

TOUR PLAN REQUIREMENTS

TROOPS, TEAMS, CREWS, AND SHIPS

Summary: **TOUR PLAN** filing is the responsibility of the unit committee, in the interest of providing maximum safety for youth while engaging in events, trips, and tours with a concerted effort to follow BSA Policies and adhere to the principle of prior proper planning. The approval of Tour Plans is the responsibility of the local council. Capitol Area Council (C.A.C.) will endeavor to make the process as environmentally sustainable as practical by emphasizing electronic filing of Tour Plans. In general, Tour Plans are required for events/tours requiring specialized instructors with inherent risk to youth and adult members.

TOUR PLANS MUST BE SUBMITTED 21 DAYS PRIOR TO THE TOUR

PREFERRED METHOD IS VIA EMAIL TO: FRONTDESK@BSACAC.ORG

VIA FAX: 512-926-6870

VIA MAIL: CAPITOL AREA COUNCIL; 7540 ED BLUESTEIN BLVD.; ATX 78723

A. TOUR PLANS are required when unit engages in:

- (1) Trips of 500 miles or more
- (2) Trips outside of council borders not to a council-owned property
- (3) Trips overnight inside council borders not to a council-owned property
- (4) Trips to any national high-adventure base, national Scout Jamboree, National order of Arrow Conference, or BSA regional sponsored event
- (5) Trips to any international destination or international Scouting event
- (6) Tour Plans are required when conducting the following activities outside of Council or District Events:
 - *Aquatics activities (swimming, boating, floating, scuba, etc.)*
 - *Climbing and rappelling*
 - *Orientation flights (process flying plan)*
 - *Shooting sports*
 - *Any activities involving motorized vehicles as part of the program (snowmobiles, boating, etc.)*

B. TOUR PLANS are not required when unit engages in:

- (1) Daytime field trips within the Council's 15 county territory. Units must comply with the provisions stated in the *Guide to Safe Scouting*, including Chapter XII – Transportation.
- (2) Participating in a Council or District managed activity such as Summer Camp, Camporee, etc. that is held at one of the Council camps.
- (3) The Tour Plan is **not required** when a Short Term Camping Permit is in effect to use council properties or facilities.

C. SHORT TERM CAMPING PERMITS are required when using C.A.C. facilities.

Tour Plan & Camping Permit Requirements

TOUR PLANS

- Tour Plans must be received by the Capitol Area Council 'FRONT DESK' at least 21 days in advance.
- Tour Plans must be properly completed with no omissions in order to expedite processing.
- Completed, approved Tour Plans will be returned to sender via email.

Tour Plans may be sent by email to: FRONTDESK@BSACAC.ORG

Tour Plans may be sent by fax to the Capitol Area Council at 512-926-6870.

Mail to: Capitol Area Council; 7540 Ed Bluestein Blvd.; Austin, TX 78723

CAMPING PERMITS

- 1- Short Term Camping Permits are due 21 days prior to the event, and used for making reservations to the following camps:
 - Lost Pines Scout Reservation
 - Camp Green Dickson
 - Alma Irvin McHenry
 - Roy Rivers
 - Wolf Mountain
- 2- Cub World Pack Reservation Forms are due 21 days prior to the event, must be paid in full before reservation is confirmed, and used exclusively for making reservations to Cub World.
- 3- Griffith League Scout Ranch Reservations Forms are due 21 days prior to the event and are used exclusively for making reservations to GLSR. Leave No Trace Awareness certification is required for one member of your unit, and principles of LNT must be adhered to and supervised by your unit LNT awareness member.
- 4- Application to Conduct a Canoe Trip is due 21 days prior to the event. A Tour Plan is required and all Safety Afloat and Guide to Safe Scouting guidelines must be strictly adhered to. (Float Plan required)
- 5- Shooting Sports Ranges and Equipment Application is due 21 days prior to the event. A Tour Plan is required and all shooting must be supervised by NRA Certified personnel according to the requirements in the Guide to Safe Scouting and the policies of the Capitol Area Council Shooting Sports Committee.

Be aware Camping Permits are issued on a first-come, first-served basis.

Tour Plans and Permits available via the CAC Website at www.bsacac.org under forms.