

# TOUR AND ACTIVITY PLAN

A national Learning for Life and Exploring Tour and Activity Plan is required for all posts/clubs/groups traveling to areas 500 miles or more one way from home area or crossing national boundaries into the territory of other nations. This application should be submitted, typed or printed, to the local Learning for Life office for approval **at least one month before your outing.**

Date \_\_\_\_\_  Post  Club  Group  
 Unit No. \_\_\_\_\_ Participating organization \_\_\_\_\_  
 Council name/No. \_\_\_\_\_ / \_\_\_\_\_  
 Description of tour or activity \_\_\_\_\_  
 From (city and state) \_\_\_\_\_ to \_\_\_\_\_  
 Dates \_\_\_\_\_ to \_\_\_\_\_ Total days \_\_\_\_\_

For office use

**Tour and activity plan No.** \_\_\_\_\_

**Date received** \_\_\_\_\_

**Date reviewed** \_\_\_\_\_

Council stamp/signatures

**Itinerary:** It is required that the following information be provided for *each day* of the tour. (Note: Speed or excessive daily mileage increases the possibility of accidents.) Attach an additional page if more space is required. Include detailed information on campsites, hotels, routes, and float plans, and include maps for wilderness travel as required by the local council.

Date	Travel		Mileage	Overnight stopping place (Check if reservations are cleared.)	✓
	From	To			

**Type of trip:**  Day trip  Short-term outing (less than 72 hours)  Other \_\_\_\_\_  
 Long-term outing (longer than 72 hours)  High-adventure activities  High-adventure base \_\_\_\_\_

Party will consist of (number): ____ Youth—male      ____ Youth—female ____ Adults—male      ____ Adults—female	Party will travel by (check all that apply): <input type="checkbox"/> Car <input type="checkbox"/> Bus <input type="checkbox"/> Train <input type="checkbox"/> Plane <input type="checkbox"/> Van <input type="checkbox"/> Boat <input type="checkbox"/> Canoe <input type="checkbox"/> Foot <input type="checkbox"/> Cycle <input type="checkbox"/> Other _____
---	--

**Leadership and Youth Protection Training:** (Learning for Life policy requires at least two adult leaders on all overnight trips and tours. Coed units must have both male and female leaders.) **The adult leader in charge of this unit must be at least 21 years old and have completed Learning for Life or Exploring Youth Protection Training.**

Name of adult leader in charge \_\_\_\_\_ Age \_\_\_\_\_ Position \_\_\_\_\_ Registration Expires \_\_\_\_\_  
 Street or R.F.D. \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

List experience and training for this responsibility \_\_\_\_\_

I have in my possession a copy of *Learning for Life Safety First Guidelines* and have read it. Adult leader signature \_\_\_\_\_

**At least one associate adult leader is required (minimum age 21).**

Name \_\_\_\_\_ Age \_\_\_\_\_ Position \_\_\_\_\_ Registration Expires \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_  
 Name \_\_\_\_\_ Age \_\_\_\_\_ Position \_\_\_\_\_ Registration Expires \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_

**Attach a list with additional names and information as outlined above.**

If party will travel with another post, club, or group that has a male or female (circle one) leader, please list information below. This leader will be responsible for youth in post.

Advisor \_\_\_\_\_ Post No. \_\_\_\_\_ Council \_\_\_\_\_

\_\_\_\_\_  
 Signature: Post advisor/club sponsor or LFL representative Signature: Adult leader

**Unit single point of contact (not on tour)**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_



- Tour involves:**  Swimming  Boating  Climbing  Orientation flights (attach **Flying Plan** required)  
 Wilderness or backcountry (must carry **Wilderness Use Policy** and follow principles of **Leave No Trace**)  
 Shooting  Other (specify) \_\_\_\_\_

**Activity Standards:** Where swimming or boating is included in the program, **Safe Swim Defense** and/or **Safety Afloat** are to be followed. If climbing/rappelling is included, then **Climb On Safely** must be followed. At least one person must be current in CPR/AED from any recognized agency to meet **Safety Afloat** and **Climb On Safely** guidelines. At least one adult on an overnigher must have completed **Exploring Basic**. At least one adult must have completed **Planning and Preparing for Hazardous Weather** training for all tours and activities. Basic First Aid is recommended for all tours, and **Wilderness First Aid** is recommended for all backcountry tours.

Expiration date of trainings (two years from completion date)							
Name	Age	Youth Protection for Exploring or LFL	Planning and Preparing for Hazardous Weather	Exploring Basic (no expiration)	Climb On Safety	Safe Swim Defense	Safety Afloat
Name	Age	CPR Certification/Agency		CPR Expiration Date	First-Aid Certification/Agency		First Aid Expiration Date
Name	Age	NRA Instructor and/or RSO (check all that apply)					
		No. _____	<input type="checkbox"/> Rifle <input type="checkbox"/> Shotgun <input type="checkbox"/> Pistol (Venturing only) <input type="checkbox"/> Range Safety Officer <input type="checkbox"/> Muzzle-loading rifle <input type="checkbox"/> Muzzle-loading shotgun				
		No. _____	<input type="checkbox"/> Rifle <input type="checkbox"/> Shotgun <input type="checkbox"/> Pistol (Venturing only) <input type="checkbox"/> Range Safety Officer <input type="checkbox"/> Muzzle-loading rifle <input type="checkbox"/> Muzzle-loading shotgun				

- Our travel equipment will include a first-aid kit and road emergency kit.  
 Groups/posts/clubs going into the wilderness or backcountry must carry and abide by the Wilderness Use Policy, available at your local Learning for Life office.  
 The group leader will have in his or her possession the appropriate health and medical forms for every adult and youth.

**Unauthorized and Restricted Activities:** Learning for Life's general liability insurance policy provides coverage for bodily injury or property damage that arises out of an official Learning for Life activity as defined by the **Safety First Guidelines**. Volunteers, units, participating organizations, and local councils that engage in unauthorized activities are jeopardizing their safety and insurance coverage. PLEASE DO NOT PUT YOURSELF AT RISK.

**INSURANCE**

**All vehicles MUST be covered by a liability and property damage insurance policy.** The amount of this coverage must meet or exceed the insurance requirement of the state in which the vehicle is licensed and comply with or exceed the requirements of the country of destination for travel outside the United States. It is recommended, however, that coverage limits are a \$100,000 combined single limit. Any vehicle designed to carry 10 or more passengers is required to have a \$500,000 combined single limit. In the case of rented vehicles, the requirement of coverage limits can be met by combining the limits of personal coverage carried by the driver with coverage carried by the owner of the rented vehicle.

If the vehicle to be used is designed to carry more than 15 people (including the driver), the driver must have a valid commercial driver's license (CDL). In some states (California, for example), this policy applies to drivers of vehicles designed to carry 10 or more people.

All vehicles used in travel outside the United States must carry a public liability and property damage liability insurance policy that complies with or exceeds the requirements of that country. Attach an additional page if more space is required.

Name \_\_\_\_\_ CDL expires \_\_\_\_\_

Name \_\_\_\_\_ CDL expires \_\_\_\_\_

MAKE	MODEL	YEAR	NUMBER OF SAFETY BELTS	DRIVER/OWNER	VALID DRIVER'S LICENSE (Y or N)	LIABILITY INSURANCE COVERAGE
						Combined Single Limit

## Tour and Activity Plan FAQs

### Q. Why should I complete a tour and activity plan?

**A.** The tour and activity plan is a planning tool for best practices to be prepared for a safe and fun adventure. Completing the plan may not address all possible challenges, but it can help ensure that appropriate planning has been conducted, that qualified and trained leadership is in place, and that the right equipment is available for the adventure. In addition, the plan helps to organize safe and appropriate transportation to and from an event, and defines driver qualifications and minimum limits of insurance coverage for drivers and vehicles used to transport participants. Please complete and submit this plan at least one month in advance to ensure that your local Learning for Life (LFL) office has enough time to review the plan and assist as necessary.

### Q. When do I need to complete a tour and activity plan?

**A.** Times when a tour and activity plan must be submitted for review include the following:

- Trips of 500 miles or more; or
- Trips outside of your LFL area borders (exception: not to your local LFL office–owned property); or
- When conducting any of the following activities outside of local LFL or district events:
  - Aquatics activities (swimming, boating, floating, scuba, etc.)
  - Climbing and rappelling
  - Orientation flights (submit additional flying permit)
  - Shooting sports
  - Any activities involving motorized vehicles as part of the program (snowmobiles, boating, etc.)

Regardless, the tour and activity plan is an excellent tool that should be included in preparation for all activities, even those not requiring it. It guides the adult leader through itineraries, travel arrangements, two-deep leadership, supervision qualifications, and transportation.

### Q. Is it common for Learning for Life to set up a rigorous review of the tour and activity plan or have our post/club/group submit a plan anytime we meet other than at our weekly meeting place?

**A.** Your local Learning for Life office knows your local conditions, common tours, and activities best. We find that many Learning for Life offices set their policies based on those known risks. We suggest you contact your local LFL office if it chooses to exceed the above policy on when and for what reasons a tour and activity plan should be filed for review.

### Q. Where can I find the tour and activity plan form?

**A.** You will need to go to the [Learning for Life Safety First Guidelines](#). The form is also available at [MyParticipation.org](#).

### Q. What, if any, transition period is available?

**A.** If you previously completed an outing permit, it is still valid. You should, however, start using the **updated** tour and activity plan immediately; all other versions are obsolete.

### Q. Is planning and preparing for Hazardous Weather training required for all tours?

**A.** Yes, it has been required for all tours since Jan. 1, 2009. It should be repeated every two years and is appropriate for not only adults but also for Learning for Life and Exploring youth. A CD is available for use at your unit, district, and Learning for Life events where Internet access is not available. Search for item No. 610642 at [www.scoutstuff.org](http://www.scoutstuff.org).

**Q. What should we use for permission from parents?**

A. The Parent/Guardian Consent Form, found in the *Learning for Life Safety First Guidelines*.

**Q. Do I need anything else if we are going on a discovery flight?**

A. Yes. Please complete the Learning for Life Flying Permit Application and Policy Guide (for each participant), found in the *Learning for Life Safety First Guidelines*.

**Q. With whom do I discuss why we are required to have certain training before we do certain activities?**

A. We suggest that program and qualified supervision requirements be discussed with your unit leadership, service team member, or Learning for Life or Exploring executive—in that order. The tour and activity plan does not set these requirements, policies, or guidelines; it is a tool to help unit leadership identify qualified supervision requirements for the planned program. The *Learning for Life Safety First Guidelines* are a good compendium of information to start your research as well. It contains information on training such as Learning for Life Safety Afloat, Learning for Life Safe Swim Defense, and climbing and rappelling.

**Q. What kind of insurance coverage does Learning for Life provide for its programs, and what should I tell parents who ask why they have to furnish insurance or driver information for their vehicles?**

A. We suggest that you review the *Learning for Life Safety First Guidelines* for Insurance Information for Learning for Life Volunteers. For auto liability, the coverage provided by Learning for Life is secondary when those non-owned vehicles are used for an official Learning for Life activity. Parents may want to exclude their information since they are transporting their own children to and from an event. Recognize that in this scenario, the official Learning for Life activity for those youth and their parents would not start until arrival at the location and would end when they left the location; their travel is not an official Learning for Life activity.

**Q. Do we really need an Annual Health and Medical Record for all participants?**

A. Yes. Please use the *Learning for Life and Exploring Medical Form*, No. 680-024.

**Q. What are common reasons why my tour and activity plan would not be approved or would require me to update it before we conduct the tour or activity?**

A. Common reasons a tour and activity plan may not be approved:

- There are no registered adult leaders.
- Two-deep leadership requirements are not met.
- Both male and female leadership for coed activities is not present.
- Qualified supervision is not identified for high-risk activities.
- Training is not completed for the planned program.
- Youth Protection training is not current.
- Hazardous Weather training is not current.
- The itinerary is incomplete.
- Travel plans include excessive mileage or travel in a 24-hour period.
- There are not enough vehicles identified to safely transport the tour.
- The planned activities are unauthorized.
- The plan was submitted after the activity or with no lead time.
- There is incomplete or inadequate insurance information for the tour or flying plan.

**Q. What must be included in the emergency roadside kit?**

**A.** The type of emergency roadside kit needed can vary depending on, for example, where you live, where the unit is traveling to and from, or the season. An emergency roadside kit may include items such as a reflective safety vest, tire jack and lug wrench, jumper cables, emergency flares, triangle reflective warning signs, fire extinguisher, flashlight with extra batteries, shovel, work gloves, space blanket, bottled water, whistle, basic tools (e.g., wrenches, multi-tip screwdrivers, and pliers), and a utility knife. You may choose to build your own emergency roadside kit or purchase one from a local general or hardware store.

**Q. We don't know who the commercial carrier or charter bus driver will be for our trip, so what do we enter for driver and insurance information?**

**A.** Enter the name of the company and make sure the commercial carrier provides you with proof of insurance: \$5 million combined single limit for 16 or more passengers or at least \$1.5 million combined single limit for vehicles designed to transport nine to 15 passengers. It is not expected that this information will be furnished for commercial airline transportation.