
MEMO

DATE: March 16, 2007

TO: Scout Executives

FROM: Dan W. Hayes
Associate Regional Director, Program

SUBJECT: National Tour Permit Applications

Spring is coming, which means it is time for tours. Although it is required for applications to be mailed to the regional office **at least 30 days** in advance of the tour, volunteers could save a lot of frustration by applying at the time they are planning their trip. **The regional office is pleased to accept applications up to 12 months prior to the tour.** This is just a reminder of some of the important information to be aware of when filling out a National Tour Permit application:

1. Make sure all needed information is provided on the National Tour Permit application: the tour leader's name, type of unit, unit number, round trip mileage (even if you are going by public transportation), dates of the trip, starting point and destination of the trip, the number of youth and adults going, the itinerary, type of transportation planned, the amount of insurance carried if traveling by private vehicles, address and phone number of the tour leader, signature and Guide to Safe Scouting, and 8e or 8f must be marked.
2. There must be at least two (2) adult leaders going on every trip. One of these leaders must be at least 21 years of age. In addition, there must be one adult leader for every 10 youth. If female youth are attending, there must be one adult female for every 10 youth female.
3. Insurance requirements are listed on the tour permit application. You must know how many are traveling in each vehicle so that you can review the insurance requirements. This applies only to private or rented vehicles. **Commercial vehicles are not required to list their insurance. 7a and 7b must be marked when traveling by any type of public carrier.**
4. If the tour consists of a Troop, Pack, Explorer post, Venturing crew, etc. the application **must have three signatures (Scout executive, Tour Leader, and the Chairman of committee.)** If the tour is a council contingent, the application is required to have **only two signatures (the Scout executive and the Tour Leader.)**

5. A National Tour Permit is required for all groups traveling to areas 500 miles or more one way (1,000 miles or more total), or crossing national boundaries into the territory of other nations (including Canada.)
6. Tour permits are processed in the order in which they are received. **Faxing or priority mailing will not expedite your tour permit.** Plan ahead and mail your tour permit early!

If **all of the above requirements are not met**, the application will be **returned** to the local council for corrections, which could result in delays in obtaining the tour permit approval in time.

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Attachment-National Tour Permit Application