**TOUR AND ACTIVI TY PLAN**

Yes, “Tour and Activity Plan” is now the official name for what used to be called “Tour Permit”, then “Tour Plan”. Scouters may use different names for this document, but they all refer to “Tour and Activity Plan” which is the most current name.

It is critical to file a Tour and Activity for your unit’s outing. For all “Frequently Asked Questions” (FAQ), please have a look at this link: <<http://www.scouting.org/sitecore/content/Home/HealthandSafety/DemoTourPlanFAQ.aspx>>

The online *tour permit* was scheduled to be eliminated on March 1, 2011. All online Tour and Activity plans must be filed via: <http://www.myscouting.org/>. However, the PDF file version is still available to print for those who do not have Internet access or simply prefer paper over electronic. It simply can be filled out, saved and emailed.

Note: A PDF version can be found on the tour and activity plan through the link of “Frequently Asked Questions” (FAQ) page, listed above.   
  
Here are some updates on the tour and activity plan:  
  
·         An email notification will be sent to your council, chartered organization, committee chair, unit leader, and emergency contact to let them know that a plan has been submitted. (It is important to maintain current leadership information in the system to receive notification).

***Please note this change in the process is different from the tour permit:***

*****No longer are signatures or approvals required for the online process. Instead, as someone fills out a plan online, the required prerequisites for that type of trip or activity will be displayed. For any prerequisites that have not been met (for example, not having someone on a trip who has Hazardous Weather training where this training is required), and before being allowed to submit the form, the person completing the form will have to certify that all prerequisites will be met prior to conducting the trip or activity. Once submitted, an email notification will be sent to your council, chartered organization, committee chair, unit leader, and emergency contact to let them know that a plan has been submitted. Receivers of this notification can log in to MyScouting and review the plan.*

·         There are links to current program-required training and education.  
  
·         System prompts and warnings are included.  
  
·         You will be able to review and fix any deficiencies flagged by the system prior to submitting the plan.  
  
·         You can store, retrieve, copy, and reuse completed tour and activity plans.  
  
·         Functionality allows you to upload files such as trekking plans and flight plans.  
  
·         Unit volunteers who currently have access to the tour and activity plan will be able to view and update all plans submitted for their unit up to the day before the scheduled plan date.  
  
·         There will be leader certification of the plan prior to submission.

A training video will be available for unit volunteers, which guides you through the application process.

Don’t forget to file your Tour and Activity plan for your unit’s activities per the requirements listed in the FAQ page.

You will find the new tour and activity plan process easy to navigate and useful. Have fun and be safe!