

Pack 96 Instructions for completing the Local Tour Permit application

- 1) This permit is for den and pack trips outside of Bridgewater and less than 500 miles away. If the trip is in Bridgewater then no permit is needed. If the trip is more than 500 miles away then a National Tour Permit will be needed and the application for that is a different form (on the Council web site.)
- 2) You should submit the application at least 2 weeks before the trip but if you submit it less than 2 weeks in advance the council will still try and process it in time. If you work with them they are usually pretty quick when they have to be.
- 3) Print out the application on the next page and fill it out.
- 4) At the top they want to know how you want the approved form sent back to you (fax, mail, etc.)
- 5) The Unit (Pack) number, etc is pre-filled in the version below. Enter the date(s) of your trip and a description of it.
- 6) If the trip does not involve swimming then leave the section that starts with "Person in charge" blank (or strike it out).
- 7) If you don't know the exact number of participants an estimate is OK.
- 8) When it asks "Have parent approvals been secured" this applies more to Boy Scouts when it is typical that the scouts go off on trips without their parents. For Cubs the parents are almost always in attendance too so just write in "yes". If a parent cannot attend for some reason, a scout can go with another parent in the den but it should not be one of the Den Leaders. In that case you might want to get a written approval from the parent who is not going.
- 9) All trips should include "two deep leadership" which means having at least 2 BSA trained adults on the trip. Either one can be the "Tour Leader", the other one would be the "Asst. Tour Leader."
- 10) If you don't have the "Guide To Safe Scouting" you can obtain it from the Cubmaster or Committee Chairperson (or another Den Leader) or from the Council and it is also available on-line via the council web site at www.ppbsa.org (then click on "Just For Leaders" and then "Forms Library").
- 11) Where it asks for a member of the Unit Committee to sign, this cannot be one of the tour leaders, you need to get the signature of another Committee Member such as the Cubmaster, Committee Chairperson or Asst. Cubmaster.
- 12) Towards the bottom check off where it says "Each parent will drive his/her own kids" (if that is the case which it usually is) and then you don't have to fill out that grid that asks for a bunch of vehicle information. Read the last page.
- 13) When complete fax it to the council at 973-765-9142, no cover sheet required. You can also mail it to the Council Service Center at 222 Columbia Turnpike, Florham Park, NJ 07932. If you have any questions you can call them at 973-765-9322. You can also call our District Executive (who is as of 4/2004 Terry Paicer) at the same number and his extension is 226. You can also e-mail him at tpaicer@bsamail.org. You can also contact his boss, Keith Walton at x229 with issues.
- 14) You should bring the approved trip permit on the trip with you.
- 15) That's it, after you do a couple it's not as bad as it looks. Remember, we still require a lot less paperwork than the Girls Scouts.
- 16) Happy Trails!

PATRIOTS' PATH COUNCIL - LOCAL TOUR PERMIT APPLICATION

FOR TRIPS AND CAMPS UNDER 500 MILES

PLEASE RETURN APPROVED FORM BY: FAX Fax#: _____ MAIL UNIT MAIL BOX

This application must be filed with local service center two weeks in advance of scheduled activity for proper clearance. It is used for trips of less than 500 miles. If destination is 500 miles or more one way or outside the USA (local council camp excepted), use National Tour Permit Application, No. 4419A. If backcountry trip, be sure to know BSA Wilderness Use Policy.

Pack No. 96 Town Bridgewater District Raritan Valley hereby applies

for a permit and submits plans herewith for a trip from _____, 20____, to _____, 20____.
Date Date

Give itinerary of tour; or destination if camp, including route description for reaching campsite (for long trip attach map indicating route and overnight stays).

Type of Trip: One day Touring Camp Short-term camp Long-term camp Where swimming or boating is included in the program, *Safe Swim Defense*, and/or *Safety Afloat*, standards are to be followed.

Person in charge: _____ Safe Swim Defense training _____
Name

Expiration: _____ and/or Safety Afloat training _____ Expiration: _____

Or use of adult assistants so qualified: Safe Swim Defense training _____ Expiration: _____
Name

And/or Safety Afloat training _____ Expiration: _____

Also, at least one adult must be trained in CPR for Safety Afloat. _____ CPR training Expiration: _____

Mode of transportation: Car RV Bus Boat Canoe Train Hiking Truck Other _____
(The beds of trucks and camper trucks are approved for equipment only – passengers are allowed only in the cab.)

Tour will include _____ youth members and _____ adults. Have parents' approvals been secured? _____
It is the tour leader's and unit committee member's understanding that all drivers, vehicles and insurance coverages will meet the national requirements as listed on the reverse side of this application.

Leadership and personnel: Boy Scouts of America policy requires at least two adult leaders on all camping trips and tours. Coed Venturing crews must have both male and female Leadership. The adult leader in charge of this group must be at least 21 years old.

Tour leader's name _____ Age _____ Daytime Phone _____
Print or type

Address _____
Date completed Youth Protection Training: _____ Date completed Risk Zone Training: _____

I have in my possession a copy of Guide to Safe Scouting and have read it. _____
(Tour Leader's signature)

Assistant tour leader's name _____ Age _____ Daytime Phone _____

Address _____
Date completed Youth Protection Training: _____ Date completed Risk Zone Training: _____

Signed by member of Unit Committee

Signed by tour leader

For Cub Scout Family Camping: Our Baloo Trained Leader is: _____ Date of training _____

____ Each parent will be driving his/her own son.

COMPLETE IF DRIVER WILL BE TRANSPORTING YOUTH OTHER THAN THEIR OWN

It is the tour leader's and unit committee member's understanding that all drivers, vehicles and insurance coverage will meet the national requirements as listed below. The Boy Scouts of America policy requires two adult leaders on all camping trips and tours. Tour leader in charge must be at least 21 years of age and be a registered volunteer.

KIND YEAR AND MAKE OF VEHICLE	No. Of Passengers	OWNER'S NAME	DRIVER'S LICENSE NUMBER	Will everyone wear a seatbelt?	EACH PERSON	EACH ACCIDENT	PROPERTY DAMAGE

If vehicle to be used is designed to carry more than fifteen persons (including driver) the driver must have a commercial driver's license.

Name: _____ C.D.L. Expiration Date: _____

Date Issued: _____
Approved by: _____

FOR OFFICE USE ONLY
NOT OFFICIAL UNLESS
COUNCIL STAMP APPEARS HERE

DATE FAXED _____
DATE MAILED _____
DATE FILED _____

FORM MUST BE COMPLETE TO BE APPROVED

INSURANCE

All vehicles MUST be covered by a public liability and property damage liability insurance policy. The amount of this coverage must meet or exceed the insurance requirements of the state in which the vehicle is licensed. (It is recommended, however, that coverage limits are at least \$50,000/\$100,000/\$50,000). Any vehicle carrying ten (10) or more passengers is **required** to have limits of \$100,000/\$500,000/\$100,000. In the case of rented vehicles the requirement of coverage limits can be met by combining the limits of personal coverage carried by the driver with coverage carried by the owner of the rented vehicle. All vehicles used in travel outside the United States must carry a public liability and property damage liability insurance policy that complies with or exceeds the requirements of that country.

TRANSPORTATION

1. You will enforce reasonable travel speed in accordance with state and local laws in all motor vehicles.
2. If by a motor vehicle:
 - a) Driver Qualifications: All drivers must have a valid driver's license and be at least 18 years of age. Youth Member Exception: when traveling to an area, Regional or National Boy Scout activity or any Explorer event under the leadership of an adult (21+) tour leader, a youth member at least 16 years of age may be a driver, subject to the following conditions: (1) Six months' driving experience as a licensed driver (time on a learner's permit or equivalent is not to be counted);
 - (2) no record of accidents or moving violations; (3) parental permission has been granted to a leader, driver, and riders; (4) a 21-year-old licensed driver must be a passenger in the vehicle.
 - b) Driving time is limited to a maximum of 12 hours and must be interrupted by frequent rest, food and recreation stops.
 - c) Seat belts are provided and must be used by all passengers and driver. Exception: A school or commercial bus.
 - d) Passengers will ride only in cab if trucks are used.

OUR PLEDGE OF PERFORMANCE

1. We will use the Safe Swim Defense in any water activity.
2. We will use trucks only for transporting equipment – no passengers except in the cab. All passenger cars, station wagons, recreational vehicles, and cabs of trucks will have a seat belt for each passenger.
3. We agree to enforce reasonable travel speed (in accordance with national, state, and local laws) and use only vehicles that are in safe mechanical condition.
4. We will be certain that fires are attended at all times.
5. We will apply for a fire permit from local authorities in all areas where it is required.
6. We will at all times be a credit to the Boy Scouts of America and will not tolerate rowdyism or un-Scoutlike conduct, keeping a constant check on all members of our group.
7. We will maintain high standards of personal cleanliness and orderliness and will operate a clean and sanitary camp, leaving it in a better condition than we found it.
8. We will not litter or bury trash, garbage, or tin cans. All rubbish that cannot be burned will be placed in a tote-litter bag and taken to the nearest recognized trash disposal or all the way home, if necessary.
9. We will not deface trees, restrooms, or other objects with initials or writing.
10. We will respect the property of others and will not trespass.
11. We will not cut standing trees or shrubs without specific permission from the landowner or group.
12. We will collect only souvenirs that are gifts to us or that we purchase.
13. We will pay our own way and not expect concessions or entertainment from any individual or group.
14. We will provide every member of our party an opportunity to attend religious services on the Sabbath.
15. We will observe the courtesy to write thank-you notes to persons who assisted us on our trip.
16. We will, in case of backcountry expedition, read and abide by the Wilderness Use Policy of the BSA.
17. We will notify, in case of serious trouble, our local council service center, our parents or other local contact.
18. If more than one vehicle is used to transport our group, we will establish rendezvous points at the start of each day and not attempt to have drivers closely follow the group vehicle in front of them.