



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 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 William Lyon Homes Center for Scouting signifies that a Unit recognizes BSA registration and youth protection 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 Orange County 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.

ORANGE COUNTY COUNCIL, BOY SCOUTS OF AMERICA

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CHANGES

The Online Tour Permit system is no longer available. Acrobat fillable forms are available on the Council website at www.ocbsa.org.

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 and outings, it is recommended that every youth provide a signed permission slip from parents authorizing participation 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 William Lyon Homes Center for Scouting or online at www.ocbsa.org.

DISCARD OLD FORMS

Tour Permits prior to 2011 revision are no longer valid.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

WHEN IS A TOUR PLAN REQUIRED

1. Trips outside of the Council borders
2. When conducting the following activities outside of Council or District events:
 - a. Any overnight activity
 - b. Aquatic activities (swimming, boating, floating, scuba, etc.)
 - c. Climbing and rappelling
 - d. Shooting sports
 - e. Orientation flights (must attach flying plan)
 - f. Any activities involving motorized vehicles as part of the program (snowmobiles, boating, etc.)
3. At the request of the Council as indicated in the event registration materials.

TOUR PLAN IS NOT REQUIRED IF;

1. The event is within Orange County Council
2. One day event with no overnight activity
3. No swimming, shooting, climbing, or boating involved
4. Eagle Projects that fall into the above criteria

WHEN TO FILE A TOUR PLAN?

Because of the detailed information and training requirements that must 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 Tour 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 the William Lyon Homes Center for Scouting. If time allows approval can be given on the spot, or a copy will be emailed when requested.
2. **Mailing** to the William Lyon Homes Center for Scouting. Approved copies will be emailed when requested to the Unit leader.
3. **Faxing** to William Lyon Homes Center for Scouting. Faxing does not necessitate approval will be given on the spot. Approved copies can be emailed or re-faxed. Please indicate on the fax cover sheet your desire to have the plan re-faxed or emailed. Fax 714-546-8706.
4. **Scan and Email** to William Lyon Homes Center for Scouting. Each Tour Plan requires 2 different signatures. Print the Tour Plan, sign the pages, scan the forms, attach the driver list and email both documents to the Volunteer Service Desk at etourpermit@ocbsa.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.

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 a complete and correct Tour Plan is greatly appreciated.

HELPFUL HINT

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

To help, each Unit should submit a "Possible Driver" list. List every eligible parent driver on one page, typed and submit the entire sheet with each Tour Plan, regardless if they provide transportation on the trip or not. This list must be submitted each time. The Council does not have the ability to file driver forms individually.

Parents driving their own child must still be listed.