

# Troop 316 Activity Requirements

BSA requires specific paperwork for all Troop activities. Two adult leaders are required for all activities. Adults leaders and scouts (eagle projects) planning activities should plan to provide the information described below for each activity in a timely manner so the Troop can comply with BSA requirements (primarily for insurance purposes). NOTE: Scout camps require additional information and forms.

**Medical Forms** – A medical form is required for all participants. Which form depends on your age, and if the activity is overnight. These forms are kept in the “activity binder” which accompanies the leader on the activity. Forms are updated every 1-2 years.

**Activity Permission Slip:** A signed copy is required for every scout and must accompany the leader on ALL activities. A standard form is available and can be completed by an ASM.

**Travel Permit:** *The tour permit must be filed with the district office in Chico for all activities outside of Paradise.* The district will provide a stamped permit that must accompany the leader on the activity. Tour permits take time to process and return to the Troop. The District wants them 3 weeks prior to the activity. As a practical matter the number of youth and adults can be updated by phone before the activity.

## Required Information for all activities:

- Activity Description
- Activity Location
- Location Leaving From, Date, and Time
- Location Returning To, Date, and Time
- Route of Travel (longer trips)

## Tour Permit Only

- Leader’s Name, Age, Address, Phone Number
- Assistant Leader’s Name, Age, Address, Phone Number
- Number of Youth and Adults
- Driver Information including:
  - a. make, model,
  - b. passengers,
  - c. owner’s name,
  - d. driver’s license number,
  - e. insurance coverage PL for each person, each accident, and PD

**TOUR PERMIT MUST BE SIGNED BY THE LEADER AND A COMMITTEE MEMBER BEFORE SENDING TO THE DISTRICT.**

## Recommended Information

To better inform scouts and parents about the activity the permission slip should also include:

- Cost (if any)
- What to Bring
- What to Wear (ex. Class A)
- Permission Slip Due Date