



Troop 1776
High Adventure



What is High adventure

High Adventure is:

- ✓ **A challenging experience,**
- ✓ **An experience other than a routine event,**
- ✓ **An activity requiring special preparation and training,**
- ✓ **An activity performed with knowledge and skills beyond average requirements**
- ✓ **An activity that is not normally accomplished in man-made structures or in stationary facilities.**

Policies

Planning a trip:

1. The troop committee must approve all high-adventure trips before:

Reservations are made, The trip is announced to the Scouts, Any money is committed.

2. For each proposed trip the committee must be informed of:

The approximate dates of the trip,

A general description of the program,

Approximate cost, Estimated size of the group (scouts and adults).

Policies

Participation requirements Scouts

- a. Participation in a high-adventure trip is a **privilege**, not a right.
- b. To participate, scouts must be at least **13 years** of age, completed **8th grade** & acquired the rank of **1st Class**.
- c. In addition, scouts must have demonstrated that they are ready to participate in the event. They must have demonstrated sufficient physical ability, emotional maturity and teamwork ability for the activities of the trip.
- d. The fulfillment of these requirements, and ultimately the participation of each scout, **shall be at the judgment and discretion of the adult leaders of the trip.**

Policies

Participation requirements

Adult Leadership

Adults who attend high-adventure trips will:

- ✓ Be currently registered as adult leaders with the Boy Scouts of America
- ✓ Have completed Scoutmaster/Assistant Scoutmaster Leader Training, including:
 - Outdoor Leader Skills or the equivalent, and Youth Protection Training
- ✓ Have CPR certification and Basic First Aid training or the equivalent

Policies

Parental Notifications

- A. Parents or guardians of participating scouts shall receive written information regarding:
The trip program, including travel plans and activities, so that they can understand the potential risks and hazards involved, the fees involved with the trip, payment schedule and the refund policy

- B. Parents or guardians of participating scouts will be required to sign permission slips that include:
A waiver of claims against Troop 1776, participating adults, and the Boy Scouts of America.
 - ✓ An acknowledgment of their understanding of the inherent risks involved with the trip, the youth requirements, and the acceptance of the decisions of the adult leaders.

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Policies

Financial Policies

- a. High-adventure trips should be financially self-supporting, i.e. no troop funds should be required.
- b. The troop may advance money for the trip (camp deposits, travel deposits, etc.) but the participants are to repay the troop within two months of this advance.
- c. Individual scouts seeking financial assistance may talk to the Scoutmaster regarding camperships.
- d. The nature of high-adventure trip costs (such as camp fees and transportation expenses) often do not allow for refunds. Refunds policies are to be provided in writing to participants.
- d. Fundraisers are encouraged, and must follow BSA and Atlanta Area Council guidelines.
<http://www.atlantabsa.org/unit-fundraising/36936>
- e. All money will be handled by a participating adult with the assistance of a scout. A full financial report will be submitted to the Treasurer through the troop committee.

BSA Policies

High-adventure trips will follow all relevant BSA policies, including:

- Filing of proper tour permits,
- Rules regarding use of alcohol and tobacco,
- Water-safety rules, such as safe-swim defense and safety afloat,
- Rock climbing and firearms safety,
- Limits on the number of daily driving hours.

High Adventure Where to Go!

- **Philmont**

- •Cimarron, New Mexico
 - High Altitude Back Country Backpacking–Shows & adventures at resupply points
 - Cavalcade
 - High Country Backpacking

- **NorthernTier**

- **3 Bases:**
 - **Ely, Minnesota**
 - **Bissett, Manitoba, Canada** – *accessible only by floatplane*
 - **Atikokan, Minnesota & Manitoba**
 - The three offer High Adventure Canoeing
 - There also is available – Okpik -Cold-weather survival @ Charles L. Sommers Canoe Base in Ely, Minnesota.

- **Sea Base:**

- **Florida Keys**
 - Several Programs
 - Scuba
 - Sailing
 - Snorkeling
 - Fishing

- **Summit-Bechtel(after2013Jamboree) West Virginia**

- Available Programs
 - Mountain Biking
 - Whitewater
 - Backpacking
 - Shooting

High Adventure

MakeYourOwn

- These types of trips can be shorter and less expensive,
 - Whitewater
 - Backpacking
 - Canoe trips
- **The following 5 programs are located in Georgia:**
 - [Venturing Nature of Leadership Training Trek](#) - Savannah, GA (Coastal Empire Council)
 - [Gerald I. Lawhorn Canoe Base/Thunder Scout Reservation](#) - Molena, GA (Flint River Council)
 - [Nature's Adventure at Ossabaw](#) - Savannah, GA (Coastal Empire Council)
 - [Sea Kayaking Adventure Treks](#) - Savannah, GA (Coastal Empire Council)
 - [Ranger Camp](#) - Dahlonega, GA (Northeast Georgia Council)
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High Adventure Registration

- **Philmont**

Due to the popularity of our 12-day Expeditions, registration entries are taken online during the month of November, two years preceding the summer you would like to reserve for your unit. This will result in a random draw in early December. By mid-October before the entry process begins, a registration packet will be available on our homepage. [Philmont Scout Ranch Website.](#)

- **Northern Tier**

- **RESERVATIONS:**

Northern Tier National High Adventure Program at 218-365-4811 or visit the [Northern Tier Website.](#)

1. You must phone the base to receive a crew number and tentatively reserve a trip date. You then have three weeks to send in your reservation form and the \$300 per crew reservation fee (deposit). After three weeks, the reservation is subject to cancellation.
2. Please complete the enclosed reservation form. You will need to have a council signature along with a deposit of \$300 per crew (which is applied to your total fee) to secure your reservation. This deposit is not refundable if you cancel and is not transferable from one crew to another.

- **Sea Base**

- Florida National High Adventure Sea Base Reservation System. This system is designed to help you get information about Florida Sea Base adventures, dates and locations of adventures, as well as giving your unit a permanent account you can use for tracking your Sea Base reservations, payments and attendees.
- You are strongly encouraged to open an account for your unit (We currently have an account) even if you are not going to put a reservation request in right away. Your account will give you access to available adventure dates as they change throughout the year. You must have an account to be able to view and book reservations.
- Reservations are on a first-come, first served basis. Reservations requests for 2014 will begin on January 15th and end on February 15th 2013.
- You may make reservations for any available adventure, whether or not you already have a reservation.

High Adventure Planning

Steps

- **1. Permissions - Obtain, file, and bring all necessary documentation**
 - Obtain Tour Permits
 - Obtain Parental permission
 - Obtain completed Class III Medical forms.
 - Obtain Local requirements
 - Obtain Outfitters requirements - This is dependent on location

- **2. BUDGET AND EXPENDITURES**

Track estimated costs for:

 - ✓ 1. Transportation
 - ✓ 2. equipment purchase/rental
 - ✓ 3. food and food storage.
 - ✓ 4. Track money spent for and received from fund raising?

- **3. MANAGEMENT –Trip/crew**
 - 1. Organize and monitor effective teams. – try to keep at 8
 - 2. Keep scouts involved with planning.
 - 3. Have scouts work as teams to complete research for information
 - 4. Keep organization and planning efforts on track.
 - 5. Do some of your own research so you know what you're getting into.
 - 6. Make sure everyone is prepared and knows what to expect.
 - 7. Plan for the unexpected.

Obtain Tour Permits

- **Tour and Activity Plan FAQs**

- **Q. Why should I complete a tour and activity plan?**

A. The tour and activity plan is a planning tool for best practices to be prepared for safe and fun adventure. Completing the plan may not address all possible challenges, but it can help ensure that appropriate planning has been conducted, that qualified and trained leadership is in place, and that the right equipment is available for the adventure.

- In addition, the plan helps to organize safe and appropriate transportation to and from an event, and defines driver qualifications and minimum limits of insurance coverage for drivers and vehicles used to transport participants.
- Please complete and submit this plan at least 21 days in advance (check with your local council) to ensure your council has enough time to review the plan and assist as necessary.

Tour Permits

- **Q. When do I need to complete a tour and activity plan?**
A. Times when a tour and activity plan must be submitted for council review include the following:
 - Trips of 500 miles or more; or
 - Trips outside of council borders (exception: not to your council-owned property); or
 - Trips to Florida Sea Base, Northern Tier, Philmont Scout Ranch, Summit Bechtel Reserve (**you will be asked to present a copy of your tour and activity plan upon arrival**), national Scout jamboree, National Order of the Arrow Conference, or a regionally sponsored event; or
 - When conducting any of the following activities outside of council or district events:
 - Aquatics activities (swimming, boating, floating, scuba, etc.)
 - Climbing and rappelling
 - Orientation flights (process flying plan)
 - Shooting sports
 - Any activities involving motorized vehicles as part of the program (snowmobiles, boating, etc.); or
 - At a council's request (**Contact your local council for additional guidelines or regulations concerning tour and activity plans; many have set guidelines for events or activities within council boundaries such as for Cub Scout overnight camping.**)
- Regardless, the tour and activity plan is an excellent tool that should be included in preparation for all activities, even those not requiring it. It guides a tour leader through itineraries, travel arrangements, two-deep leadership, supervision qualifications, and transportation.
- **Q. Is it common for a council to set up a rigorous review of the tour and activity plan or have our unit submit a plan anytime we meet other than at our weekly meeting place?**
A. Your local council knows your local conditions, common tours, and activities best. We find that many councils set their policies based on those known risks. We suggest you contact your council if it chooses to exceed the above policy on when and for what reasons a tour and activity plan should be filed for review.
- **Q. Where can I find the paper version of the tour and activity plan?**
A. Click on [this tour and activity plan link](#). Please only use this format if you have a unit without access to [MyScouting](#). We are encouraging everyone to use the online system.

Tour Permits

- **Q. What should I tell the parents in my unit, who always question why they have to furnish insurance or driver information for their vehicles?**

A. We suggest that you review the [Scouting Safely](#) alert on [insurance information](#) . For auto liability, the coverage provided by Scouting is secondary when those non-owned vehicles are used for an official Scouting activity. We get many reports that parents want to exclude their information since they are transporting their own children to and from an event. Recognize that in this scenario, the official Scouting activity for those youth and their parents would not start until arrival at the location and would end when they left the location; their travel is not an official Scouting activity.

Tour Permits

- **Q. Where can I find the tour and activity plan online?**
A. You will need to log in to www.myscouting.org and select the tour and activity plan under your “Unit Tool.”
- **Q. Is there a training program to show me how to complete the tour and activity plan online?**
A. Yes, please watch this interactive video if you are have questions. [Watch video now.](#) ([Download video](#))
- **Q. What if my trip or activity is as a council contingent or is an OA activity?**
A. Contingent planners can either use the paper version of the [tour and activity plan](#) or the tour leader can record the plan under his or her primary unit affiliation and council, adding in other adult leadership as needed.
- **Q. What, if any, transition period is available?**
A. If you previously completed a tour plan, it is still valid. You should start using the updated tour and activity plan immediately; all other paper versions are obsolete.
- **Q. Why can't I see tour and activity plans on my MyScouting account?**
A. The most common reason for not seeing tour and activity plans in your MyScouting account is that your member ID is not attached to your MyScouting account profile. Please contact the National Service Desk for assistance.
- A second common reason is that your registration (position code) does not support the permission for the application. The application is not available to individuals registered only as merit badge counselors, Scout parents, or Tiger Cub adult partners. Please contact your unit leadership if you would like to update your unit position.
[Click here for a list of unit positions with tour and activity plan access.](#)

Tour Permits

- **Q. Why change the tour permit?**
A. This update replaces the former “online” tour permit with an interactive planning tool that allows you greater flexibility. It is the first phase to the online version—with more enhancements to come.
- **Q. What is the difference between a tour permit and the online version?**
A. Several items. With the online version:
 - The unit leadership certifies the plan.
 - The local council reviews plans but does not approve them.
 - An email workflow can be used to notify the council, chartered organization, committee chair, and emergency contact that a plan has been submitted for review.
 - It contains interactive prompts and warnings.
 - It provides active links to program-required training and education.
 - It provides the ability to store, retrieve, copy, and reuse previously submitted tour and activity plans (not applicable to permits).
 - It provides the ability to update the plan up until the day before the tour and activity date.
- **Q. With the older version, we had a “permit” to take with us. What do we take now?**
A. You can print a tour and activity plan summary at the end of your submission. Copies can be made if needed for your unit, emergency contact, parents, etc.
- **Q. What materials do I need to complete the online version?**
A. You will need the following:
 - Leadership contact information
 - Vehicle information
 - Description of the activity
 - Travel itinerary
- **Q. Is planning and preparing for Hazardous Weather training required for all tours?**
A. Yes, it has been required for all tours since Jan. 1, 2009. It should be repeated every two years and is appropriate for not only adults, but Boy Scout-aged youth as well. A CD is available for use at your unit, district, and council events where Internet access is not available. Search for item number [610642](#) at www.scoutstuff.org.
- **Q. What should we use for permission from parents?**
A. The [Activity Consent Form and Approval by Parents or Guardian](#) is an appropriate resource.
- **Q. Do I need anything else if we are going on a discovery flight?**
A. Yes, please complete the [Flying Plan Application](#) along with an [Activity Consent Form and Approval by Parents or Guardian](#) (for each participant).

Tour Permits

- **Q. With whom do I discuss why we are required to have certain training before we do certain activities?**

A. We suggest that program and qualified supervision requirements be discussed with your unit leadership, unit commissioner, district commissioner, or district executive—in that order. The tour and activity plan does not set these requirements, policies, or guidelines; it is a tool to help unit leadership identify qualified supervision requirements for the planned program. The [Guide to Safe Scouting](#) is a good compendium of information to start your research with as well. It contains information on training such as [Safety Afloat](#), [Safe Swim Defense](#), and [Climb On Safely](#).

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- **Q. What must be included in the emergency roadside kit?**

A. The type of emergency roadside kit needed can vary depending on, for example, where you live, where the unit is traveling to/from, or the season (summer, winter). An emergency roadside kit may include items such as a reflective safety vest, tire jack and lug wrench, jumper cables, emergency flares, triangle reflective warning signs, fire extinguisher, flashlight with extra batteries, shovel, work gloves, space blanket, bottled water, whistle, basic tools (e.g., wrenches, multitip screwdrivers, and pliers), and a utility knife. You may choose to build your own emergency roadside kit or purchase one from a local general or hardware store.

Tour Permits

- **Q. We don't know who the commercial carrier or charter bus driver will be for our trip, so what do we enter for driver and insurance information?**

A. Enter the name of the company and make sure the commercial carrier provides you with proof of insurance: \$5 million CSL for 16 or more passengers or at least \$1.5 million CSL for vehicles designed to transport nine to 15 passengers. It is not expected that this information will be furnished for commercial airline transportation.

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Tour Permits

- **Q. What kind of insurance coverage does the BSA provide for the Scouting program?**

A. We suggest that you review the [Scouting Safely](#) alert on [insurance information](#).

- **Q. Do we really need an Annual Health and Medical Record, No. 680-001, for all participants?**

A. Yes, and while this is a frequently asked question, it is not a new policy. Information on the Annual Health and Medical Record, including FAQs, can be found at this [link](#).

- **Q. What are the common issues why my tour and activity plan would be defective or require me to update it before we conduct the tour or activity?**

A. Common deficiencies reported by councils that have reviewed many of the PDF versions of the tour plan suggest the following:

- There are no registered adult leaders.
- [Two-deep leadership](#) requirements are not met.
- Both male and female leadership for coed activities is not present.
- Qualified supervision is not identified for high-risk activities.
- Training is not completed for the planned program.

Tour Permits

- [Youth Protection training](#) is not current.
- Hazardous Weather training is not current.
- The itinerary is incomplete.
- Travel plans include excessive mileage or travel in a 24-hour period.
- There are not enough vehicles identified to safely transport the tour.
- The planned activities are unauthorized.
- The plan was submitted after the activity or with no lead time.
- There is incomplete or inadequate insurance information for the tour or flying plan

PERMISSIONS

Obtain, file, and bring all necessary documentation

1. Foot Hills Council requirements
 - i. Tour Permit(s) <http://www.scouting.org/scoutsource/HealthandSafety/TourPlanFAQ.aspx>
2. The council is the reviewer of all tour plans; there is no regional review required.
3. The tour plan consists of a tour planning worksheet to be completed by the unit/contingent. It is retained by the council and a tour plan is returned to the unit after processing.
 - A. t's on standard 8.5 x 11-inch paper!
 - B. There is a **21-day** advance notice requested for units to submit the plan for your review.
 - C. A single point of contact (not on the tour) for council use is included.
4. Defined reasons/times when a tour plan must be submitted for council review:
 - a. Trips of 500 miles or more
 - b. Trips outside of council borders not to a council-owned property
 - c. Trips to any national high-adventure base, national Scout jamboree, OA Conference
 - d. When conducting the following activities outside of council or district events:
 - **Aquatics activities** (swimming, boating, floating, scuba, etc.)
 - **Climbing and rappelling**
 - Orientation flights (process flying plan)
 - **Shooting sports**
 - **Any activities involving motorized vehicles**

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Permissions

Parental permission

Link to permission form - <http://www.scouting.org/filestore/pdf/19-673.pdf> iii. Obtain completed Class III Medical forms.

Link to medical form - <http://www.scouting.org/filestore/HealthSafety/pdf/whole.pdf>

Permissions for Local requirements

This is dependent on location

ie. Outfitters requirements. (This is dependent on location)

BUDGET AND EXPENDITURES

1. Track estimated costs for:

- a. Transportation
- b. equipment purchase/rental
- c. food and food storage.
- d. Track money spent for and received from fund raising?

Handy spreadsheet for costs - [CREW - Expense Recap.xls](#)

2. MANAGEMENT –Trip/crew

- a. Organize and monitor effective teams. – try to keep at 8
- b. Keep scouts involved with planning.
- c. Have scouts work as teams to complete research for information
- d. Keep organization and planning efforts on track.
- e . Do some of your own research so you know what you're getting into.
- f . Make sure everyone is prepared and knows what to expect.
- g. Plan for the unexpected.