



**Far East Council  
Boy Scouts of America  
APO AP 96343**



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## Tour Permit Policy

Background: Local and National Tour Permits provide documentation that an outing conducted by a unit, den, or patrol, has been well-planned and is approved by the unit committee, and that adequate consideration has been given by leaders for a quality program experience as well as for the health and safety of members and adults. To demonstrate planning and approval, the council requires that tour permit applications be submitted prior to the activity.

An approved Tour Permit provides primary liability insurance coverage for the chartered organization and secondary liability insurance coverage for leaders.

### The Far East Council tour permit procedure:

1. One Day Only Activity: Unit, den, or patrol activities held during the day within the confines of the military installation or metropolitan area of the unit do not require a Local Tour Permit.
2. Council or district event: Units that attend a council or district function at a designated camp site, whether for the day or overnight, require an approved Local Tour Permit.
3. Overnight or less than 500 miles: All other unit, den, or patrol trips that are less than 500 miles from the unit's chartered organization require an approved Local Tour Permit.
4. Greater than 500 miles: All units making trips in excess of 500 miles from the unit's chartered organization require an approved National Tour Permit. This includes travel to the United States or other countries.
5. Host country events: Individuals, units, or districts, may not accept invitations to National Jamborees in a host country or another country without clearance and permission from the Far East Council. Any invitation to such events should be reported to your district and council Scout executive.

### Processing electronic tour permit:

Access "On Line Tour Permit application from [www.myscouting.org](http://www.myscouting.org)

Submit two weeks prior to outing submit the Local Tour Permit application.

Service Center staff will receive tour permits on their [MyBSA](http://MyBSA) sites, maintain an electronic folder of tour permits, and a master log of submitted tour permits, listing date, unit number, and permit number (if approved).

Approval of Local Tour Permit, and Permit number, will be sent by email to tour leader and committee chairman who have the required Tour Permit account.

Hard (electronic) copy or faxed copy will be accepted. Approval notification will be sent to tour leader.

National Tour Permits, sent by mail to the national office, require 8 – 10 weeks for approval.