

The **ABCs** of *Local Tour Permits*

- **WHY?** A tour permit that has been approved by the local council prior to the activity registers the activity as an official Scouting activity. BSA's insurance coverage only applies to official Scouting activities.
- **WHAT Activities?** Anytime a unit (den, pack, troop, crew or post) leaves its natural meeting place (for tours and trips under 500 miles one way).
- **WHEN to file?** At least 1 week prior to the activity. This requirement ensures that trips are well planned and any problems with the application can be resolved.
- **WHAT form?** Please use the online *Greater Western Reserve Council Local Tour Permit Application* (revised May 2005) which can be downloaded from the Local and National Forms page on the GWRC web site, www.bsa-gwrc.org, and e-mailed to the Service Center.
- **WHO to file with?** The application may be e-mailed, faxed (330-898-8970), mailed or dropped off to the Program Secretary at the Council Service Center.
- **Other important items:**
 - ✓ **Youth Protection Training:** *Per council policy*, at least one adult accompanying the group must be trained within the last 2 years. Please make sure the adult leader's name is recorded on the application.
 - ✓ Pack overnight camping requires one adult to have completed BALOO training (*not required for district or council-sponsored events*).
 - ✓ If all youth are being transported by their parents, Section V does not need to be completed. Please simply put a statement under Section V to that effect.
 - ✓ Two signatures are required; one signature is the *tour leader's* and the other signature is a unit committee member's. If the on-line application is used, registration numbers may be substituted for signatures.
 - ✓ A Local Tour Permit application cannot be processed until the Year-Round Facility Use Permit form (for reservations at Camp Stambaugh or Camp Stigwandish) has been completed and fees paid.
 - ✓ Please check over the application and make sure that all information is provided.