

Pennsylvania Dutch Council #524

FAQ ABOUT TOUR PLANS

- I. When does a unit need to file?
 - A. Anytime the unit leaves the Council Borders.
 1. Our borders encompass all of Lancaster & Lebanon Counties.
 2. This includes day trips and camping events.
 - B. Anytime the unit is camping overnight.
 1. This includes in our Council borders.
 2. The exception to this rule is PA Dutch sponsored events such as summer camp, Council camporees, & District events.
 - C. Any activity that requires special training.
 1. Trainings such as Safe Swim Defense, Safety Afloat, Climb on Safely, Shooting Sports, etc.
 2. Activities such as caving, whitewater, C.O.P.E. courses, etc.
 3. At all times the guidelines in the Guide to Safe Scouting and the BSA Sweet 16 of Safety should be followed.
- II. Helpful Hints for completing Paper Versions of the Tour Plans.
 - A. Gather all your leaders' training information and put it into a spreadsheet.
 1. Attach the spreadsheet to the tour plan and mark the leaders attending.
 2. Please record the expiration date for training and update as needed.
 3. At least one leader on every trip must have Youth Protection Training and Hazardous Weather Training. Both of the training expire 2 years from the date taken.
 - B. Gather all of your unit's vehicles and drivers information into a spreadsheet. Attach the spreadsheet to the tour plan.
 1. Place a mark next to each driver for the trip.
 2. If parents are driving their own child, list parent under other in "the party will travel by" box.
 3. Have at least one vehicle listed in the vehicle information box as an emergency vehicle when parents are transporting their own children.
 - C. Itinerary
 1. List each day of trip and mileage. For days with no travel write- in camp.
 2. List location for camping overnight i.e. Camp Bashore, French Creek State Park, AT Trail, etc.

III. Things to Remember

- A. Record number of male youth & female youth, male adults, & female adults. Complete information for 2 adults is required. Remember if you have female youth, you must list a female leader.**
 - B. The Adult Leader going on the trip & the Committee Chair or Charter Rep must sign the form. Plans that are faxed, mailed, or brought into the store must have actual signatures.**
 - C. List one unit contact that is NOT going on the trip.**
 - D. Local Tour Plans should be turned in 3 weeks in advance. National and International Tour Plans MUST be turned in for review 4 weeks in advance. Should information change call, fax, or mail the changes with the tour plan number and date of approval.**
 - 1. Phone- 717-394-4063**
 - 2. Fax – 717-394-7776**
 - 3. Mail- 630 Janet Ave Suite B-114 Lancaster, PA 17601**
- ### **IV. Filing Tour Plans at www.myscouting.org**
- 1. Log on to your my scouting account where you complete your training.**
 - 2. Click on tour & activity plan.**
 - 3. Follow the step by step directions. There is a tutorial that you can watch.**
 - 4. If you get any red highlighted items they must be corrected.**
 - 5. Yellow highlighted areas will alert you to potential issues such as missing emails, outdated training, missed vehicle info, usually another leader has the needed training for the trip.**
 - 6. Once you submit the plan and have no red highlights, print the summary page. This is your tour plan for travel.**
 - 7. You will not hear from the Council unless there are red highlights.**