

TOUR AND ACTIVITY PLAN

A national Learning for Life and Exploring Tour and Activity Plan is required for all posts/clubs/groups traveling to areas 500 miles or more one way from home area or crossing national boundaries into the territory of other nations. This application should be submitted, typed or printed, to the local Learning for Life office for approval **at least one month before your outing.**

Date _____ Post Club Group

Unit No. _____ Participating organization _____

Council name/No. _____ / _____

Description of tour or activity _____

From (city and state) _____ to _____

Dates _____ to _____ Total days _____

For office use

Tour and activity plan No. _____

Date received _____

Date reviewed _____

Council stamp/signatures

Itinerary: It is required that the following information be provided for *each day* of the tour. (Note: Speed or excessive daily mileage increases the possibility of accidents.) Attach an additional page if more space is required. Include detailed information on campsites, hotels, routes, and float plans, and include maps for wilderness travel as required by the local council.

Date	Travel		Mileage	Overnight stopping place (Check if reservations are cleared.)	✓
	From	To			

Type of trip: Day trip Short-term outing (less than 72 hours) Other _____

Long-term outing (longer than 72 hours) High-adventure activities High-adventure base _____

Party will consist of (number): ____ Youth—male ____ Youth—female ____ Adults—male ____ Adults—female	Party will travel by (check all that apply): <input type="checkbox"/> Car <input type="checkbox"/> Bus <input type="checkbox"/> Train <input type="checkbox"/> Plane <input type="checkbox"/> Van <input type="checkbox"/> Boat <input type="checkbox"/> Canoe <input type="checkbox"/> Foot <input type="checkbox"/> Cycle <input type="checkbox"/> Other _____
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Leadership and Youth Protection Training: (Learning for Life policy requires at least two adult leaders on all overnight trips and tours. Coed units must have both male and female leaders.) **The adult leader in charge of this unit must be at least 21 years old and have completed Learning for Life or Exploring Youth Protection Training.**

Name of adult leader in charge _____ Age _____ Position _____ Registration Expires _____

Street or R.F.D. _____

City _____ State _____ Zip code _____

Home Phone _____ Business Phone _____

List experience and training for this responsibility _____

I have in my possession a copy of *Learning for Life Safety First Guidelines* and have read it. Adult leader signature _____

At least one associate adult leader is required (minimum age 21).

Name _____ Age _____ Position _____ Registration Expires _____

Address _____ Phone _____

Name _____ Age _____ Position _____ Registration Expires _____

Address _____ Phone _____

Attach a list with additional names and information as outlined above.

If party will travel with another post, club, or group that has a male or female (circle one) leader, please list information below. This leader will be responsible for youth in post.

Advisor _____ Post No. _____ Council _____

Signature: Post advisor/club sponsor or LFL representative

Signature: Adult leader

Unit single point of contact (not on tour)

Name _____ Phone _____ Email _____



- Tour involves:** Swimming Boating Climbing Orientation flights (attach **Flying Plan** required)
 Wilderness or backcountry (must carry **Wilderness Use Policy** and follow principles of **Leave No Trace**)
 Shooting Other (specify) _____

Activity Standards: Where swimming or boating is included in the program, **Safe Swim Defense** and/or **Safety Afloat** are to be followed. If climbing/rappelling is included, then **Climb On Safely** must be followed. At least one person must be current in CPR/AED from any recognized agency to meet **Safety Afloat** and **Climb On Safely** guidelines. At least one adult on an overnigher must have completed **Exploring Basic**. At least one adult must have completed **Planning and Preparing for Hazardous Weather** training for all tours and activities. Basic First Aid is recommended for all tours, and **Wilderness First Aid** is recommended for all backcountry tours.

Expiration date of trainings (two years from completion date)							
Name	Age	Youth Protection for Exploring or LFL	Planning and Preparing for Hazardous Weather	Exploring Basic (no expiration)	Climb On Safety	Safe Swim Defense	Safety Afloat
Name	Age	CPR Certification/Agency		CPR Expiration Date	First-Aid Certification/Agency		First Aid Expiration Date
Name	Age	NRA Instructor and/or RSO (check all that apply)					
		No. _____	<input type="checkbox"/> Rifle <input type="checkbox"/> Shotgun <input type="checkbox"/> Pistol (Venturing only) <input type="checkbox"/> Range Safety Officer <input type="checkbox"/> Muzzle-loading rifle <input type="checkbox"/> Muzzle-loading shotgun				
		No. _____	<input type="checkbox"/> Rifle <input type="checkbox"/> Shotgun <input type="checkbox"/> Pistol (Venturing only) <input type="checkbox"/> Range Safety Officer <input type="checkbox"/> Muzzle-loading rifle <input type="checkbox"/> Muzzle-loading shotgun				

- Our travel equipment will include a first-aid kit and road emergency kit.
 Groups/posts/clubs going into the wilderness or backcountry must carry and abide by the Wilderness Use Policy, available at your local Learning for Life office.
 The group leader will have in his or her possession the appropriate health and medical forms for every adult and youth.

Unauthorized and Restricted Activities: Learning for Life’s general liability insurance policy provides coverage for bodily injury or property damage that arises out of an official Learning for Life activity as defined by the **Safety First Guidelines**. Volunteers, units, participating organizations, and local councils that engage in unauthorized activities are jeopardizing their safety and insurance coverage. PLEASE DO NOT PUT YOURSELF AT RISK.

INSURANCE

All vehicles MUST be covered by a liability and property damage insurance policy. The amount of this coverage must meet or exceed the insurance requirement of the state in which the vehicle is licensed and comply with or exceed the requirements of the country of destination for travel outside the United States. It is recommended, however, that coverage limits are a \$100,000 combined single limit. Any vehicle designed to carry 10 or more passengers is required to have a \$500,000 combined single limit. In the case of rented vehicles, the requirement of coverage limits can be met by combining the limits of personal coverage carried by the driver with coverage carried by the owner of the rented vehicle.

If the vehicle to be used is designed to carry more than 15 people (including the driver), the driver must have a valid commercial driver’s license (CDL). In some states (California, for example), this policy applies to drivers of vehicles designed to carry 10 or more people.

All vehicles used in travel outside the United States must carry a public liability and property damage liability insurance policy that complies with or exceeds the requirements of that country. Attach an additional page if more space is required.

Name _____ CDL expires _____

Name _____ CDL expires _____

MAKE	MODEL	YEAR	NUMBER OF SAFETY BELTS	DRIVER/OWNER	VALID DRIVER'S LICENSE (Y or N)	LIABILITY INSURANCE COVERAGE
						Combined Single Limit