

**New Tour Permit Check List**

\_\_\_\_\_ Permits are to be filed two weeks in advance of the scheduled activity for proper clearance.  
***Permits filed less than two weeks run the risk of not being processed and/or approved.***

\_\_\_\_\_ *Local tour permits are required for trips over 50 miles one way but less than 500 miles one way or any overnight trip, boating, swimming, caving, water or rappelling activities. If destination is 500 miles or more one way or outside the USA, use a National Tour Permit Application. A tour permit is not necessary for District or Council sponsored activities i.e. summer day camp or Goshen. Both applications can be found in our web site (www.boyscouts-ncac.org) or at the Marriott Scout Service Center. Beginning in January of 2003 forms dated prior to the 2002 print date will be not accepted.*

\_\_\_\_\_ Transportation information must be completed (vehicle, drivers' license, insurance coverage).

\_\_\_\_\_ At least one tour leader must be a **registered** Scouter. ***A registered and Youth Protection trained adult must be present at all outings at all times. Note: In the near future the BSA National Office will be requiring a training certification as proof.***

\_\_\_\_\_ *Two deep leadership is required for all activities.*

\_\_\_\_\_ ***Two different*** signatures are required (one from a member of the unit committee and one from the tour leader).

\_\_\_\_\_ *List the unit type and number. Identify the town and district. (NCAC is not a district, it is the Council).*

\_\_\_\_\_ Give itinerary of tour, or destination of camp, including route description for reaching campsite (for long trips, attach a map indicating route and overnight stops). *The listing of just the city and state is not acceptable.*

\_\_\_\_\_ Indicate the type of trip (one day, touring camp, long-term camp).

\_\_\_\_\_ *The lower left hand side of the permit must be completed or the permit will be returned. Council issues the tour number, council stamp and signature upon approval.*

\_\_\_\_\_ ***Incomplete tour permits will be returned to the tour leader, unprocessed.***

\_\_\_\_\_ Tour permits may be mailed (9190 Rockville Pike, Bethesda, MD 20814), dropped off at Council, or faxed (301-564-9513) as long as it is within the two week requirement period.

\_\_\_\_\_ Approved tour permits are mailed to the tour leader listed on the permit or to a designated individual if requested. Please make sure names, addresses with zip code, and telephone numbers are legible.

\_\_\_\_\_ *If the tour permit is for a Pack Overnighter, the unit must have a Basic Adult Leader Outdoor Orientation (Baloo) trained leader attend the overnighter, the overnighter must be held at an approved campsite. Note: In the near future the BSA National Office will be requiring a training certification card as a proof.*