

National Capital Area Council
Local Tour Permit Application Guidelines

A Local Tour Permit Application (No. 34426E) must be filled out and submitted electronically or in hard copy to the Marriott Scout Service Center at least two weeks before a scheduled activity for Council approval. A Local Tour Permit is required for trips requiring travel of at least 50 miles (but not more than 500 miles one-way) from the unit's meeting place. Trips of any distance that involve international travel require a National Tour Permit.

Units going into the wilderness or backcountry areas should also abide by the principles of **Leave No Trace**. When swimming or boating is included in the program, **Safe Swim Defense** and/or **Safety Afloat** standards are to be met.

If climbing/rappelling is included, Climb on Safely guidelines must be followed, which recommends that at least one person has completed America Red Cross Standard First Aid (Adult CPR and First Aid) and "When Help is Delayed". A copy of the Guide to Safe Scouting must be in the possession of the tour leader at all times.

In addition to the above requirements, the Local Tour Permit Application requires that the following information be provided:

- Vehicle transportation and insurance information.
- Leadership provided during the duration of the outing.
- Youth Protection Training qualifications (at least one leader must have this training.)
- Hazardous Weather Training qualifications (at least one leader must have this training.)

Visit www.myscouting.org for information on all training courses available.

The application process assists units in planning a safe, interesting and enjoyable trip. Information provided may be used to contact unit members in case of emergencies. Officials at the camping facility (i.e. state and federal parks) are assured that Scout groups have been approved by the local council to conduct this activity.

The BSA publication "**Tours and Expeditions**" is recommended reading for leaders before filling out a tour permit application. It covers the key steps for planning and organizing trips, necessary equipment, health and safety concerns and where to find additional information.

Trip leaders should also have read **The Guide to Safe Scouting**, which lists approved activities and safety standards required for Scout youth participation. Section XII-Transportation, has excellent information regarding "The Risk Zone", including some guidelines to prevent fatigue while driving.

Please contact the Marriott Scout Service Center at 301-214-9100 for assistance if necessary.