From the Tour and Activity Plan dashboard, you have the ability to create a new plan, edit an incomplete plan; or view plans that are scheduled, completed or archived.

Tour and Activity Plan

Important Information:
> Getting Started Checklist
> Guide to Tour and Activity Planning Principles
> Guide to Safe Scouting
> Sweet 16 of BSA Safety
> FAQs

Filter/Search Tour Plans by:

From: mm/dd/yyyy
To: mm/dd/yyyy
Tour ID:
Unit #: Select Unit

Activities:
☐ Swimming   ☐ Boating
☐ Climbing   ☐ Wilderness
☐ Flights   ☐ Shooting
☐ Other

Attending Adult (Last Name):
Keywords:

Search   Clear

Create a Plan: New Plan ⌄ Go

Incomplete Tour and Activity Plans (0) (will be retained for 20 days only)

Results/page: 5 ⌄

Scheduled Tour and Activity Plans (0)

Results/page: 5 ⌄

Completed Tour and Activity Plans (0)

Results/page: 5 ⌄

Archived Tour and Activity Plans (0)

Results/page: 5 ⌄

Tour and Activity Plan
Welcome: 004pack5171cm

This screen provides a checklist of what you'll need prior to completing a plan. Click Next.

What you need to know...

Before you get started, here are some details you will need to have ready:

NOTE: Some documents require you to have the latest version of Adobe Acrobat Reader, a free software available from Adobe. Click here to download a free copy of the current version.

Attendee Checklist:

(?) Do you have 2 adult leaders ready for this trip who are over 21 years old, or an assistant adult leader whose minimum age is 18 (or 21 if a Venturing crew)?

(?) Has at least one adult on trip completed Youth Protection Training in the last 2 years?

(?) Is the ratio of adults to youth at 1 adult per 10 or fewer youth?

(?) If this tour includes a Co-ed Venturing Crew, is there at least one adult female?

(?) If traveling by car, do you know the make/model/year and have insurance information for the vehicles to be used?

(?) Do you have a signed Activity Consent and Approval form for each youth on trip?

Activity Checklist:

(?) If this trip includes a pack overnighter, has at least one adult attending completed Basic Adult Leader Outdoor Orientation (BALOO) in the last 2 years?

(?) If your activity includes swimming, has at least one adult attending completed Safe Swim Defense in the last 2 years?

(?) If your activity includes boating, has at least one adult attending completed Safety Afloat in the last 2 years?

(?) If your activity includes climbing, has at least one adult attending completed Climb on Safely in the last 2 years?

(?) If your activity includes wilderness or backcountry, has at least one adult attending completed Wilderness First Aid in the last 2 years?

(?) Has at least one adult on trip completed Planning and Preparing for Hazardous Weather in the last 2 years?

(?) If your activity includes Orientation Flights, has a Flying Plan been completed?

< Previous   ● ○ ○ ○ ○ ○ ○ ○ ○ ○   Next >

Complete the required information on this page and click Next. Note: The system will display an error if certain fields are incomplete, but will allow you to continue (except for those fields that are required).

[new untitled plan]

Click on the arrow and select your unit from the drop down.

Let's Get Started

* Your Unit: `Select Unit ⌄`

Council:
District:

* Type of Trip

○ Day Tour
○ Short-Term Camp (less than 72 hrs)
Requires completion of Parts A and B medical forms for each participant on tour.
○ Long-Term Camp (more than 72 hrs)
Requires completion of Parts C medical forms for each participant on tour.
○ High-Adventure Activities `Choose Adventure Base ⌄`
National High Adventure Base requires completion of Parts C and D medical forms for each participant on tour.
○ Other: [   ]

Method of Transportation   Check all that apply:

☐ Car   ☐ Van   ☐ Bus
☐ Airplane   ☐ Train   ☐ Boat
☐ Truck   ☐ Other: [   ]

❗ If traveling by car, you will need to know the make/model/year and have insurance information for the vehicles to be used

Emergency Contact:

❗ Must be an adult who is not going on this trip.

Adult: `⌄`
Name: [   ]
Contact Phone: [   ]
E-mail: [   ]

‹ Previous   ● ● ○ ○ ○ ○ ○ ○ ○ ○   Next ›

Complete the required information on this page and click Next.

What type of trip/activity are you planning?

* Tour and Activity Plan Title:

Create a short, yet descriptive title for this tour.

* Description:

Attendance:

Number of Adults: ☐ Male ☐ Female

❗ At least 2 adult leaders over the age of 21, or one adult leader and one assistant leader (over 18, or 21 if Venturing Crew), are required on all trips.

❗ If this trip includes a Co-ed Venturing Crew, at least one attending adult needs to be female.

Number of Youth: ☐ Male ☐ Female

❗ A maximum of 10 youth per adult is allowed.

Select a registered adult in the Adult Lookup field and complete the rest of the form. When done, click Add in the top right corner. To add another registered adult, click Add Registered Adult and complete the form.

Camping Outside

Which adults are going?

⊕ Add Registered Adult   Click Add when done >>>   **Add** Clear

-- Adult Lookup -- ▼

First Name:	Country: USA ▼	Phone:
Middle:	City:	E-mail:
Last Name:	State: --Select a State- ▼	Member ID:
Suffix:	Postal Code:	

Is this person the primary leader for this tour and activity plan? ○ Yes ○ No

Youth Protection Training (YPT) current? ○ Yes ○ No

Will this person be driving? ○ Yes ○ No

Vehicle Type: ○ Car ○ Van ○ Truck ○ Bus

Vehicle Make: [   ]   Model: [   ]   Year: [   ]

☐ Vehicle insurance meets state's liability standard?

⊕ Add Other Adult

Please remember to select if adult's YPT is current.

To add non-registered adults who are going on the tour, click Add Other Adult, complete the form and then click Add in the top right corner. When all adults are entered, click Next.

Enter information under Departing. Click on Going To and enter destination information. When complete, click Add Destination to save. Another Add Destination form will open to complete if you plan on traveling to another destination. If not, click on Returning and enter return information. When done, click Next.

Camping Outside

Where are you going?

Departing

06/13/2014	USA	Santa Fe	NEW MEXICO
*Date:	Country:	City:	State/Province/Region:

Going To

⊕ **Add Destination**

mm/dd/yyyy	USA		--Select a State--
*Arrive Date:	Country:	City:	State/Province/Region:

Overnight Accommodation:

Add Destination

Returning

Notes:

Upload map routes or trekking plan:
(maximum of 5MB)

Browse...   Upload

Select the type of activity the unit will be participating. The system will automatically display the trainings required for the selected activity on the following screen. Note: If a camp activity, you need only select Wilderness/Backcountry.

Camping Outside

* What activity will you be doing? (Select all that apply)

Wilderness/Backcountry

[Complete Required Flying Plan]
Orientation Flights

Shooting Sports

Climbing

Swimming

Boating

Other Activity:
Please input a maximum of 50 characters

Upload required flying plan:
(maximum of 5MB)

Browse...   Upload

If an activity is not listed, enter it under Other Activity.

Based on the activity selected, system displays the required training needed. Click on the drop down for each training and select an adult from the list who has completed the required training and complete the rest of the form.

Camping Outside

Are you prepared?

Activity Training

Climb on Safely [Choose Attending Ad ▼] ❗
CPR/AED [Choose Attending Ad ▼] ❗
First Aid [Choose Attending Ad ▼] ❗
Hazardous Weather [Choose Attending Ad ▼] ❗
Wilderness First Aid [Choose Attending Ad ▼]

For a list of BSA's training courses and how often they should be taken, click here.

❗ Reminder: At least one adult must have completed the training listed above.

Essential Reading:

Guide to Safe Scouting

Leave No Trace Principles

Sweet 16 of BSA Safety

Training

Wilderness Use Policy

Don't Forget:

Is the Consent and Approval Form complete for each participant?

○ Yes ○ No

Have the health records for each been reviewed?

○ Yes ○ No

Do the drivers have a valid and appropriate driver's license?

○ Yes ○ No

Do you have a First-Aid Kit?

○ Yes ○ No

Do you have a Roadside Emergency Kit?

○ Yes ○ No

Print Guide to Tour and Activity Planning Principles

The system sends a notification to individuals associated to the unit (Key 3) & emergency contact. Select edit if their email address is incorrect.

Camping Outside

Tour and Activity Plan
Leadership Notification

For your information, the following individuals will be notified of your plan after submission

Chartered Organization Representative	Blaine Theo Porter	bporter978@gmail.com	Edit
Committee Chairman	Eddie Duane Marsing	testjdavies@sdsd.aus	Edit
Emergency Contact	John Scout	jscout@scouting.org	Edit

A Summary of the tour will display allowing you to review it before submitting. Yellow indicates missing information but is not required to complete. Red indicates required and should be corrected.

Selecting on a red highlighted item will take you to that section for you to edit.

Check the box next to "I certify". Once checked, click Submit at the bottom (not shown).

Acceptance

* ☐ I certify that:

  Please print copy of your tour and activity plan for your records 🖶

  ✔ Items needing attention will be resolved prior to the date of the trip.

  ✔ The appropriate planning has been conducted using the Sweet 16 of BSA Safety.

  ✔ Qualified and trained supervision will be in place prior to the date of the trip.

  ✔ Permissions are secured.

  ✔ Health records have been reviewed.

  ✔ Adult leaders have read and are in possession of a current copy of the Guide to Safe Scouting and other appropriate resources for this trip.

Reasons for issues:

- **Does not see the Tour and Activity Plan in their MyScuting account** – *What internet browser are they using? Is their member ID associated to their MyScouting account? Are they currently registered?*
- **Unit does not display in the drop down** – *check same as above.*
- **Registered members do not display in the drop down** – *check same as above.*
- **How do they know if a TAP was approved** – *Council does not approve TAPs, they review and verify if the TAP application is complete. If any information is missing, council will contact the volunteer.*