

## Applying For A Local Tour Permit

**Please read these instructions and the tour permit application thoroughly and fill out completely!**

**Missing information slows down the process!**

When turning in tour permit applications please be aware of the following guidelines:

1. **Make sure you are using the 2005 printing, item#34426E.** A Local Tour Permit is required for most trips of less than 500 miles. A copy of a Local Tour Permit may be downloaded at [threefirescouncil.org](http://threefirescouncil.org) under Forms and Documents.
2. **Allow 2 weeks for processing Local Tour Permits.** This is a national rule and is stated at the top of the permit. Please plan ahead, we do have other business to take care of and failure to turn in permits on time could result in them not getting approved. Tour permits are processed in the order received. You may bring or mail your permit to either Deicke or Norris. If you mail it, enclosing a stamped envelope will save FOS dollars and speed up the return. If faxing permit, send to Norris (630) 584-8598. Make sure to provide a return fax number! We need to return the approved permit to you. You are responsible for faxing the permit to the place that requires it
3. **Type of unit** is Pack, Troop, Crew or Post. **No.** is your Pack, Troop, Crew or Post number. **District** would be Kishwaukee, Shabbona, Northern Trail, Maramech Hill, Fox Valley, Chanonee, Potawatomi Trails, Foxfire, Indian Prairie, Thunderbird, Chippewa or Learning for Life (i.e. Exploring)
4. **Please provide destination (facility name), including town and state and what activities you will be doing.** *Cub Scout Packs or Dens camping overnight must stay at a Council approved site.* The approved list is available on the Council's website. For any Pack or Den overnight activity; at least one adult attending must be Basic Adult leader Outdoor Orientation trained and there should be a parent or guardian attending with each Scout. If it is a Webelos only overnight ( no siblings or younger scouts), a trained Webelos leader is required. Please indicate who has the proper training on the Tour Permit.
5. **Training information** – If you are doing an activity that requires certain training, i.e. Safe, Swim, Safety Afloat, CPR or BALOO, make sure to provide names and expiration dates in the proper boxes.
6. **At least one registered adult who has completed BSA Youth Protection Training must be present at all times** (Note: The Youth Protection training should be taken every 2 years.). Please indicate somewhere on the permit who has this training.
7. **Give a specific number of those planning to attend**, not “15+” or “10 – 15”. This number will be checked against the numbers in the vehicles used for transportation. Remember two deep leadership is required.
8. **List all information requested** for the tour leader, who must be registered, and for the assistant tour leader.
9. **Get the proper signatures, please also print name beside or beneath signature:** The tour leader and a member of committee both need to sign. The tour leader needs to sign in two places – one attesting that they own and have read a copy of *Guide to Safe Scouting*, item#34416, and should follow the guidelines therein. The person who signs as member of committee cannot be one of the tour leaders. A qualifying member of committee is a registered person whose position is listed on your charter roster as MC, CC, CR or IH.
10. **Facilitate a faster turn around time** by filling out the bottom left section of the permit.
11. **The driver's information requested on the back of the permit must be complete.** Please supply **all** of the information requested. *The number of passengers includes the driver.* This should be the number of seatbelts available in the vehicle. Again, we match the number on the front to the count on the back. We suggest that you have this vehicle information on file for all of the possible drivers and just fill it in on the permit as needed. If you are using public transportation, list the name of the company and any information applicable. If all adults are driving only their own children, please indicate this in the driver's information section. We do not need the driver's information when this is the case.

**Please allow two weeks for processing. Late tour permit applications risk not being approved.**

A local tour permit is required for trips under 500 miles, outside the Council boundaries. The exception being trips to Council owned properties, i.e. Camp Freeland Leslie or the Ranch. Tour permits are not required for outings within council boundaries, unless requested by the facility you are attending. A Council boundary map is available at Deicke or Norris or on our Council website.