

Tour Plan Policy

Revised February, 2011

Effective March 1, 2011, what are currently known as local and national tour permits will be superseded by what will be called the tour plan. ***The online tour permit system will be suspended.** This update is the accumulation of work by a cross-functional team of volunteers and staff including the Health and Safety Support Committee, Council Solutions, Outdoor Program Group, and Risk Management Advisory Panels.

Here is the definition of the tour plan in the Language of Scouting: "Units complete this form when planning for local, national, or international adventure. The plan helps ensure the unit is properly prepared, that qualified and trained leadership is in place, and that the right equipment is available for the adventure."

Tour Plan Application Procedure

The unit leadership completes the tour plan application and submits it 21 days before the departure date to the Chicago Area council by:

Mail original to the Chicago Area Council, (Attn. Tour Plan) 1218 West Adams, Chicago IL 60607

Fax Application to 312-421-4725 (Attn. Tour Plan)

Hand deliver to the front desk at the Council service center.

The council will send the unit portion of the form with approval via USPS. If the tour leader has not received the approved tour plan four days prior to trip departure, please contact the Council service center at 312-421-8800 to determine the status.

The tour plan form can be downloaded from here: http://www.scouting.org/filestore/pdf/680-014_fillable.pdf

Applicability

A tour plan must be submitted if any of the following criteria are met:

- The event or activity takes place outside of Cook county, IL.
- The event or activity involves an overnight.
- The event or activity involves one or more of the following activities:
 - Aquatics Activities (Swimming, boating, floating, scuba, etc.).
 - Climbing or rappelling
 - Orientation flights (process flying plan)
 - Shooting sports
 - Any Activity involving motorized vehicles as part of the program (snowmobiles, boating, etc.).

Contingents organized by council, district, or the Order of the Arrow, are considered a unit and must submit a tour plan.

Click here for frequently asked questions:

<http://www.scouting.org/scoutsource/HealthandSafety/TourPlanFAQ.aspx>