

Local & National Tour Permit Procedures

The use of Tour Permits is part of the proper planning that should go into all unit activities involving travel. The Tour Permit Application is a great planning tool that helps leaders make sure that they are thinking through all the necessary steps to ensure that the activity is run safely. The Northern Star Council policy requires that a Tour Permit Application be turned into the council office for any activity that requires travel outside of the council boundaries, excluding our Scout Camps.

A Local Tour Permit Application is required for trips of less than 500 miles. A National Tour Permit Application is required for trips 500 miles or more one way or for International Travel (i.e. Canada). It is recommended that the planning steps of the Tour Permit Application be followed for all activities regardless of distance but only submitted to the council office if travel takes the unit outside the council boundaries.

The Tour Permit Application reminds units of the requirement of having a minimum of two leaders, securing permission slips, making sure that all drivers have seat belts for each passenger and adequate insurance. The applications reference other important literature like the *Guide to Safe Scouting* and requests leaders' training for activities like aquatics that require Safe Swim Defense and Safety Afloat training. The Tour Permit Application must be signed by two different people. The Tour Leader and a member of the unit committee must sign the application attesting to the fact that this activity was safely planned and the unit will follow the BSA guidelines for safe Scouting.

Local Tour Permit Applications **must** be filed at the Council Service Center by mail, via fax (763-546-5140) or in person, at least **two weeks** in advance of the scheduled activities conducted outside of council boundaries.

A National Tour Permit must be submitted for approval at least **one month** before your tour. The council must then forward it to the Boy Scout Central Region Service Center in Illinois for approval. The Region processes permits by a "first come, first serve" basis, and, at times, receives an average of 150 applications each day. **It is very important to submit this permit at least one month in advance.**

Some tour permits have been submitted days or even hours before departure. This precludes a thorough and well-planned activity that leads to a safe outing.

Both Local and National Tour Permit Applications are available on this web site or at the Council Service Centers.