

Tour Leader* Check-list T474 - R1 (6/2011)

*Tour is defined as any activity outside of the regular Scout meeting place including service projects, day trips, camping/backpacking & super outings.

1. Tour Leader must be qualified:

* 2 adult minimum, 2 scout minimum or no tour/outing

* 1 Adult/10 Scouts ratio followed:

_____ **Registered** with BSA, Adult 21 years of age, w/BSA member number

_____ **Youth Protection Training** completed w/in 2 years, online class, date needed.

_____ **Planning & Preparing for Hazardous Weather** completed w/in 2 years, online class, date needed.

_____ **2nd Adult**, must be minimum 18 years of age, can be parent.

2. Prepare Tour Plan/Permit & Online Outing Forms:

_____ **Add tour/outing to the T474 online outing sign-up system** immediately so Scouts can sign-up. Note group limits right away. Other details can be added later. Include driving directions.

_____ **Work w/Youth outing/tour leader** to plan the outing 3 months in advance – use Outing Planning Form on the Troop website, www.bsaTroop474.org

_____ **Begin Tour Plan, if necessary – www.seattlebsa.org & fax in or BSA Local Tour Permit, online at www.myScouting.org.** Start collecting data:

- Itinerary, program & meals if over 72 hours
- Transportation plans, drivers, insurance & vehicle information.
- Must be submitted ideally **21 days in advance** of outing.

_____ **Create Outing Permission Slip** on the Troop online sign-up system.

3. List Training for specific activities included in the tour/outing: (all classes expire every 2 years)

_____ Swimming – **Safe Swim Defense** online class required & date needed.

_____ Boating – **Safety Afloat** online & **CPR** classes required & date needed

_____ Climbing – **Climb on Safely** online & **CPR** classes required & date needed

4. Day of Tour/Outing Leader must carry the following:

_____ **Copy of Approved BSA Tour Plan or Permit- if necessary**

_____ **Guide to Safe Scouting**

_____ **Wilderness Use Policy & Leave No Trace guidelines** if backcountry outing

_____ **Permission Slips for all scouts** – given to drivers, then collected

_____ **Medical Forms for all Scouts** - given to drivers, then collected

_____ **The list of all Scouts & drivers** from the T474 Outing Sign-up system.

5. After Tour/Outing return all Medical Forms & Permission Slips to Mr. Brooten by following Tuesday meeting.