



# Creating and Submitting Tour Permits

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## Introduction

The online Tour Permits system allows you to create and obtain approval for your tour permit quickly. Councils may continue to process tour permits submitted via paper as units convert to the online process.

This document contains instructions for electronically creating and submitting tour permit applications. There are four steps in this process.

- [Creating a tour permit application](#)
- [Entering vehicle and training information](#)
- [Entering tour details](#)
- [Submitting a tour application](#)

**Note:** Only the person who creates an application can edit and submit the application. Other persons have read-only access to applications they did not create.

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## Before you begin

Collect the information you will enter when creating and submitting a tour permit applications. You will need:

- Detailed information about tour destination
  - Departure and return dates
  - Tour itinerary
  - Participation and leadership
  - Transportation plans (including vehicle information, drivers' license numbers, and insurance coverage)
  - Training certifications for Youth Protection and any other course needed for the tour
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# Creating and Submitting Tour Permit Applications, Continued

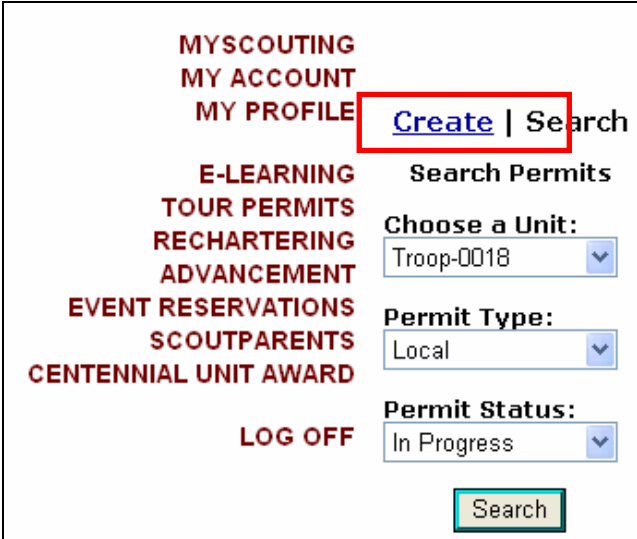
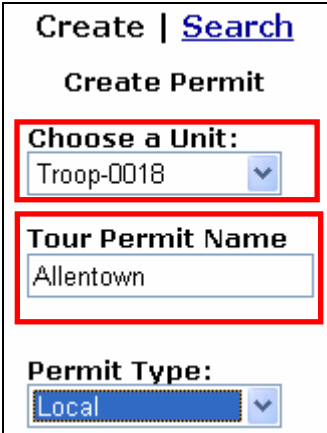
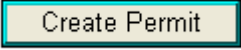
**Creating a tour permit application** Follow these steps to create a tour permit.

Step	Action
1	<p>From the MyScouting logon page, enter your e-mail address and password. Click <b>Sign In</b>.</p> <div data-bbox="553 569 1398 1016" style="border: 1px solid black; padding: 5px;"> <p><b>MYSCOUTING LOGON</b></p> <p><b>Have an existing account?</b> Enter your e-mail address and password below to access your MyScouting account. Password is case-sensitive.</p> <p>Need help? Click <a href="#">here</a> <a href="#">View MyScouting Video</a></p> <p>E-Mail Address * <input type="text" value="brenda.hodson@scouting.org"/></p> <p>Password * <input type="password" value="....."/></p> <p><input type="button" value="Sign In"/></p> <div style="float: right; border: 1px dashed black; padding: 2px;"> <p><b>Forgot your password?</b> Click <a href="#">here</a> to retrieve it.</p> <p><b>New to MyScouting?</b> Click <a href="#">here</a> to create an account.</p> <p>BSA members may provide member ID and council name when creating the account; or, add this information to the account later.</p> </div> <p><small>reviewed by  site privacy statement</small></p> <p><small>This page is not intended for users under 13 years of age. Jamboree youth registration must be completed by a parent or guardian from the parent or guardian's MyScouting account. For a detailed privacy policy, click the Privacy Policy link below. This site supports Internet Explorer 6.0 (or more recent) and Firefox 2.0.</small></p> </div>
2	<p>If you have more than one MyScouting profile, select <b>Tour Permits</b> from the menu in the upper-right corner of the page. Click <b>Tour Permits</b>.</p> <div data-bbox="553 1230 1398 1629" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <p><b>MYSCOUTING MY ACCOUNT MY PROFILE</b></p> <p><b>E-LEARNING</b></p> <p><b>TOUR PERMITS</b></p> <p><b>RECHARTERING</b></p> <p><b>ADVANCEMENT</b></p> <p><b>EVENT RESERVATIONS</b></p> <p><b>SCOUTPARENTS</b></p> <p><b>CENTENNIAL UNIT AWARD</b></p> </div> <div style="text-align: center;">  <p>In the future, "MyScouting" will be a resources:</p> <p><b>Tour Permit Applications</b></p> <p>Adult leaders will be able to apply for tour p delivery of approved permits. The applicant participation and leadership; transportation coverage); and the training certifications fo</p> </div> </div> </div>

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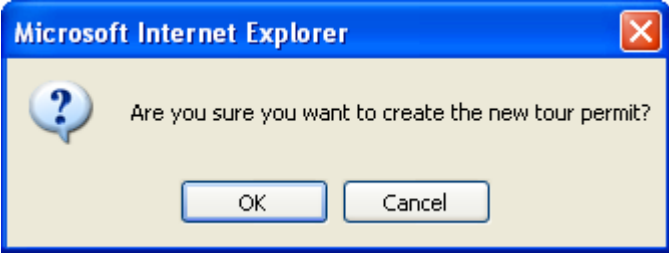

## Creating and Submitting Tour Permit Applications, Continued

**Procedure,  
continued**

Step	Action
3	<p>Click Create.</p>  <p>The screenshot shows a user interface with a left-hand navigation menu containing links for MYSCOUTING, MY ACCOUNT, MY PROFILE, E-LEARNING, TOUR PERMITS, RECHARTERING, ADVANCEMENT, EVENT RESERVATIONS, SCOUTPARENTS, CENTENNIAL UNIT AWARD, and LOG OFF. On the right, there is a 'Search Permits' section with three dropdown menus: 'Choose a Unit:' (set to Troop-0018), 'Permit Type:' (set to Local), and 'Permit Status:' (set to In Progress). A 'Search' button is located at the bottom right. The 'Create   Search' link at the top right is highlighted with a red box.</p>
4	<p>From <b>Choose a Unit:</b> select a unit. Then, from <b>Tour Permit Name</b> enter a name for your tour permit. From <b>Permit Type</b>, designate the tour as local or national.</p>  <p>The screenshot shows the 'Create Permit' form. The 'Create   Search' link is at the top. Below it is the 'Create Permit' heading. Three fields are highlighted with red boxes: 'Choose a Unit:' (set to Troop-0018), 'Tour Permit Name' (containing 'Allentown'), and 'Permit Type:' (set to Local).</p>
5	<p>Click Create Permit.</p>  <p>The screenshot shows a single button labeled 'Create Permit' with a green border.</p>

## Creating and Submitting Tour Permit Applications, Continued

### Entering vehicle and training information

Step	Action
1	<p>Verify the tour type and name in the confirmation box, and then click <b>OK</b>.</p> 
2	<p>If you are ready to create a new tour permit, click <b>OK</b>. Alternatively, click <b>Cancel</b> to begin again.</p> <p><b>Caution:</b> When you click Cancel, the Tour Permits page is reset and your changes are <b>not</b> saved.</p>  <p><b>Result:</b> The name of the tour permit you are creating appears on the Tour Permits page.</p> 

*Continued on next page*

## Creating and Submitting Tour Permit Applications, Continued

### Procedure, continued

Step	Action																																
3	<p>Click <b>Enter Vehicle</b>. Review the introductory information at the top the Enter Vehicle form.</p> <p> <a href="#">Start</a>   <a href="#">Enter Vehicle</a>   <a href="#">Enter Training</a>   <a href="#">Step 1</a>   <a href="#">Step 2</a>   <a href="#">Step 3</a>   <a href="#">Step 4</a> </p>																																
4	<p>Enter the requested vehicle information. All fields are required.</p> <div style="border: 1px solid gray; padding: 5px;"> <table> <tr> <td rowspan="5" style="text-align: center; vertical-align: middle;"><a href="#">Save</a></td> <td>2003 Ford</td> <td>4</td> <td>First Name: Tom</td> <td></td> <td></td> <td>Per Person: 50000</td> <td rowspan="5" style="text-align: center; vertical-align: middle;">50000</td> </tr> <tr> <td></td> <td></td> <td>Middle Name: S</td> <td></td> <td></td> <td>Per Accident: 100000</td> </tr> <tr> <td></td> <td></td> <td>Last Name: Scout</td> <td>19283753</td> <td><input checked="" type="checkbox"/> Yes</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Suffix: </td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> </div> <p><b>Note:</b> If the auto policy covering the vehicle has a combined single limit (CSL), enter the limit of liability in each Liability and Property Damage field.</p>	<a href="#">Save</a>	2003 Ford	4	First Name: Tom			Per Person: 50000	50000			Middle Name: S			Per Accident: 100000			Last Name: Scout	19283753	<input checked="" type="checkbox"/> Yes				Suffix: 									
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5	<p>Click <b>Save</b> when you have completed all fields.</p> <table border="1"> <thead> <tr> <th></th> <th>Vehicle Make Model/Year</th> <th>Total in Vehicle</th> <th>Owner's Name</th> <th>Owner's DL Number</th> <th>Will everyone wear a seatbelt?</th> <th>*Liability</th> <th>*Property Damage</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td style="text-align: center; vertical-align: top;"> <a href="#">Edit</a>  <a href="#">Delete</a> </td> <td>2003 Ford Taurus</td> <td>4</td> <td>Tom S Scout</td> <td>19283753</td> <td>Yes</td> <td>Per Person: 50000 Per Accident: 100000</td> <td>50000</td> </tr> </tbody> </table> <p><b>Result:</b> The vehicle information appears on the vehicle information page along with Edit and Delete links. You can edit your vehicle information or delete it.</p>		Vehicle Make Model/Year	Total in Vehicle	Owner's Name	Owner's DL Number	Will everyone wear a seatbelt?	*Liability	*Property Damage	<a href="#">Edit</a> <a href="#">Delete</a>	2003 Ford Taurus	4	Tom S Scout	19283753	Yes	Per Person: 50000 Per Accident: 100000	50000																
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## Creating and Submitting Tour Permit Applications, Continued

### Procedure, Continued

Step	Action																																		
6	<p>Scroll to the bottom of the vehicle information page. If any of the vehicles you plan to use has a capacity in excess of 15 people, enter the requested information, and then click <b>Save</b>.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>For any vehicle with a capacity over 15 people (including driver), please include the following information.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 15%;">Driver's First Name</th> <th style="width: 15%;">Driver's Middle Name</th> <th style="width: 15%;">Driver's Last Name</th> <th style="width: 10%;">Driver's Suffix</th> <th style="width: 10%;">CDL Number</th> <th style="width: 10%;">CDL Expire Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;"><b>Save</b></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td>09/30/2008</td> </tr> </tbody> </table> </div>		Driver's First Name	Driver's Middle Name	Driver's Last Name	Driver's Suffix	CDL Number	CDL Expire Date	<b>Save</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	09/30/2008																				
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7	<p>Click <b>Enter Training</b>, and then enter all of the requested training information in the <b>Record BSA Training</b> and <b>Record Non-BSA Training</b>. Click <b>Save</b>.</p> <p><b>Note:</b> BSA Training is valid for two years from the date completed.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Record BSA Training:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 15%;">First Name</th> <th style="width: 15%;">Middle Name</th> <th style="width: 15%;">Last Name</th> <th style="width: 10%;">Suffix</th> <th style="width: 10%;">Age</th> <th style="width: 10%;">Training</th> <th style="width: 10%;">Date Taken</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;"><b>Save</b></td> <td>Lily</td> <td>Ann</td> <td>Winters</td> <td></td> <td>35</td> <td>Climb on Safely ▾</td> <td>09/30/2008</td> </tr> </tbody> </table> <p>Record Non-BSA Training:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 15%;">First Name</th> <th style="width: 15%;">Middle Name</th> <th style="width: 15%;">Last Name</th> <th style="width: 10%;">Suffix</th> <th style="width: 10%;">Age</th> <th style="width: 10%;">Training</th> <th style="width: 10%;">Date Taken</th> <th style="width: 10%;">Agency</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;"><b>Save</b></td> <td>David</td> <td>Adam</td> <td>Jones</td> <td></td> <td>27</td> <td>CPR ▾</td> <td>09/30/2008</td> <td>Red Cros</td> </tr> </tbody> </table> </div>		First Name	Middle Name	Last Name	Suffix	Age	Training	Date Taken	<b>Save</b>	Lily	Ann	Winters		35	Climb on Safely ▾	09/30/2008		First Name	Middle Name	Last Name	Suffix	Age	Training	Date Taken	Agency	<b>Save</b>	David	Adam	Jones		27	CPR ▾	09/30/2008	Red Cros
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8	<p>Scroll to the bottom of the page and click <b>Update My Permit</b>.</p> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Update my Permit"/> </div>																																		

# Creating and Submitting Tour Permit Applications, Continued

## Entering tour details

Step	Action							
1	<p data-bbox="553 464 1110 499">Scroll to the top of the page click <b>Step 1</b>.</p> <div data-bbox="558 548 1419 625" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <span>Start</span> <span>Enter Vehicle</span> <span>Enter Training</span> <span style="border: 2px solid red; padding: 2px;">Step 1</span> <span>Step 2</span> <span>Step 3</span> <span>Step 4</span> </div> <p data-bbox="553 659 1039 695">Then click <b>Edit Tour Information</b>.</p> <div data-bbox="558 747 1419 1497" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <table border="0" style="width: 100%;"> <tr> <td><span>Start</span></td> <td><span>Enter Vehicle</span></td> <td><span>Enter Training</span></td> <td><span style="border: 1px solid black; padding: 2px;">Step 1</span></td> <td><span>Step 2</span></td> <td><span>Step 3</span></td> <td><span>Step 4</span></td> </tr> </table> <p><b>Unit Title:</b> Troop <span style="float: right;"><b>Unit Number:</b> 0018</span>  <b>Organization:</b> Second Presbyterian Church <span style="float: right;"><b>District:</b> North Star</span></p> <p><b>Permit Type:</b> Local <span style="float: right;"><b>Permit Status:</b> Pending</span></p> <p><b>Received Parent Approval:</b> <input type="checkbox"/></p> <p><b>Accident Insurance: Do not enter Insurance Company and Policy information for Council Provided accident insurance</b></p> <p><input checked="" type="radio"/> Council Provided Unit Accident Insurance  <input type="radio"/> Have Other Unit Accident Insurance</p> <p><b>Insurance Company:</b> <span style="float: right;"><b>Insurance Policy Number:</b></span></p> <p><b>Number of Participants:</b></p> <p><b>Female Youth:</b> 5 <span style="margin-left: 50px;"><b>Female Adults:</b> 4</span> <span style="margin-left: 50px;"><b>Male Youth:</b> 2</span> <span style="margin-left: 50px;"><b>Male Adults:</b> 3</span></p> <p><b>Tour Location:</b> <span style="float: right;"><b>Tour Dates:</b></span>  <b>From:</b> Lehigh Valley <span style="float: right;"><b>Departing:</b> 11/03/2008</span>  <b>To:</b> Philadelphia <span style="float: right;"><b>Returning:</b> 11/05/2008</span></p> <p><b>Tour Name:</b> Liberty Bell</p> <p><b>Purpose of Tour:</b> Visit the capitol and historic sites in Philadelphia</p> <p><b>Tour Type:</b> Short-Term Camp</p> <p><b>Activities:</b> <input checked="" type="checkbox"/> Swimming <input type="checkbox"/> Boating <input type="checkbox"/> Climbing <input type="checkbox"/> Orientation Flight <a href="#">Flying Permit Application</a></p> <div data-bbox="1127 1444 1419 1497" style="border: 2px solid red; text-align: center; padding: 5px; margin-top: 10px;"> <span>Edit Tour Information</span> </div> </div>	<span>Start</span>	<span>Enter Vehicle</span>	<span>Enter Training</span>	<span style="border: 1px solid black; padding: 2px;">Step 1</span>	<span>Step 2</span>	<span>Step 3</span>	<span>Step 4</span>
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## Creating and Submitting Tour Permit Applications, Continued

**Procedure,  
continued**

Step	Action										
2	<p>When you have completed all required fields, click <b>Save</b>.</p> <p><b>Note:</b> If you do not complete all required fields, warning messages appear at the top of the page and below each of the fields that you must complete in order to submit your tour permit.</p> <p>The warning at the top of the page includes all fields that must be completed.</p> <div data-bbox="558 869 1096 1020" style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li>• Enter a location at From:</li> <li>• Enter a date at Departing:</li> <li>• Enter a location at To:</li> <li>• Enter a date at Returning:</li> <li>• Enter the tour purpose at Purpose of Tour:</li> </ul> </div> <p>This warning appears below each incomplete field:</p> <div data-bbox="558 1150 1360 1365" style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Location:</b></td> <td style="width: 50%;"><b>Dates:</b></td> </tr> <tr> <td><b>From:</b> <input type="text"/></td> <td><b>Departing:</b> <input type="text"/></td> </tr> <tr> <td style="background-color: yellow;">Please enter a From Location</td> <td style="background-color: yellow;">Please enter a Departing Date</td> </tr> <tr> <td><b>To:</b> <input type="text"/></td> <td><b>Returning:</b> <input type="text"/></td> </tr> <tr> <td style="background-color: yellow;">Please enter a To Location</td> <td style="background-color: yellow;">Please enter a Returning Date</td> </tr> </table> </div>	<b>Location:</b>	<b>Dates:</b>	<b>From:</b> <input type="text"/>	<b>Departing:</b> <input type="text"/>	Please enter a From Location	Please enter a Departing Date	<b>To:</b> <input type="text"/>	<b>Returning:</b> <input type="text"/>	Please enter a To Location	Please enter a Returning Date
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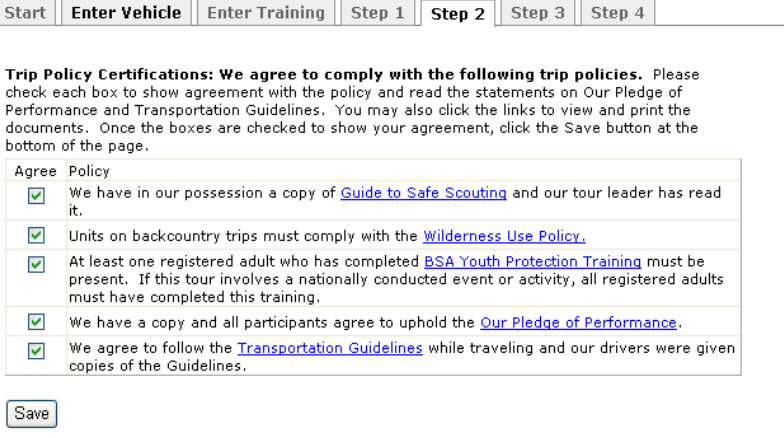
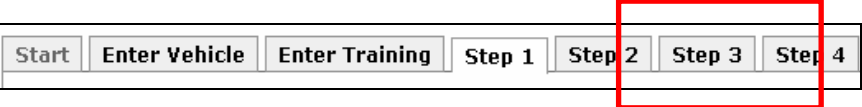
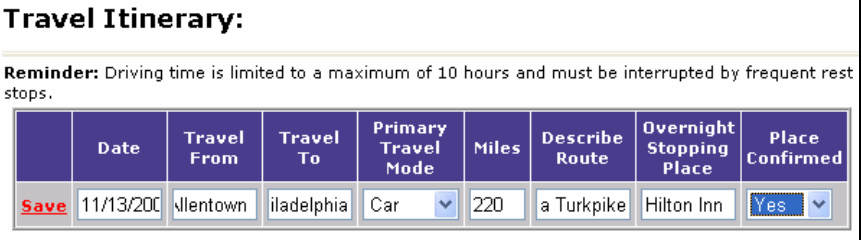
**Procedure,  
continued**

Step	Action																								
3	<p>Scroll to the bottom of the page, and click <b>Edit Leadership Information</b>.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">Edit Leadership Information</p> </div> <p><b>Note:</b> These are the requirements for Tour Leader and Assistant Tour Leader:</p> <ul style="list-style-type: none"> <li>• minimum age of 21 and 18 respectively</li> <li>• at least one must be a registered adult</li> <li>• valid e-mail address must be entered for each person and these addresses must be different.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p><b>Required Leadership:</b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left; border-bottom: 1px solid black;">Tour Leader's Information</th> <th colspan="2" style="text-align: left; border-bottom: 1px solid black;">Assistant Tour Leader's Information</th> </tr> </thead> <tbody> <tr> <td style="width: 50%;">First Name:</td> <td style="width: 50%;">Last Name:</td> <td style="width: 50%;">First Name:</td> <td style="width: 50%;">Last Name:</td> </tr> <tr> <td><input type="text" value="Robert"/></td> <td><input type="text" value="Tyson"/></td> <td><input type="text" value="George"/></td> <td><input type="text" value="Landers"/></td> </tr> <tr> <td>Age: <input type="text" value="39"/></td> <td>Phone: <input type="text" value="5554691234"/></td> <td>Age: <input type="text" value="49"/></td> <td>Phone: <input type="text" value="5552143214"/></td> </tr> <tr> <td colspan="2">E-mail: <input type="text" value="BSATrainer@yahoo.com"/></td> <td colspan="2">E-mail: <input type="text" value="BSATrainer2@yahoo.com"/></td> </tr> <tr> <td colspan="4" style="text-align: right;"> <input type="button" value="Save"/> <input type="button" value="Cancel"/> </td> </tr> </tbody> </table> <p style="font-size: small; margin-top: 5px;"> <input type="button" value="Start"/> <input type="button" value="Enter Vehicle"/> <input type="button" value="Enter Training"/> <input checked="" type="button" value="Step 1"/> <input type="button" value="Step 2"/> <input type="button" value="Step 3"/> <input type="button" value="Step 4"/> </p> <p style="font-size: small; margin-top: 5px;"> <b>Current Selection: Troop 0018 Allentown</b>  <input type="button" value="Submit"/> <input type="button" value="Print"/> <input type="button" value="Update my Permit"/> <span style="font-size: x-small;">Use <b>Update</b> after saving Vehicle or Training records.</span> </p> </div>	Tour Leader's Information		Assistant Tour Leader's Information		First Name:	Last Name:	First Name:	Last Name:	<input type="text" value="Robert"/>	<input type="text" value="Tyson"/>	<input type="text" value="George"/>	<input type="text" value="Landers"/>	Age: <input type="text" value="39"/>	Phone: <input type="text" value="5554691234"/>	Age: <input type="text" value="49"/>	Phone: <input type="text" value="5552143214"/>	E-mail: <input type="text" value="BSATrainer@yahoo.com"/>		E-mail: <input type="text" value="BSATrainer2@yahoo.com"/>		<input type="button" value="Save"/> <input type="button" value="Cancel"/>			
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4	<p>Click <b>Update My Permit</b>.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">Update my Permit</p> </div>																								

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# Creating and Submitting Tour Permit Applications, Continued

**Procedure,  
continued**

Step	Action																		
5	<p>Scroll to the top of the page and click <b>Step 2</b>.</p>  <p><b>Trip Policy Certifications: We agree to comply with the following trip policies.</b> Please check each box to show agreement with the policy and read the statements on Our Pledge of Performance and Transportation Guidelines. You may also click the links to view and print the documents. Once the boxes are checked to show your agreement, click the Save button at the bottom of the page.</p> <p>Agree Policy</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> We have in our possession a copy of <a href="#">Guide to Safe Scouting</a> and our tour leader has read it.</li> <li><input checked="" type="checkbox"/> Units on backcountry trips must comply with the <a href="#">Wilderness Use Policy</a>.</li> <li><input checked="" type="checkbox"/> At least one registered adult who has completed <a href="#">BSA Youth Protection Training</a> must be present. If this tour involves a nationally conducted event or activity, all registered adults must have completed this training.</li> <li><input checked="" type="checkbox"/> We have a copy and all participants agree to uphold the <a href="#">Our Pledge of Performance</a>.</li> <li><input checked="" type="checkbox"/> We agree to follow the <a href="#">Transportation Guidelines</a> while traveling and our drivers were given copies of the Guidelines.</li> </ul> <p><input type="button" value="Save"/></p>																		
6	<p>Select all of the boxes to signify you have read and agree with the policies and guidelines. To read the Guide to Safe Scouting and other policies and guidelines, click the corresponding link. Then, click <b>Save</b>.</p>																		
7	<p>Scroll to the top of the page and click <b>Step 3</b>.</p> 																		
8	<p>Enter all fields in the <b>Travel Itinerary</b> section. Then, click <b>Save Transportation</b>.</p>  <p><b>Travel Itinerary:</b></p> <p><b>Reminder:</b> Driving time is limited to a maximum of 10 hours and must be interrupted by frequent rest stops.</p> <table border="1"> <thead> <tr> <th></th> <th>Date</th> <th>Travel From</th> <th>Travel To</th> <th>Primary Travel Mode</th> <th>Miles</th> <th>Describe Route</th> <th>Overnight Stopping Place</th> <th>Place Confirmed</th> </tr> </thead> <tbody> <tr> <td><input type="button" value="Save"/></td> <td>11/13/2008</td> <td>Wilmington</td> <td>Philadelphia</td> <td>Car</td> <td>220</td> <td>via Turpike</td> <td>Hilton Inn</td> <td>Yes</td> </tr> </tbody> </table>		Date	Travel From	Travel To	Primary Travel Mode	Miles	Describe Route	Overnight Stopping Place	Place Confirmed	<input type="button" value="Save"/>	11/13/2008	Wilmington	Philadelphia	Car	220	via Turpike	Hilton Inn	Yes
	Date	Travel From	Travel To	Primary Travel Mode	Miles	Describe Route	Overnight Stopping Place	Place Confirmed											
<input type="button" value="Save"/>	11/13/2008	Wilmington	Philadelphia	Car	220	via Turpike	Hilton Inn	Yes											

*Continued on next page*

## Creating and Submitting Tour Permit Applications, Continued

### Procedure, continued

Step	Action																
9	<p>From <b>Vehicle Ownership</b>, select the vehicle that will be used, and then click <b>Save Transportation</b>.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Vehicle ownership information:</b></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Vehicle Make Model/Year</th> <th>Total in Vehicle</th> <th>Owner's Name</th> <th>Owner's DL Number</th> <th>*Liability</th> <th>*Property Damage</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>2003 Ford Taurus</td> <td>4</td> <td>Tom S Scout</td> <td>19283753</td> <td>Per Person: 50000 Per Accident: 100000</td> <td>50000</td> </tr> </tbody> </table> <p style="text-align: right;">1 2</p> </div>	Select	Vehicle Make Model/Year	Total in Vehicle	Owner's Name	Owner's DL Number	*Liability	*Property Damage	<input checked="" type="checkbox"/>	2003 Ford Taurus	4	Tom S Scout	19283753	Per Person: 50000 Per Accident: 100000	50000		
Select	Vehicle Make Model/Year	Total in Vehicle	Owner's Name	Owner's DL Number	*Liability	*Property Damage											
<input checked="" type="checkbox"/>	2003 Ford Taurus	4	Tom S Scout	19283753	Per Person: 50000 Per Accident: 100000	50000											
10	<p>Scroll to the bottom of the page, and complete the <b>Commercial Drivers' License</b> section. Then, click <b>Save CDL</b>.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Commerical Drivers' License:</b></p> <table border="1"> <thead> <tr> <th>Select</th> <th>Driver's First Name</th> <th>Driver's Middle Name</th> <th>Driver's Last Name</th> <th>Driver's Suffix</th> <th>CDL Number</th> <th>CDL Expire Date</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Robert</td> <td>Edward</td> <td>Driver</td> <td>Mr</td> <td>3839202882</td> <td>09/30/2008</td> </tr> </tbody> </table> <p style="text-align: right;">1</p> <p style="text-align: right;"><input type="button" value="Save CDL"/></p> </div>	Select	Driver's First Name	Driver's Middle Name	Driver's Last Name	Driver's Suffix	CDL Number	CDL Expire Date	<input checked="" type="checkbox"/>	Robert	Edward	Driver	Mr	3839202882	09/30/2008		
Select	Driver's First Name	Driver's Middle Name	Driver's Last Name	Driver's Suffix	CDL Number	CDL Expire Date											
<input checked="" type="checkbox"/>	Robert	Edward	Driver	Mr	3839202882	09/30/2008											
11	<p>Scroll to the top of the page and click <b>Step 4</b>.</p>																
12	<p>From <b>Select BSA Training</b>, select the trained individuals who will accompany you on the trip. Then, click <b>Save BSA Training</b>.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Select BSA Training:</b></p> <table border="1"> <thead> <tr> <th>Select</th> <th>First Name</th> <th>Middle Name</th> <th>Last Name</th> <th>Suffix</th> <th>Age</th> <th>Training</th> <th>Date Taken</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Bob</td> <td>Rob</td> <td>Thomas</td> <td></td> <td>33</td> <td>Climb on Safely</td> <td>09/30/2008</td> </tr> </tbody> </table> <p style="text-align: right;">1</p> <p style="text-align: right;"><input type="button" value="Save BSA Training"/></p> </div>	Select	First Name	Middle Name	Last Name	Suffix	Age	Training	Date Taken	<input type="checkbox"/>	Bob	Rob	Thomas		33	Climb on Safely	09/30/2008
Select	First Name	Middle Name	Last Name	Suffix	Age	Training	Date Taken										
<input type="checkbox"/>	Bob	Rob	Thomas		33	Climb on Safely	09/30/2008										

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## Creating and Submitting Tour Permit Applications, Continued

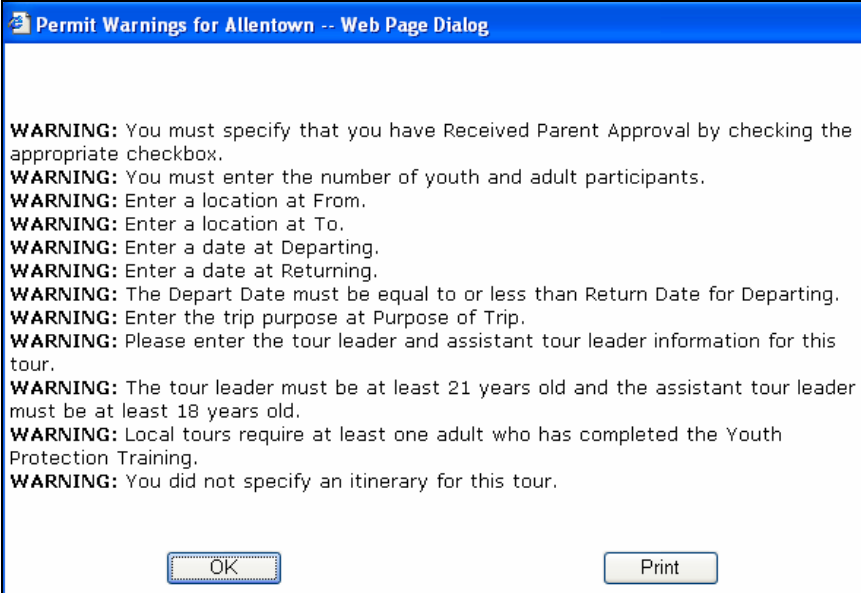
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**Procedure,  
continued**

<b>Step</b>	<b>Action</b>																		
13	<p data-bbox="553 499 1365 621">From <b>Select Non-BSA Training</b>, select the individuals who will accompany you on the trip. Then, click <b>Save Non-BSA Training</b>.</p> <div data-bbox="553 669 1417 892"><p data-bbox="561 674 922 703"><b>Select Non-BSA Training:</b></p><table border="1" data-bbox="561 726 1409 814"><thead><tr><th data-bbox="565 730 634 751"><b>Select</b></th><th data-bbox="634 730 748 751"><b>First Name</b></th><th data-bbox="748 730 829 751"><b>Middle Name</b></th><th data-bbox="829 730 959 751"><b>Last Name</b></th><th data-bbox="959 730 1008 751"><b>Suffix</b></th><th data-bbox="1008 730 1057 751"><b>Age</b></th><th data-bbox="1057 730 1154 751"><b>Training</b></th><th data-bbox="1154 730 1268 751"><b>Date Taken</b></th><th data-bbox="1268 730 1406 751"><b>Agency</b></th></tr></thead><tbody><tr><td data-bbox="565 758 634 779"><input type="checkbox"/></td><td data-bbox="634 758 748 779">Jane</td><td data-bbox="748 758 829 779">Joan</td><td data-bbox="829 758 959 779">Thomas</td><td data-bbox="959 758 1008 779"></td><td data-bbox="1008 758 1057 779">22</td><td data-bbox="1057 758 1154 779">CPR</td><td data-bbox="1154 758 1268 779">09/30/2008</td><td data-bbox="1268 758 1406 779">Red Cross</td></tr></tbody></table><p data-bbox="1393 793 1409 814">1</p><p data-bbox="1130 856 1406 888"><input type="button" value="Save Non-BSA Training"/></p></div>	<b>Select</b>	<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>	<b>Suffix</b>	<b>Age</b>	<b>Training</b>	<b>Date Taken</b>	<b>Agency</b>	<input type="checkbox"/>	Jane	Joan	Thomas		22	CPR	09/30/2008	Red Cross
<b>Select</b>	<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>	<b>Suffix</b>	<b>Age</b>	<b>Training</b>	<b>Date Taken</b>	<b>Agency</b>											
<input type="checkbox"/>	Jane	Joan	Thomas		22	CPR	09/30/2008	Red Cross											

## Creating and Submitting Tour Permit Applications, Continued

### Submitting a tour application

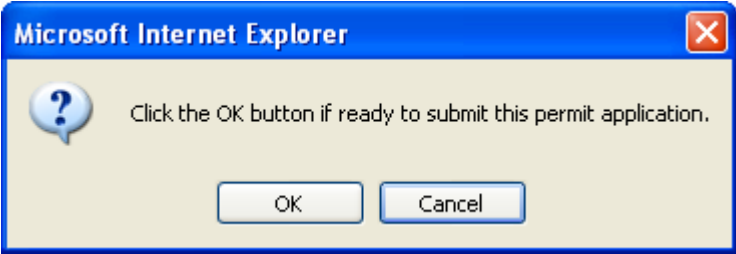
Step	Action
1	<p>Click <b>Submit</b>. If additional information is required to approve a tour permit, you receive this warning.</p>  <p><b>WARNING:</b> You must specify that you have Received Parent Approval by checking the appropriate checkbox.</p> <p><b>WARNING:</b> You must enter the number of youth and adult participants.</p> <p><b>WARNING:</b> Enter a location at From.</p> <p><b>WARNING:</b> Enter a location at To.</p> <p><b>WARNING:</b> Enter a date at Departing.</p> <p><b>WARNING:</b> Enter a date at Returning.</p> <p><b>WARNING:</b> The Depart Date must be equal to or less than Return Date for Departing.</p> <p><b>WARNING:</b> Enter the trip purpose at Purpose of Trip.</p> <p><b>WARNING:</b> Please enter the tour leader and assistant tour leader information for this tour.</p> <p><b>WARNING:</b> The tour leader must be at least 21 years old and the assistant tour leader must be at least 18 years old.</p> <p><b>WARNING:</b> Local tours require at least one adult who has completed the Youth Protection Training.</p> <p><b>WARNING:</b> You did not specify an itinerary for this tour.</p> <p>Buttons: <input type="button" value="OK"/> <input type="button" value="Print"/></p> <p><b>Caution:</b> Each entry on the Permit Warnings window describes the additional information that must be entered for the permit to be approved. If you submit the permit without this information, the tour permit may not be approved.</p> <p><b>Note:</b> A warning that a tour permit application is being submitted after the recommended date does not prevent the permit from being approved unless there is not adequate time for review to occur.</p>
2	<p>Click <b>OK</b> to return to the previous page, or click <b>Print</b> to print a copy of the outstanding items that you must enter prior to submitting the tour permit information.</p>

*Continued on next page*

## Creating and Submitting Tour Permit Applications, Continued

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**Procedure,  
continued**

<b>Step</b>	<b>Action</b>
3	<p>If additional information is required, click Cancel.</p> <p>Warning: If you click OK, the tour permit will be submitted without all of the required information.</p> 
4	Enter the information requested on the Permit Warning window.
5	The council may return the permit for additional information if it is determined that the permit cannot be approved as submitted.

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