



Scouts Canada

Tour Permit No. _____

TOUR PERMIT

(For All Travel Outside Canada)

International Letter of Introduction 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. Both parents should sign the *Parent/Guardian Consent Form* when their child is travelling abroad.
4. It is essential that Scouts Canada's *By-Law, Policies & Procedures*, the reverse of this form and Section 10000, *Camping/Outdoor Activities* in B.P.&P. be consulted and complied with for all travel outside Canada.
5. The completed application must be forwarded to the office of your Council Executive Director for approval no fewer than **FOUR WEEKS** prior to departure.
6. A completed *Camping and Outdoor Activity Application* (B.P.&P., Section 20000) 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: _____ Council: _____

Departure Date: _____ Return Date: _____

Type & Location of Event: _____

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., Section 4008.2* 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 _____ All Adults _____

Scouter in Charge: _____ Phone: (Home) _____ (Work) _____

Home Address: _____

City: _____ Province: _____ Postal Code: _____

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 Council Office, 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, banks or they may be covered by company benefit plans.

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

Scouts Canada advises:

- Parents are responsible for arranging for transportation for their children to and from Scouting activities.
- 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 drivers transporting youth maintain a minimum of \$1,000,000 liability insurance, and recommends limits of \$1,000,000 per passenger .
- It is the parent/guardian’s responsibility to ensure that they provide the appropriate documentation for border officials. This is especially pertinent where only one parent or guardian is signing the consent form.

Information from Department of Foreign Affairs and International Trade states:

- All Canadians should have a valid Canadian passport for all trips outside of Canada. Your Canadian passport is the best document to prove your Canadian citizenship and your right to return to Canada.
- **Permanent Resident Card:** Canadian permanent residents require a Permanent Resident Card when returning to Canada by commercial carrier (airplane, boat, train or bus). The Permanent Resident Card is the official proof of status document for Canadian permanent residents. The Department of Foreign Affairs defines a permanent resident as someone who has been allowed to enter Canada as an immigrant, but who has not become a Canadian Citizen.
 - We recommend that anyone in your group who is a landed immigrant carry their Permanent Resident Card as well as their passport from their country of citizenship for all trips outside the Canada, including trips to the United States.
- For entry to the USA, birth certificates and baptismal certificates are no longer accepted as valid identification because they don’t have photographs. They are no longer accepted without accompanying valid photo identification.
- Canadian children must have their own passports.
- If a person younger than 18 is traveling alone or with only one parent or another adult, certified documentation proving that the trip is permitted by both parents should be carried. (See *Parent/Guardian Consent Form, B.P.&P., Section 20000*).
- For more information about traveling outside of Canada, go to the Department of Foreign Affairs and International Trade web site, www.dfait-maeci.gc.ca .