



Scouts Canada TOUR PERMIT (For All Travel Outside Canada)

Tour Permit No. _____

International Letter of production No. _____

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 the office of your Council Executive Director** for approval no fewer than **FOUR WEEKS** prior to departure.
 5. A completed "Camping and Outdoor Activity Application" must be attached if the event includes camping **and/or outdoor activities.**

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 *B.P. & 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:	Council Office:
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TO COUNCIL OFFICES: (Refer to Administrative Procedures 500 & 501)

This Tour Permit, once completed and approved by the Council 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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