

CENTRAL NEW JERSEY COUNCIL

Building Character Across the State



BOY SCOUTS OF AMERICA

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The Council has adopted a new policy for processing tour permits.

Local Tour Permits are necessary for Pack and Troop trips because they provide insurance in event of an accident. The Council is required to check that at least one of the leaders listed are registered and one is trained in Youth Protection (Safe Swim Defense, and Safety Afloat when necessary).

Therefore, all Local Tour Permits **MUST** be mailed, faxed or brought in person to the Service Center at least 2 weeks (10 business days) in advance from the start date of the trip. All tour permits turned in late will **NOT** be approved.

Please understand that validating the above information is to protect the volunteers and the Council should an accident occur. To make sure the process works as smoothly as possible, please make sure that all unit leaders have up-to-date training and that the tour permit is filled out with all necessary information, clearly written and have the proper signatures

If you have any questions about this policy or tour permits in general, please contact The Program Assistant, Shanaye Mitchell at (609) 419-1600 ext. 10 or by e-mail at shmitche@bsamail.org. I apologize for any inconvenience this may cause and hope you understand the importance of this change.

office

Beginning on Monday, October 3, 2005, all tour permits submitted inside of two weeks will **NOT** be approved.

The exception to this two-week rule is if you attach a copy of your up-to-date training cards, that are applicable for the activity you are participating in, and/or a copy of your current membership card when you submit the Local Tour Permit request.

Sincerely,

John Gliot
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Central New Jersey Council, Inc.
Council Procedures
Subject: **Local Tour Permit Application**

The local council has the responsibility to authorize the plans of any Cub Scout, Boy Scout, Varsity, Venturing or Learning for Life group to conduct a local tour or expedition. Approval is based on meeting high standards for leadership, transportation, equipment, program, health and safety, and business management as established by the Boy Scouts of America.

A local tour permit is needed for tours of less than 500 miles. Local Tour Permits do not need to be completed if the unit is remaining within their district boundaries. Completion of a Local Tour Permit confirms the pack/troop has completed the necessary Council requirements and is covered under the accident/liability insurance.

Local Tour Permits are always needed for overnight camping or aquatics activities.

Local Tour Permits must be submitted to the Service Center at least two weeks prior to the scheduled trip.

The procedure for processing a Local Tour Permit Application is as follows:

- The Customer Service Representative reviews the application for completion and assures that the activity is authorized by the BSA. This includes destination, names, and number of kids, number of adults, name, telephone number, as well as the necessary driver information.
- Complete forms are assigned permit number from notebook. (stored at the reception desk)
- Enter the information required in the notebook and enter the permit number at the top and on the tear off of the permit.
- Stamp the lower right corner of the tear off with the council stamp. Tear off the bottom portion and return to applicant identified on the bottom of the form.

Each month the completed Local Tour Permit applications are put into a large, labeled envelope and move into storage in the basement. Stamp the lower right corner of the tear off with the council stamp. Tear off the bottom portion and return to applicant identified on the bottom of the form.

Policy approved by _____ Date _____
Scout Executive

Policy Implemented on _____ Date _____ Policy updated on _____ Date _____

Orientation Conducted on _____ Date _____