

Tour Plan Guidelines

Effective March 1, 2011

The tour plan is an important tool for conducting local, national, or international activities and is a checklist for best practices to be prepared for safe and fun adventure. Completing the tour plan may not address all possible challenges but can help to ensure that appropriate planning has been conducted, that qualified and trained leadership is in place, and that the right equipment is available for the adventure.

In addition, the plan helps to organize safe and appropriate transportation to and from an event, and defines driver qualifications and minimum limits of insurance coverage for drivers and vehicles used to transport participants.

Times when a tour plan must be submitted for council review include:

- Trips of 500 miles or more
- **Trips outside of council borders not to a council-owned property**
- Trips to any national high-adventure base, national Scout jamboree, National Order of the Arrow Conference, or regionally sponsored event
- 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.)
- At a council's request

Please complete and submit this plan at least 21 days in advance to ensure your council has enough time to review the plan and assist you in updating the plan if it is found defective. When review is complete, the second half of the plan is returned to you to carry on your travels.

The current Tour Plan is a form that can be filled and saved PDF document. It may be e-mailed to the following address:

tseamon@bsamail.org