

New Tour Permit Process

Effective Jan 1, 2010

Effective Jan, 1 2010 the PPC will only accept the new tour permit applications from our National Office. The online version can be found at www.scouting.org and the 2 page hard copy from www.mybsa.org. The Patriot's Path paper copy will no longer be used.

Future tour permit applications may be submitted online as described below or a paper copy can be sent to the Council office by mail, Fax, E-mail, or in person. They must be filed two weeks before a trip or activity is planned.

The National Office requires Youth Protection and Hazardous Weather Training but does not require Risk Zone training to file a tour permit. This is now our policy as well. Risk Zone is still highly recommended and classes will be offered by our council. The online weather training is on the E-learning portion of the MyScouting website at www.scouting.org. Tour permits can now be sent to: tourpermit@ppbsa.org or faxed to (973) 765-9143.

Preparing for Tour Permits Online

This new system takes just four easy steps, and it will save the transportation and training information, so leaders can easily recall it for future permit applications.

All registered unit leaders will have access to Tour Permits from MyScouting, accessed on www.scouting.org. Councils will approve or return the permit applications using MyBSA.

The MyScouting account verifies that the owner is a BSA leader associated with a unit. Within Tour Permits, the leader has access only to his unit. This authentication replaces the physical signatures on tour permit applications. Other unit leaders are notified via e-mail when an application is submitted and approved.

The volunteer can submit both local and national applications, for either traditional units or Learning for Life posts. Once approved, each tour permit will have a unique tour ID number.

Unit leaders enter all the necessary information for the tour, and rules specific to tour permits are applied. When appropriate, helpful messages will advise the leader about any missing information. Once the tour permit has been submitted, the council will evaluate and approve it or return it for further work. Online features allow easy entry of driver information for transportation and required training supervision.

There will be automatic notification at all appropriate steps in the process to the permit creator, the tour leader, and the assistant tour leader. The unit committee chair and unit leader will also receive e-mail notifications if they have MyScouting accounts.

The online Help document explains how to complete and submit permit applications to the council. Additionally, the *Guide to Safe Scouting* is available on the site for easy reference; *Safety First Learning for Life Guidelines* is also available for Learning for Life posts. Other documents, such as the *BSA Transportation Guidelines* and the *Pledge of Performance* can also be accessed from Tour Permits.

Authorized council staff members will review and process submitted applications. The tour permit creator receives a PDF version of the approved permit via e-mail. The approved permit PDF can also be obtained from Tour Permits in MyScouting.

As a reminder, **local tour permit applications should be submitted two weeks before the tour** and National applications at least one month before the tour start date.

We encourage all Scouting units from our council to use this new service to submit their local and national tour permit applications online.