

Pennsylvania Dutch Council #524

Tour Plans

- I. When does a unit need to file?**
 - A. Anytime the unit leaves the Council Borders.**
 - 1. Our borders encompass all of Lancaster & Lebanon Counties.
 - 2. This includes day trips and camping events.
 - B. Anytime the unit is camping overnight.**
 - 1. This includes in our Council borders.
 - 2. The exception to this rule is PA Dutch sponsored events such as summer camp, Council camporees, & District events.
 - C. Any activity that requires special training.**
 - 1. Trainings such as Safe Swim Defense, Safety Afloat, Climb on Safely, etc.
 - 2. Activities such as caving, whitewater, C.O.P.E. courses, etc.
 - 3. At all times the guidelines in the Guide to Safe Scouting and the BSA Sweet 16 of Safety should be followed.
- II. Helpful Hints for completing Tour Plans.**
 - A. Gather all your leaders' training information and put it into a spreadsheet.**
 - 1. Attach the spreadsheet to the tour plan and mark the leaders attending.
 - 2. Please record the expiration date for training and update as needed.
 - B. Gather all of your unit's vehicles and drivers information into a spreadsheet. Attach the spreadsheet to the tour plan.**
 - 1. Place a mark next to each driver for the trip.
 - 2. If parents are driving their own child, list parent under other in "the party will travel by" box.
 - 3. Have at least one vehicle listed in the vehicle information box as an emergency vehicle when parents are transporting own children.
 - C. Itinerary**
 - 1. List each day of trip
 - 2. List location for camping overnight i.e. Camp Bashore, French Creek State Park, AT Trail, etc.
 - 3. Be sure to include mileage.
- III. Things to Remember**
 - A. Record number of scouts, male adults, female adults, and total number of people in "the party will consist of" box.**

- B. Complete information for 2 adults is required.
- C. The Adult Leader going on the trip & the Committee Chair or Charter Rep must sign the form. The member ID number or electronic signatures will be accepted for tour plans that are electronically filed. Plans that are faxed, mailed, or brought into the store must have actual signatures. All National & International plans **MUST** have actual signatures.
- D. List one unit contact that is **NOT** going on the trip.
- E. Local Tour Plans should be turned in 3 weeks in advance. National and International Tour Plans **MUST** be turned in for review 4 weeks in advance. Should information change call, fax, or email the changes with the tour plan number and date of approval.
 - 1. Phone- 717-394-4063
 - 2. Fax – 717-394-7776
 - 3. Email- 524Tour.Plans@scouting.org
 - 4. Mail- 630 Janet Ave Suite B-114 Lancaster, PA 17601