



# SCOUTS CANADA

Tour Permit No. \_\_\_\_\_

## TOUR PERMIT

International Letter of Introduction No. \_\_\_\_\_

(For All Travel Outside Canada)

**EXCEPTION: If tour is into USA, the distance from home is not more than 200 km and trip duration is less than 12 hours, a Tour Permit is NOT required.**

### INSTRUCTIONS:

1. This application is to be completed by the Group Committee on behalf of any section planning an event outside of Canada.
2. A separate form is to be used for each event, **and for each group** unless a number of groups are travelling together as one unit.
3. It is essential that Scouts Canada's By-Law, Policies & Procedures, the reverse of this form and the Camping/Outdoor Activity Guide be consulted and complied with for all travel outside Canada.
4. The completed application must be forwarded to your Regional/Provincial Office no fewer than **FOUR WEEKS** prior to departure.
5. A completed "Camping and Outdoor Activity Application" must be attached if the event includes camping.

This Tour Permit Application is made on behalf of the:

Section: \_\_\_\_\_ Group: \_\_\_\_\_ Area/District: \_\_\_\_\_ Region: \_\_\_\_\_

Type & Location of Event: \_\_\_\_\_ Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Method of Travel: \_\_\_\_\_ If commercial carrier, are all participants (including adults in charge) travelling on the same flight/train/bus? \_\_\_\_\_  
(If not, adult/youth ratios as per BP & P must be maintained.)

Please confirm all travellers will be covered by Out of Country Medical Insurance and, if travelling by commercial carrier, by Trip Cancellation Insurance \_\_\_\_\_

No. Of Travel Days: \_\_\_\_\_ No. Of Days at Destination: \_\_\_\_\_ Stopover Locations: \_\_\_\_\_

Expected Attendance: Beavers \_\_\_\_\_ Cubs \_\_\_\_\_ Scouts \_\_\_\_\_ Venturers \_\_\_\_\_ Rovers \_\_\_\_\_ Adults \_\_\_\_\_

Scouter in Charge: \_\_\_\_\_ Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Home Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Other Adults Attending: (attach list if space insufficient)

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Role: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Role: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Role: \_\_\_\_\_

Who extended invitation to attend this event (if applicable)? Name: \_\_\_\_\_

Full mailing address: \_\_\_\_\_

SIGNED ON BEHALF OF:

Committee: _____	Region/Province: _____
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**TO REGIONAL/PROVINCIAL OFFICES: (Refer to Administrative Procedures 500 & 501)**

This Tour Permit, once completed and approved by the Regional/Provincial Office, is to be forwarded immediately to the National Office. The National Office, after assigning a Tour Permit Number, will:

- return two copies to the Region/Province, one for filing and the other to be forwarded to the Scouter in Charge of the group applying for the permit;
- retain one copy on file at the National Office; and
- forward one copy to the country to be visited.

National Office Approval: _____	Date: _____
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**SCOUTS CANADA requires:**

**Travel insurance:**

Scouts Canada requires that individuals and groups travelling outside Canada carry adequate “Out of Country Medical Insurance” and if travelling by commercial carrier, “Trip Cancellation Insurance”. Travellers may obtain such coverage through local travel agents, insurance companies or family health plans.

**Please note: Travel Insurance is not available through Scouts Canada.**

**Scouts Canada advises:**

**Vehicles owned and operated by volunteers must be insured by the owner under the Provincial law of their domicile and be operated by duly licensed drivers.**

**Volunteers who drive Scouting members do so at their own risk. Scouts Canada does not cover the cost of damage to their automobiles, nor does it cover deductible amounts, loss of discounts or loss of use. Third party claims made against owners of vehicles are not covered by Scouts Canada.**

**It is therefore necessary to ensure that all volunteer drivers carry adequate limits of liability insurance. Scouts Canada strongly suggests volunteers driving on its behalf maintain a minimum of \$1,000,000 liability insurance, and recommends limits of \$1,000,000 per passenger to a maximum of \$5,000,000.**