailing** to Council Service Center. Approved copies will be mailed back to the unit leader.
3. **Faxing** to Council Service Center. Faxing does not necessitate approval will be given on the spot. Approved copies can be mailed or re-faxed. Please indicate on the fax cover sheet your desire to have the plan re-faxed or mailed.
4. **Scan and Email** to Council Service Center. Each Tour Plan requires a physical signature. Print the tour plan, sign the pages, scan the forms, attach the driver list, and email both documents to irma.martinez@scouting.org. The office will email back the approved copy.

WHEN FILING THE TOUR PLAN:

Submit all four pages of the tour plan. Check for completeness of the form. Incorrect forms delay the approval process. Include required signatures. Each signature attests to the correctness of the information submitted, that registration policies are being followed, and that national safety and insurance requirements are being met.

The council will verify the correctness of the form and review training requirements. The council will contact the submitter if the plan is incomplete or incorrect information is found.

Failure to correct the tour plan by the travel date or failure to meet the minimum two week deadline will **prohibit the unit from participating in the activity**. There are **NO Exceptions** to this policy!



**PLEASE
SUBMIT
TOUR
PLANS
EARLY**

Your cooperation in submitting Complete and correct tour plans would be greatly appreciated.

HELPFUL HIINT

Experience has shown that delays in submitting tour plans are because tour leaders have a difficult time compiling driver information.

To help, each unit may submit a "Possible Driver" list. List every eligible parent driver on one page, type on a reproducible form, and submit the entire sheet with each tour plan, regardless if they provide transportation on the trip or not. This list must be submitted every time. The council does not have the ability to file driver forms individually.

Parents driving their own child must still be listed.