

Tour Leader Guidelines

- A. Boy Scout Tour Leader
 - 1. Assists in the search for campsite options and activities for the trip.
 - 2. Serves as the Troop's point of contact (POC), providing planning updates to the Patrol Leaders Corp (PLC) and making any trip related announcements to the troop.
- B. Tour Leader
 - 1. Does not have to be a registered Scouter.
 - 2. Plans on attending the trip.
 - 3. Serves as the Adult POC, providing planning updates to the Troop Committee and the Scoutmaster.
 - 4. Works with trip's SPL and Boy Scout Tour Leader to set up trip agenda.
- C. Scoutmaster
 - 1. If the Troop's Scoutmaster is not attending the trip, then he selects a Trip Scoutmaster to serve in that role.
 - 2. Trip Scoutmaster must be a registered Scouter.
- D. Campsite
 - 1. Registration Application and Fees
 - a. Application deadlines vary – Suggest 6 months for Camping Trips.
 - b. Deposits – How much per site/scout? Is it refundable? Date due?
 - c. Cancellation Date – Latest date to cancel?
 - d. Keep list of alternatives.
 - 2. Special Requirements
 - a. Special waiver and permission slips may be required by some outfitters.
 - b. Military Facilities require the following information for all attendees:
 - 1) Social Security Number
 - 2) Photo ID (Adults)
 - 3) Proof of Insurance for vehicles (see Travel Coordinator)
 - 3. Facilities – Check for:
 - a. Site Restrictions – How many campers allow in the site(s)?
 - b. Water – Available or bring our own?
 - c. Latrines/Bathrooms/Showers
 - d. Picnic tables
 - e. Campfires
 - 1) Are they permitted?
 - 2) Are there any fire restrictions; based on region and season?
 - 3) Firewood – available to gather or need to bring our own?
 - f. Trash Disposal – available on site or do we need to carry out with us?
- E. Permission Slips
 - 1. Fees
 - a. Site
 - b. Food* Money for food is not collected for Backpacking trips.
 - c. Patch
 - d. Travel
 - e. Rentals Snowshoes, skis, kayaks, etc
 - f. Personal
 - 2. Departure time and Return Time Window

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- a. An adult with a scout going on the trip will be assigned as a point of contact for any changes in the trip itinerary, return time or in case of a family emergency.
- b. This assignment will be made not later than the troop meeting prior to the departure date.
3. Travel Time and Travel Distance
4. Advancement Information
 - a. List by rank for Tenderfoot, Second and First Class.
5. Eligibility – Minimum age requirement, rank position or skill (Swimmer)
- F. Time Table for Trip (Weekend trips)
 1. Camping Coordinator reminds TL that information is due in 2 weeks – 8 troop meeting before trip.
 2. Permission Slips information to Travel Coordinator – 6 troop meetings before trip.
 3. Permissions Slips distributed – 5 troop meetings before trip.
 4. Permission Slips collected – 3 troop meetings before trip.
 5. Patrol Assignments made and monies distributed to PLs – 2 troop meetings before trip.
 6. Quartermaster received gear list from trip SPL (TENTING ASSIGNMENTS) – last troop meeting before trip.
 7. Gear needed for trip assembled in front of shed – ready to load on Friday night.
- G. Documentation to be carried by Tour Leader:
 1. Tour Permit (Submitted by Travel Coordinator to Council at least two weeks prior to trip.)
 2. Vehicle registration and insurance information
 3. Trip Tour Report
 4. Permission Slips
 5. Medical Forms – Set of Class 1 health forms for all attendees. Check for non-registered adults attending for the first time.
 6. Copy of Insurance Certificate
 7. Blank insurance forms (3)
 8. Guide to Safe Scouting
 9. Trip Roster
 10. Emergency Fund (\$50.00)
- H. Travel Arrangements
 1. Transportation – Two weeks before trip;
 - a. Make sure adequate number of vehicles and drivers.
 - b. Point to Point Backpacking trips may require coordinating drivers to drop and pick up.
 - c. Bikes? Canoes? Are there enough carriers for them?
- I. Troop Trailer – Only individuals approved by the troop committee are permitted to haul the troop trailer.
- J. Vehicle Assignments – Made by trip SPL at the troop meeting prior to departure.
- K. Special Travel Arrangements – If scouts are not traveling with the troop, their parents must notify the Tour Leader no later than the troop meeting prior to departure.

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- L. Point to Point Backpacking trips may require coordinating drivers to drop and pick up.
- M. Adult Leaders – Scoutmaster or his designee and a Tour Leader. Two Leaders required for all trips, but only one has to be a registered Scouter. Assign other adult leaders no later than the troop meeting prior to departure.
 - 1. Medic – Takes care of medications for Scouts.
 - 2. Cook – Adults eat separate from the scouts. Duties can be shared, but should be handled by someone other than tour leader whenever possible.
 - 3. Other Duties – divide up: Clean-up, Fireman, etc.
- N. Departure Date: Final Check List
 - 1. Arrive 15 minutes prior to departure time.
 - 2. Distribute Travel funds to drivers.
 - 3. Make sure Medic collects medications.
 - 4. Announce Return date and time, POC for any changes/emergencies.
- O. High Adventure (HA) and Extended Trips
 - 1. Class 3 Health forms are required for all attendees on HA and extended trips.
 - 2. National Tour Permits (travel distance greater than 500 miles) must be submitted to Council 30 days prior to departure date.