

## New Tour Plan Guidelines and Procedure

Effective March 1, 2011, what are currently known as the local and national tour permits will be replaced by what will be called the Tour Plan. The online tour permit system will **NO LONGER** be available.

The following is the definition of the tour plan in the language of Scouting: “Units complete this form when planning for local, national or international adventures. 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.”

Defined reasons and times when a Tour Plan must be submitted for council review:

1. Trips that are **outside the Connecticut Yankee Council territory** and are not going to a Connecticut Yankee Council owned camp property
2. Trips to any national high-adventure base, National Scout Jamboree, National Order of the Arrow Conference or regionally sponsored event
3. When conducting the following activities outside of council or district events:
  - Aquatics activities (swimming, boating, floating, scuba, etc.)
  - Climbing or rappelling
  - Orientation flights (process flying plan)
  - Shooting sports
  - Any activities involving motorized vehicles as part of the program (snowmobiles, boating, etc.)
    - Please note that this means that even if you are within council borders, you must file a tour plan if you plan to participate in the above activities.
4. Electronic signatures will **NO LONGER** be accepted.
5. Tour Plans **MUST BE** submitted at least two weeks prior to your trip!

You may submit your Tour Plans to Cindy Pepe in the following manner:

- Fax: (203) 876-6884
- Email: [cypepe@bsamail.org](mailto:cypepe@bsamail.org)
  - Tour Plans will be available as of March 1, 2011 on our website @ [www.ctyankee.org](http://www.ctyankee.org). You may find them under Resources/Forms/Tour plan. The Tour Plan will be formatted so that Scouters may enter their information directly on the form. It may then be scanned and emailed.
- Mail or hand deliver: 60 Wellington Road, Milford, CT 06461

Thank you for your patience and cooperation.

If you have any questions or concerns, please contact Cindy Pepe at 203-876-6868, ext. 265.

