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GREAT
OUTDOOR
ADVENTURE!**

TOURS AND EXPEDITIONS

CONTAINS FORMS, WORKBOOK, AND COMPLETE TRAVEL KNOW-HOW



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BASIC PLANNING

To be successful, an activity of any kind must be preceded by days, weeks, and even months of careful, well-thought-out planning. This is particularly true of all phases of travel experiences. Planning builds up anticipation that is the prerequisite of a good experience.

Well-thought-out plans ensure the full enjoyment of the trip for everyone. Time will be allowed for relaxation as well as plenty of action and excitement. Delays, inconveniences, and accidents—caused by lack of knowledge of the situation or area or by lack of necessary equipment—are almost completely avoided by careful planning.

Planning helps your group “get off the beaten path” and see and experience things that a poorly planned trip will miss completely. The main highway may be the fastest, but it is rarely the most interesting. Planning also gives every member of the group a definite responsibility and a stake in the success of the venture. Everyone understands and has a chance to express his opinion so that the trip belongs to every member of the group, not just to one or two leaders.

Ideas First

Plans for any trip are not the sole responsibility of the unit leader. They are the result of everyone's thinking. Some ideas will be good; others farfetched and inappropriate. Here the unit leader can bring his judgment to bear so that the plans are practical and within the limits of the group.

Group Discussion

After discussion, the group can then suggest ideas about where they would like to go and for how long. A 3-day trip takes less planning, for instance, than a 2-week tour.

If there are a number of good suggestions made and your group has difficulty deciding which they favor, a vote would be logical. If possible, they can combine different ideas so that everyone has a taste of what he wants from the trip.

Some groups might favor camping out along the way—staying at Scout camps and national, state, or local parks and doing their own cooking. Others might prefer traveling light, staying at less-expensive motels, coed youth hostels, military installations, or YMCAs or YWCAs where applicable. If the trip is long enough, a combination of these methods certainly can be worked out.

The question of how your Scouts or Explorers will earn the money needed for such a tour must be thoroughly gone over and scheduled at an early stage of the planning. The Unit Money-Earning Application, No. 4427, can be most helpful.

Permits

Tour permits are necessary before your Cub Scout, Boy Scout, or Explorer group hits the road. They are not intended as red tape, but to serve two purposes—as a checklist for what you'll need on your trip and as a safeguard to make sure your group has a healthy and comfortable time. These forms are appropriate for everything from a short excursion to a cross-country tour or a visit to another country.

Cub Scout Tours

Cub Scout packs are encouraged to plan trips to Scout camps, public places or military installations for daytime excursions. Den leaders, den dads, pack leaders, and parents are encouraged to accompany their packs on these or other approved tours.

Webelos dens may plan overnight camping on a father-and-son basis with council approval and the proper local or national tour permit. Scout camps and military installations may thus be used—upon proper request—for overnight camping by Webelos Scouts, their fathers, and their leaders.

Exploring

As part of the group discussion, if yours is a group of Explorers, you should use the *Explorer Leader Handbook*, No. 6636, as a planning tool. The sections concerning the Annual Activity Schedule Work Sheet and Superactivity in the *Explorer Leader Handbook* will prove especially helpful at this stage.

In case of coed Explorer groups, special arrangements will have to be considered, particularly regarding overnight accommodations. Our cooperative venture with American Youth Hostels, Inc., 20 West 17th Street, New York, NY 10011, can assist such coed groups in planning tour housing.

“Trip-Mapper” (Planning Your Route)

Don't be in a hurry to outline your route on a map until you are certain it is the best one. Every trip offers a number of possibilities, and the possibilities need to be drawn on a map without permanently marking it until your plans are definite.

Use a sheet of transparent plastic to cover the map of your trip. Trace possible routes on the plastic with a marking pen or crayon and rub them out or change them as new information becomes available. The map with its plastic overlay is your "trip-mapper." Place it on the bulletin board where it can be the center of attention as changes in the plan are redrawn.

Use two colors to plan each day's journey. Alternate the colors to show the number of travel days: blue—first and third days, red—second and fourth.

Remember at this stage that many groups overtax themselves when determining how far they will go each day. In going full speed ahead, your Scouts or Explorers miss out on points of local and national interest that they could see if they cut their daily travel distance in half.

Use a ruler and the map scale to determine each day's distance. Or make a "trip-mapper" gauge from a string tied with knots at 250, 300, 350, and 400 miles of the map's scale distance. Or make an operational "trip-mapper" until you are ready to apply for your tour permit, then mark the final route on your map.

Include both turnpike and off-the-beaten-path travel distance depending upon the trip's objective. The total driving time should be limited to 12 hours per day.

Overloading is the greatest cause of breakdowns. Use enough vehicles to comfortably carry equipment and personnel.

If you are camping, stop by 4 p.m. each day. This will give you a chance to explore the country, to see the sights in the vicinity, to set up camping, and to prepare food.

REST IS IMPORTANT AND ESSENTIAL: 12 hours should be devoted to rest and sleep away from the vehicle

each 24 hours; 8 to 9 hours of sleep per night is standard. Following these guidelines will make a great difference in the health of tour members and success of the trip.

Coed Overnight Activities Policy

All Exploring activities shall conform to the ideals and purposes of the Boy Scouts of America. In order to ensure that all coed overnight activities for Explorers and invited guests at post, district, council, regional, or national levels meet proper moral standards, the national Exploring committee has established the following policy:

1. The post Advisor (or Skipper) or council Scout executive must give careful consideration to the number of adults necessary to provide appropriate leadership for both male and female participants. The number of adult leaders required by the hosting facility or organization (such as a BSA national high-adventure base) must be provided.
2. Adult leaders must be 21 years of age or older and be approved by the post Advisor or Skipper (on behalf of the chartered organization) or by the council Scout executive.
3. Separate housing must be provided for both male and female participants.
4. An adult male leader must be housed with and be responsible for the male participants. An adult female leader must be housed with and be responsible for the female participants.
5. Written parent or guardian approval is required for each Explorer or guest under 18 years of age.



Campways BSA is a program jointly carried out by the Camping and Conservation Service and each of the Scouting councils to provide helps to Scout and Explorer groups that are planning tours or expeditions under special conditions. Cub Scout packs may also tour or take short trips—usually a 1-day excursion.

The first questions that a unit leader is likely to ask if he is leading a tour group are: Where will we go? How will we travel? Where can we stop along the way? What safeguards are there for us? What equipment and supplies will we need? How much will it cost? The Campways BSA program provides answers to these and many other questions.

1. Overnight Stops Along the Way

In planning your stopping points along the route, it is important that you have complete and accurate information about the accommodations that are available. You can get information directly by writing to the managers of the places you wish to stay. Use the Campways forms on the back cover to get addresses of places that will accommodate Scouting groups for a reasonable fee. A letter requesting reservations for each place your group desires to stay should be sent well in advance of your trip to be sure your group can be confirmed. Include in your letters the number of members and leaders in your party, date and time of arrival and departure, and the services or facilities that you desire.

2. (a) Council Camps

There are Scout councils in every state in the United States. Many of them, in cooperation with the national office, have set aside sites at their camps for groups such as yours to use. A listing is available from Camping Service. See the coupons in the back of this book. Visiting these Scout camps affords troops and posts some wonderful opportunities to camp with Scouts from other areas of the country. Some groups will want to plan such an experience as the main objective of their trip and may camp and participate in the program for an extended time. Such an experience necessitates long-range planning and, of course, the approval of the councils involved.

Other groups may plan camp stays of more than 1 day, combining the day's program with hike trips to interesting points nearby as well as sight-seeing in the area. Even groups planning a 1-night stay often can do some sight-seeing or participate in a campfire or some other activity. Fees for facilities, when available, are nominal. Use Campways Information and Reservation Form—Council, No. 4407, for this purpose.

2. (b) Scouting Family Camping

More than 200 councils across the country now offer opportunities for Scouting families to use designated family camping facilities. A Scouting Family Camping Directory, No. 3680, is available through local council service centers. This directory lists camps, dates of availability, facilities provided, and where to write or call for reservations. Facilities and fees vary depending upon what the camp provides. Some camps offer a grassy field to pitch a tent, while others have cabins or hookups for recreational vehicles.

3. High-Adventure Sites

Four outstanding bases provided by the Boy Scouts of America are available and waiting for your older Scouts or Explorer groups. The trip to and from each of the featured areas noted below should be a thrilling experience in rediscovering America with its historic sites, educational features, and places of natural beauty and interest.

The Charles L. Sommers National High Adventure Base is located in the Superior National Forest on the United States side of the Quetico Provincial Park of Canada and includes about 4,000 square miles of roadless wilderness. The base is 22 miles northeast of Ely, Minn. Satellite bases are also available at Atikokan, Ontario, Canada, and Bissett, Manitoba, Canada. Winter camping is also available.

Florida National High Adventure Sea Base offers a top program of underwater exploring by scuba and snorkel plus sailing trips in the Florida Keys, and opportunities to explore the beautiful Everglades in winter or summer.

Maine National High Adventure Area involves two bases. Seboomook and Matagaman, and the use of 5 million acres

of northern Maine backcountry for canoeing, backpacking, and backwoods exploring, as well as winter camping opportunities at Howland, Maine.

Philmont Scout Ranch located near Cimarron, N.M., comprises 137,493 acres of rugged western country on the slopes of the Sangre de Cristo range of the Rocky Mountain chain. The Philmont expedition provides 12 days of adventure in backpacking, camping, horseback riding, burro-racing, historic camping, rock climbing, mountain search and rescue, marksmanship, and wilderness survival—all combined into an unbeatable recipe for fast-paced adventure.

4. Scout-Interest Sites

In addition to the high-adventure areas listed above, there are several others across the country that are of interest to Scouts and Explorers on tour.

On the Delaware River, between New Jersey and Pennsylvania, is the Treasure Island Scout Camp of the Philadelphia council, where the Order of the Arrow was founded in 1915.

In Washington, D.C., the national Scouter's commemorative tribute statue is located on the Ellipse grounds—the site of the First National Jamboree.

At Philmont Scout Ranch, there are several sites of interest in addition to the high-adventure trails. Primary among these is the Ernest Thompson Seton Memorial Library and Museum, where mementos of one of American Scouting's founders are housed. Also at Philmont are the Kit Carson Museum, Volunteer Training Center, and the sites for Junior Leader Instructor training, Conservation Instructor training, and Wood Badge training camps. Tour group camping can be arranged.

Also of interest to tour groups are several other sites of past jamborees—Valley Forge State Park near Philadelphia, Pa., and Farragut State Park in Idaho, Moraine State Park in Pennsylvania, and Fort A. P. Hill in Virginia.

5. Federal, State, and Local Parks

Many approved overnight group camp facilities are available through the cooperation of the U.S. Forest Service, Bureau of Land Management, the Army Corps of Engineers, the National Park Service, and state, municipal, and county park systems. Fees will vary with each campsite. Many agencies have established special rates for youth groups. Generally, these cannot be reserved. Therefore, do not send a reservation fee. Even where reservations are not necessary, a postcard notification of arrival time will help park superintendents; often they will have a site for a Scout group that shows that consideration. Be sure to notify the park superintendent in case of any delays or cancellations.

The Boy Scouts of America through your council also makes available two interesting and valuable awards: one called the *Historic Trails Award*; the other, the *50-Miler Award*. Both of them are detailed in the Tour Leader's Workbook section. In addition to these awards, there are local

awards for over 200 nationally approved historic trails. Listings are available from your local council service center and the BSA camping service. See the coupons in the back of this book.

6. Military Installations

Many Army, Navy, Air Force, Marine Corps, and Coast Guard installations are located throughout the United States. The military services are interested in Scout tour groups visiting their bases and stations.

Most installations have much to offer of interest to youth, and Cub Scout or Boy Scout or Explorer groups are certainly welcome. There are opportunities to tour ships and to see and hear about missiles, aircraft, radar, combat vehicles, and activities of all types. There are occasions when visitors may view demonstrations, parades, and exercises.

Some installations maintain military museums that contain much of historic interest to all Americans. At some locations there are even historic and wilderness trails. Often facilities such as showers, swimming pools, gyms, theaters, other recreation facilities, and chapels are available.

In many instances overnight accommodations in barracks or camps can be provided for Webelos Scout, Boy Scout, and Explorer tour groups; however, these facilities cannot be offered in direct competition with commercial enterprises. For that reason, your plans should allow time for an orientation tour of the base or facility, to allow your Scout group to better understand the mission of the base as it applies to the defense policies of the United States of America. Arrangements for overnight stops must be made in advance or your group will not be accepted.

Meals can be furnished at reasonable costs, and, where bedding is provided, there is a small charge for linens and towels. Groups should carry their own bedding in case they have to sleep on the floor.

Use Campways Information and Reservation Form—Military, No. 4429 (available from council service center), to request information about base tours, nearby points of interest, and advance accommodations. Address all correspondence to the designated officer of each installation to be visited. For the Army and Air Force, direct it to the attention of the Scout project officer; for the Navy, direct it to the attention of the Scout liaison officer.

The following considerations must be met by Scout tour groups to maintain good relations with our military hosts:

- The group should notify the installation when it is unable to arrive as scheduled.
- If plans change, notify the installation at least 24 hours before scheduled arrival.
- In case of emergency or breakdown, telephone the installation immediately regarding the change in scheduled arrival.
- If the number in your group changes by more than three persons, notify the installation before arrival so necessary changes can be made (e.g., Scout group leaders are responsible to defray costs of meals ordered and not consumed).

Adult leaders with military connections must agree that they will not attempt to use their reserve or military status to secure any special services or favors or changes of plan for the group.

A WORD OF WARNING: All tour members should be instructed to listen to adult leaders, remain together, and avoid roaming military areas indiscriminately. It is important that they are told that unknown terrain and military equipment must be respected as a safety factor and are not to be investigated. All tour groups must understand and adhere to any instructions given to them by military personnel at an installation.

Your group should understand that sometimes military installations may be in practice or training alerts at the time of your arrival, so last-minute cancellation or delay of your reservations is a possibility. BE PREPARED—have a backup facility or campsite in mind.

7. Planning an International Experience

Visiting Scouts in other countries can be one of the most rewarding experiences a member can have during a Scouting career. This adventure is well within the capability of a well-organized and well-staffed Scout or Explorer unit.

The key to a successful international project is in careful long-range planning. Planning should begin over a year before the actual trip.

Phase I—Planning

The essential steps in planning are:

1. Present the general idea for an international visit or trip to the unit committee and secure their approval.
2. Write to International Division, BSA, 1325 Walnut Hill Lane, Irving, TX 75038-3096, for planning guidelines and a current listing of international events around the world.
3. Prepare a tentative plan for your international event to include:
 - a. A specific purpose for the trip.
 - b. The countries you plan to visit.
 - c. The dates of your program.
 - d. The qualifications for adult leadership and youth participation standards.
 - e. A general itinerary for the event.
4. With this preliminary outline, contact a reliable travel agent and allow him to advise you as to the practical aspects of your plan. Such guidance would include not only available transportation and tour accommodations but, even more important, an actual cost estimate for your trip.
5. On the basis of this advice, develop a specific plan and budget. Review this with your Scout executive. Forward a copy to the International Division.

On the basis of experiences and knowledge of resources of the various international Scout associations, the International Division will be in a position to review your plans and make appropriate suggestions, especially in the area of Scouting contacts and available Scouting facilities and scheduled events.

6. When the final plan is completed, request International Division to make the needed contacts with Scout associations in the areas to be visited. NO DIRECT CONTACT SHOULD BE UNDERTAKEN UNTIL SUCH ASSOCIATION APPROVAL HAS BEEN RECEIVED.
7. When the plans are approved by both national associations, make contact with the designated leaders in the countries to be visited for working out the many details. Copies of all letters should be sent to their national offices and, in the case of the Boy Scouts of America, to the local council and the International Division.

Phase II—Operation Preparation

1. Final approval of plans, procedures, and policies should be made by the unit committee and the Scout executive. Designate the travel agency with whom the unit will do business.
2. Preparation of promotional data and tour fact information should be completed. Prepare application forms and give them to parents of the participants.
3. Plans should be made for securing visas and passports. Immunization, insurance, and parents' information meetings should be scheduled.
4. At least 3 months prior to departure, complete the National Tour Permit Application, No. 4419A and submit it to your Scout executive, who will, in turn, submit the application to the regional director for certification and authorization to issue an International Letter of Introduction.
5. Make a last minute check of all arrangements by the travel agent. Check on receipt of passports and visas. A parents' meeting should be held at least 2 weeks before departure to cover all last minute details.

Phase III—Operation Scout World Brotherhood

1. Make maximum use of this international opportunity to assure not only a mountaintop experience for the boys but also a major advance for the cause of world brotherhood through Scouting.
2. Keep basic notes of your experiences for the final tour report. Include suggested procedural changes and administration problems for guidance of others.
3. Submit a factual report to your local council and to your region, as agreed when submitting your tour permit. Forward a copy to International Division. Acknowledgments should be sent to your international Scout hosts.

8. International Tour Program Aid

In order to make it possible for a Scout or Explorer unit to take part in an international experience, the International Division, BSA, organizes and operates various programs designed to make an international tour a reality.

These events, although designed for individual participation, can accommodate chartered units under their own leadership. Such planned programs include:

Scouting Friendship Tours. Friendship tours are designed for individuals and small groups to take advantage of a national charter or group overseas air flight, and to make possible a widespread overseas Scouting contact.

The group is organized into patrol-size units with adult leadership, and, after overseas flight to a central city, these smaller groups will travel as units to take part in a designated international event. Programs usually include a period of local home hospitality in Scout homes. A unit that wishes to plan its own tour can take advantage of a group for transportation only and schedule its own program in the host country.

Special Events. Occasionally larger international events are planned around the globe by various Scout associations for which the BSA receives special invitations to participate. These include world jamborees, international camps, and patrol jamborettes. In many cases direct unit representation is possible. Such participation must be coordinated by the International Division.

Exchange program. A special international experience is made available to units on the International Exchange Program. The BSA unit would invite a patrol from another country to visit in their hometown, and, in subsequent years, the U.S.A. troop or patrol will visit their country. This is a personal project but reaps high dividends in Scout friendship.

For full details of each of these opportunities, write directly to the International Division of the Boy Scouts of America.

9. Low-Impact Wilderness Use Policy

All private or publicly owned backcountry land and designated wilderness are included in the term “wilderness areas” in this policy. The Outdoor Code of the Boy Scouts of America applies to outdoor behavior generally, but for treks into wilderness areas minimum impact camping methods must be used. Within the outdoor program of the Boy Scouts of America, there are many different camping skill levels. Camping practices that are appropriate for day outings, long-term Scout camp, or short-term unit camping may not apply to wilderness areas. Scouts and Explorers need to adopt attitudes and patterns of behavior, wherever they go, that respect the rights of others, including future generations, to enjoy the outdoors.

In wilderness areas, we **MUST** minimize our impact on particularly fragile ecosystems such as mountains, lakes and streams, deserts, and seashores. Since our impact varies

from one season of the year to the next, it becomes important for us to adjust to these changing conditions as well, to avoid damaging the environment.

An excellent training program on “Low Impact Camping” is available from your council service center. It is recommended for all groups planning on a wilderness camping experience.

The Boy Scouts of America emphasizes these practices for all groups planning to use wilderness areas:

- Contact the landowner or land managing agency (Forest Service, National Park Service, Bureau of Land Management, U.S. Fish and Wildlife Service, state and private agencies, etc.) well in advance of the outing to learn the regulations for that area and to obtain required permits and current maps.
- Always obtain a tour permit (available through local council service centers), meet all conditions specified, and carry it on the trip.
- Limit the size of groups generally to no more than 8 to 11 persons, including at least one adult leader (maximum: 10 persons per leader). Two leaders per group is best. Do not exceed the group size established for some wilderness areas. Organize each group (patrol or crew) to function independently by planning their own trips on different dates, serving their own food, providing their own transportation to trailhead, securing individual permits, and camping in a separate and distinct group. When necessary to combine transportation and planning or buying, small groups should still camp and travel on the trail separately from other groups of the same unit.
- Match the ruggedness of high-adventure experiences to the skills, physical ability, and maturity of those taking part. Save more rugged treks for older youth members who are more proficient and experienced in outdoor skills.
- Participate in training for adult leaders on low-impact camping or be proficient and experienced in the leadership and skills required for treks into wilderness areas.
- Conduct pre-trip training for your group that stresses proper wilderness behavior, rules, and skills for all of the potential conditions that may be encountered.
- Use backpacking stoves, particularly where the fuel supply is limited or open fires are restricted. Supervision by an adult knowledgeable in the use of the stove(s) must be provided. If a fire is necessary, keep it as small as possible and use established fire lays where available if in a safe area. After use, erase all signs.
- Emphasize the need for minimizing impact on the land through proper camping practices and preserving the solitude and quietness of remote areas. Camp at low-use areas—avoid popular sites that show signs of heavy use.
- Leave dogs, radios, and tape players at home.
- Carry out unburnable trash of your own and any left by others.

- Dig shallow holes for latrines and locate them at least 200 feet from the nearest water source. Cover the latrines completely before leaving.
- Wash clothes, dishes, and bodies at least 200 feet from any source of natural water.
- Look at and photograph; never pick or collect.
- Follow trail switchbacks and stay on established trails.
- Treat wildlife with respect and take precautions to avoid dangerous encounters with wildlife. Leave snakes, bears, ground squirrels, and other wildlife alone.

Caving. A high-adventure sport such as caving can be hazardous when proper equipment, skills, and judgment are not

used. This activity should be limited to Explorers and older Scouts only, under the leadership of a trained, responsible adult. Safety standards approved by the National Speleological Society and the Boy Scouts of America must be followed. Safety, conservation, and courtesy are the key words. The cave trip leader must know his and his group's capabilities and limitations; use and repair of equipment must be practiced; care and judgment should be used at all times in a cave; respect should be shown to caves and their contents—cave formations, life, bones, fossils, and artifacts; trash should be removed; consideration should be given to cave owners—whether private or public. Write to the Health and Safety Service, BSA, for the cave exploring policy.

Hypothermia

Hypothermia is the lowering of the body's inner core temperature, and is a serious threat to those poorly prepared for the outdoors. Exposure to any combination of cold, wetness, wind, and fatigue may produce the condition. The cold need not be extreme, and the wetness can be from one's own perspiration. The insidious nature of hypothermia is its absence of warning to the victim, and the fact that, as its severity increases, chilling affects the brain, thus depriving the person of the reasoning power to recognize his own condition. Without recognition and treatment of symptoms (shivering, loss of limb coordination, exhaustion) by a companion, this condition could lead to stupor, collapse, and death.

Early detection is critical, since a person may become hypothermic in a matter of minutes and can die in less than 2 hours if unattended. Immediate treatment is:

1. Prevent further heat loss by gently moving the victim to the best shelter available.
2. Replace wet clothing with dry garments.
3. Insulate the victim from the ground and wind.
4. Keep the victim warm. Gently place the victim in a sleeping bag that has been prewarmed by another person. Provide warmth through skin-to-skin contact (by placing the stripped victim in a sleeping bag with another stripped person). Providing warm (not hot) rocks or canteens, or fire on each side of the victim also will help.

Adult leaders should know the symptoms of hypothermia and correct treatment procedures, and should continually observe campers on the trail, in or on the water, for early diagnosis of this dangerous condition.

GROUP ORGANIZATION

Adequate, well-trained leadership is the best guarantee for success in any Scouting activity. This is doubly true of tours and expeditions where added stress and strain are daily occurrences. Special recognition should be given to the importance of:

1. Taking extra precautions to prevent accidents.
2. Increasing the safeguards that ensure the best health conditions.
3. Conducting a quality program throughout the trip.
4. Maintaining the reputation of the Boy Scouts of America.

Adult Leadership

Experience has shown that adult leadership over 21 should be available in the ratio of 1 to 10 or less—preferably 8. Leadership on most trips will tax the abilities of even the most experienced and efficient Scouter, therefore, more than one leader is always recommended.

It cannot be emphasize too strongly, therefore, that only leaders who are well trained in camping and who have a sound and practical appreciation of the problems likely to confront them should consider assuming the responsibilities connected with a tour.

Besides planning in advance how to meet a situation similar to those listed, leaders should be familiar with conditions in the territory to be covered, preferably by personal experience—at any rate by contacts made well in advance. They should know the kind and amount of equipment that will be required and how to care for it: differences in cost of foodstuffs, gasoline, oil, etc.; variations in climate; road conditions; sources of food and water supply; campsites; and places where medical attention can be secured.

Leaders must be aware of the fact that they are setting an example for members of their own units, for Boy Scouts, Explorers, and others they meet. Leaders and their units will be accepted and judged as typical representatives of the Boy Scouts of America, and in their hands lies much of the responsibility of upholding the splendid reputation and prestige that Scouting has built up through the years.

How to Organize

The normal organization of Scouts in patrols and Explorers in crews under the leadership of boys or Explorers, and adults is the recommended method. Tours are no exception in basic organization, though duties may be modified, rearranged, or combined depending upon the size of the party and the number of its leaders. Experience

Plan for the Unexpected

1. **Whom to notify first in case of accident to a member of the party.**
2. **Who will take charge in case of accident to a leader?**
3. **Provision for care of an injured or sick member.**
5. **Responsibility for hospital and doctor bills.**
6. **What to do in case of accidental separation of party or individual members.**
7. **How to make up schedule and meet appointments in case of breakdown or other delay.**
8. **Forwarding address for mail expected, but not received, enroute.**
9. **Arrangements for cashing traveler's checks, bank drafts, money orders to prevent loss of money or robbery.**

has shown that the organization plan outlined in chapter 1 of the *Scoutmaster Handbook* is practical for a tour.

In spite of added responsibility, the unit leader's job remains the same—he is the director and policy determining leader. Assistants should also have definite duties carefully assigned—one in the field of physical arrangements; another, program and activities. Patrols or crews, under their own leadership and general supervision of the senior patrol leader or post president, must have specific rotating duty assignments. Leadership organization must be well prepared along a definite plan for sharing responsibilities and for providing the youth with leadership opportunities.

Since Exploring and Boy Scouting have different methods of operation, dividing responsibilities before a trip and on the trip may vary. We list a general method for both groups that has worked successfully in the past.

Troop Tour Assignments

For a Scout troop on a tour or expedition the Scoutmaster is the leader, working with the consent and support of his troop committee. He must oversee the planning and take care of tour permits and other necessary correspondence. He should have two assistant Scoutmasters or committee-

men assigned—one to be in charge of physical arrangements; the other in charge of activities and program.

The physical arrangements leader would be concerned with:

Camp setup	Health
Commissary	Sanitation
Equipment	Accounting

He would divide these jobs among two or three patrols and work with them through the senior patrol leader or assistant senior patrol leader.

One patrol, for instance, might draw up menus and purchase food; another might be responsible for the necessary troop equipment to be used, etc. The assistant unit leader should keep a checklist of their progress to see that everyone is on schedule. On the trip itself, he checks to see that what was planned is carried out.

The assistant unit leader for activities and program would be concerned with:

Daily program	Uniforming
Campfires	Courtesies
Sight-seeing	Morale

This job, too, requires close supervision. For instance, one patrol might draw up a list of uniforms needed and distribute the list to each patrol in the troop, emphasizing that the correct insignia be worn. They might be responsible also for morale features and games along the way.

Explorer Group Assignments

For an Explorer group, the assignment of responsibilities for a tour or expedition is distributed among the members. The following suggested subcommittees are recommended: food, equipment and health and safety, program, routes and tours, finances and log keeping, reservations and tour permits.

The Explorer activity committee chairmen appoint as many Explorers to the committee as will be needed to fulfill the responsibilities. Every expedition member should be assigned to one of the mentioned subcommittees and take an active part. Consultants—associate advisors, committeemen, or expert outdoorsmen from outside the post—can play an important part in helping the committee chairmen keep on schedule both in the planning stages and on the trip itself.

The Advisor and the post president oversee the entire project and work closely with the chairmen.

The assignment to subcommittees mentioned here has been tried and found most effective, but posts will have the option to vary or combine committees and crews as they

choose. Some posts, conscious of how important it is that they present a good public image, have a courtesy and identification committee.

Routine Jobs

Within the patrols or crews the nature of organization will depend largely upon the physical demands incident to the tour. If cooking and meal service are to be on a patrol or crew basis, assignments must be made to cover the duties of cooking, wood gathering, and cleaning up. Of course, patrols or crews will rotate these duties.

If cooking is to be handled on a unit basis, then one patrol or crew may be designated to this function each day. Other patrols or crews may have other assignments related to camp making, care and repair of equipment, sanitation, etc.

Itinerary

Good organization requires that everyone concerned with the group shall have accurate information on the whereabouts of the tour at all times. This information should go to parents, the unit committee, and the local council service center.

Leaders must be prepared to deal with emergencies that may develop at home requiring the immediate return of a member or emergencies on the tour requiring treatment and hospitalization, or the return of a member. Keep parents constantly informed and, in emergencies, use the telephone according to prearranged plans.

Each person should be provided with full information about what to do if separated from the party. This is vitally important and should include such information as:

- Stay where you are and reach the tour group by phone at next scheduled stop.
- Look in the telephone book to see if there is a local Scout council in the vicinity; call the local Scout executive for help.
- Call the police or sheriff's office for aid in locating your tour group.
- Notify the Scout executive of your local council by telephone. As a last resort, call the national office, Boy Scouts of America, 214-580-2000, Irving, Texas.
- Each member of the party should be provided with a copy of the itinerary, a list of license plate numbers of vehicles used, and telephone numbers and addresses of scheduled stops.

REMINDER FOR OUTINGS

The Boy Scouts of America has an outstanding record in providing for the physical well-being of its members. Fitness is one of four key objectives. All Boy Scout outdoor activities must meet rigorous standards of health, safety, and program. Continued vigilance is necessary to ensure that Scouts have high-quality outdoor experiences that do not expose them to unnecessary risks. On unit outings the leader assumes responsibility for the health and safety of the members in the group.

These points are to remind you of some of the major needs to achieve high standards of health and safety. Many of these items should be assumed by your unit committee or delegated to your assistant leaders, your unit leadership corps, or even to individual members as they become increasingly proficient in outdoor skills. When you, the other leaders, and your unit committee prepare for the next outing, review this list and decide who will be responsible for each item.

PERSON RESPONSIBLE

ONCE A YEAR

Encourage each member to have a current health history and a medical inspection (No. 4412A within 3 years) by a licensed physician so that you will be aware of any special medical needs and be prepared to deal with them.

Recommend that each participant have adequate health and accident insurance. Make sure parents are informed of this need.

Arrange for survival training, including 7 priorities—(1) the will to live—keep calm, (2) shelter, (3) fire, (4) rest, (5) signaling device, (6) water, (7) food. Explain what to do if lost. Instruct troop on using a compass and topographic maps. See the emergency *Survival Handbook*, No. 3551.

Instruct group on how to safely use and care for woods tools—knife, hand ax, saw etc. Demonstrate the “contact method” for splitting wood.

PERSON RESPONSIBLE

BEFORE GOING

Provide adequate adult leadership (age 21 or over) for the group considering the number of youth participants, their age, their training and experience for the type of activity being undertaken and the degree of difficulty of the outing. Maintain a minimum ratio of 1 adult per 10 youth. Ideally each group should have at least two adults.

Submit application for local, No. 4426, or national (over 500 miles), No. 4419A, tour permit, to your local council service center. The provisions in the tour permit must be followed.

Know the area or arrange to go with someone who does. Always check the area out well in advance of the outing.

Be sure someone in the group has first aid training, especially hypothermia, hyperthermia, dehydration, heat problems, blisters, frostbite, hyperventilation, altitude sickness, stings, CPR.

Get written parental consent for each youth participant for adventurous outings that may involve a factor of risk. Be sure parents understand what the risks are and what precautions are being taken.

Develop a program geared to the abilities and experience of the group. See *The Official Boy Scout Handbook*, No. 3227, *Fieldbook*, No. 3200, *Explorer Leader Handbook*, No. 6636, or *Cub Scout Leader's Handbook*, No. 3220A.

Check to be sure everyone is physically fit—no colds, serious allergy problems, etc. If a trek is strenuous, conduct pretrek training to get everyone in shape.

Establish procedures for emergencies—high winds, heavy snow, flooding, missing persons. Search only the immediate area for missing persons—contact appropriate authorities if a more extensive search is needed.

Let parents know where you are going, when you will leave, where you will leave vehicles, when you expect to return, whom to contact for emergencies. Establish an emergency contact with a responsible adult in the unit's home community and specify times when an adult on the outing will check in.

Make sure every person is properly clothed, especially footwear and headwear, for all possible weather conditions. The Scout uniform is designed to be worn outdoors and is appropriate for most outdoor activities.

Leave pets at home. Fireworks are never allowed.

Be alert to weather conditions. Develop an alternate plan for severe weather.

PERSON RESPONSIBLE

ON THE TRAIL

- _____ Keep the group together. Use the rule of four—no less than four persons hike or canoe together. If one becomes ill or injured, one administers first aid while two go for help.

- _____ Avoid hiking along highways, but if you must, hike against the traffic in single file well off the pavement. Wear highly visible clothing.

- _____ Recognize the difference between difficult and dangerous areas and bypass the dangerous entirely. Attempt activities involving a degree of risk (whitewater, rock climbing, etc.) only if equipment, ability, training, and accessibility to the area are commensurate with degree of difficulty. Carefully check an entire whitewater course before attempting it. Portage canoes if unsure. Know the limits of your group and when to turn back.

- _____ Always use the buddy system—on the trail, while traveling, in boats or canoes, and especially for treks into remote areas and winter camping—to maintain alertness to potential medical problems, as well as to keep track of everyone. Hold periodic buddy checks.

- _____ See that everyone maintains an adequate intake of liquids and food.

- _____ Avoid lightning, swollen streams, rapids, traveling at night, etc. Stay away from peaks, ridges, and open fields when hiking or backpacking. Stay near the shoreline when boating or canoeing.

PERSON RESPONSIBLE

IN CAMP

- _____ Select campsites that are protected from high winds, lightning, flash floods, cliffs, falling rock, dead limbs or trees, and areas that are free of poisonous plants. Take adequate measures to avoid insect problems from flies, ants, ticks, mosquitoes, etc.

- _____ Use treated water or purify untreated water. Water in stagnant pools or ponds or in heavily polluted streams should be avoided.

- _____ Permit no flame of any type to be used inside or near any type of tent whether flame-resistant or otherwise. Pitch tents at least 30 feet from any fire point.

- _____ Using liquid fuel stoves or lanterns requires supervision by an adult experienced in using them with proper safeguards for transportation and refueling.

PERSON RESPONSIBLE

IN CAMP

_____ Have a fire plan ready to use if a fire occurs. Appoint fireguards and rotate this duty daily. Never leave a fire unattended.

_____ Provide a means for keeping perishable foods cold.

_____ All pots, dishes, and utensils must be scraped clean, thoroughly washed in warm soapy water, and rinsed in hot water with a sanitizing agent added.

_____ Use a cathole or straddle trench latrine located at least 200 feet from any water source—spring, lake, stream, etc. Cover fecal matter with dirt after each use and completely close hole before departing.

_____ See that personal cleanliness is maintained by everyone. If showers are not available, participants should take a periodic sponge bath. Encourage everyone to brush his teeth at least once daily.

_____ Plan activities to avoid horseplay—most injuries in camp are related to careless, unplanned activity. Report any serious accident to your council service center. Schedule 9 to 10 hours of sleep between taps and reveille and see that quiet is maintained during this period.

_____ Use the Safe Swim Defense for all swimming. Use "Safety Afloat" for all outings when watercraft are used.

_____ Make sure fires are dead out. Sprinkle coals with water and stir them—repeat as many times as necessary. Use the "cold out" test by having someone run a bare hand through extinguished coals and ashes. Place crossed sticks over fire-lay to indicate that fire was left dead out.

PERSON RESPONSIBLE

AT CONCLUSION OF OUTING

_____ Check in when returning; let contact person know you have returned.

_____ Remove, store or distribute food packages from pack, especially opened ones.

_____ Clean and/or dry equipment and store it properly.

_____ Make sure every person has a way to get home.

_____ Write thank-you letters to landowners and others who extended courtesies.

TOUR LEADER'S WORKBOOK

Records, finances, work sheets, and applications are explained in this section to help the tour leader plan, apply for, and conduct an approved tour or expedition.

Tour Permits

The local council has the responsibility to approve or disapprove the plans of any Cub Scout, Boy Scout or Explorer group to conduct a tour or expedition. Approval is based on meeting high standards for leadership, transportation, equipment, program, health and safety, and business management as established by the Boy Scouts of America.

Permits fall into two categories:

A local tour permit is needed for tours of less than 500 miles. To get one you must fill out a Local Tour Permit application, No. 4426. It is approved by your local council, and a portion of it detached and sent to you as your permit.

A national tour permit is needed for tours of 500 or more miles or that cross national boundaries and into the territory of other nations. To get one you must fill out a National Tour Permit Application, No. 4419A. In addition to local council approval this application must be sent to the regional service center of the Boy Scouts of America. Upon approval, the permit is issued to you.

Upon special application to the regional service center, councils bordering either Canada or Mexico may waive the requirement for a national tour permit for travel into those countries. Instead, with national permission, they may issue local tour permits for such international travel as long as the distance is less than 500 miles from the point of origin. If you are in one of these border councils and contemplate such a trip into Canada or Mexico, contact your local council and see if it has obtained the necessary permission to grant the locally issued permit.

A tour group must have its permit in its possession at all times and must display it when requested by Scout officials or other authorized persons. All reservations by a tour group for overnight group camping on council properties and military bases will be subject to the presentation of a tour permit on arrival. Groups are encouraged to secure the signatures of these authorized persons on the front of the national tour permit as indications of satisfactory experiences at various stopping points.

Awards

Both the Scout Oath and the Explorer Code crystallize a love of country and give purpose to pride and devotion. Together they provide the answer—American history has a vital place in the Scouting movement.

Boys need guidance to make the words they say about their country become the things they really do. The words must be interpreted in terms of activities. Therefore, two national tour awards are made available to interested boys. The Historic Trails Award Application or 50-Miler Award Application, No. 4408, is the application for both awards described here.

Historic Trails Award

In 1956, the Boy Scouts of America introduced the historic trails program. It was met with enthusiastic response by thousands of Scouts, Explorers, Scouters, and members of adult historical societies.

The program offers the guidance and interpretation that are necessary to make history alive, vibrant, and appealing to boys. It sets forth a series of requirements leading to the coveted Historic Trails award of the Boy Scouts of America.

These requirements reflect the threefold purpose of the program: to stimulate Scout and Explorer interest in American history, to provide an outlet for this interest through outdoor activities such as hiking and camping, and to restore and to preserve significant history.

Local Awards for Historic Trails

Many historic trails offer local awards for participation in a particular historic trail program. The Boy Scouts of America has set up certain required specifications regarding the official listing of these trails. When a historic trail meets these specifications, and is approved and recommended for use, it is added to the national listing.

Information regarding these local historic trails may be found by writing to addresses listed in the *Nationally Approved Historic Trails* booklet, a copy of which is available at each local council service center.

Several local historical trails are approved for use by Cub Scouts and Family Camping.

50-Miler Award

Scouts and Explorers pride themselves on their ability as woodsmen. They want to be physically fit, self-reliant, and learn more about conservation practices.

The 50-Miler Award is available to those who wish to test themselves in a real outdoor adventure. They must cover 50 miles on foot, by canoe, or boat during a minimum of five consecutive days and work to improve the area that they cover. This takes planning plus the know-how to carry out their plan.

Sample Budget for Camping Trip

The budget of expenditures for a 7-day trip by 18 youth and 4 leaders in four private cars covering 1,000 miles might look like this—although changing food costs and other variable factors make it an example only of items to be included.

Food (22 people, 7 days) \$6 per day per person	\$ 924.00
Equipment	90.00
Gas and oil (4 cars at 20 m.p.g. plus oil)	250.00
Highway, bridge, and ferry tolls	16.00
Overnight camping or lodging fees	90.00
Repairs	60.00
Insurance	42.00
Incidentals and contingencies	100.00
ESTIMATED TOTAL	\$1,572.00

This tour would cost \$72.45 per person or \$87.33 per youth (no charge to leaders) without any income other than fees—assuming there were no maintenance charges on the automobiles and most insurance costs were borne by the car owners.

Handling Finances En Route

The nature of the trip and its length will determine how much money must be carried and how best to care for it. If the boys take considerable spending money, then some adult should become the treasurer and be prepared to issue money as requested by the depositors or as determined in advance by the group. This will involve simple but important records. See "Tour Roster," on the following pages.

Recordkeeping

Complete records of your tour are necessary, not only because they present evidence of careful planning and thorough preparation on the part of the leader, but because they offer a permanent account of what actually occurs and when. All expenditures should be substantiated by receipts; receipts should be kept, and at the end of each day, a full accounting and record should be made. At the end of the trip, a clear and accurate statement of expenses and receipts should be developed for future reference and for a report to the council service center.

Careful, complete records should be made of any accidents, however slight, including first aid treatment and any subsequent treatment.

A log or day-by-day account of the trip, illustrated with photographs, besides being a fine project for a patrol or crew or even an individual interested in journalism, offers a splen-

did opportunity for developing a permanent record of the trip to be preserved in the archives of the unit or council.

It is recommended that the Report of Tour or Expedition that is part of your national tour permit be sent to your council service center for permanent record.

Pages of this book also may be used to keep finance records and a log of your trip by placing them in a loose-leaf notebook and adding sheets as needed. The "Budget Work Sheet," "Tour Budget," and "Tour Roster," are full-size working forms.

The "Parent's Consent" form should be reproduced locally for each Scout or Explorer. The local and national tour permit applications ask if written consent has been received from the parents or guardians of all youth participating in the tour. Such consent indicates that parents have confidence in the general plans for the tour and in the leadership provided. It will not absolve the leaders from responsibility for negligence.

Secure this written parental consent at the time the Health and Medical Record for Youth, No. 4412A, is completed.

Records and Finances

The financial management of a tour is an important measurement of its success or failure. It must be recognized that the cost per boy probably will be greater than for a comparable period in a fixed camp. Food is likely to cost more, extra equipment will be needed, more spending money will be taken, and finally there will be added costs of transportation. Certainly, the items on the "Budget Work Sheet" (in this section) need to be considered in planning your income and expenditures.

Parent's Consent

In consideration of the benefits to be derived, and in view of the fact that the Boy Scouts of America is an educational organization in which membership is voluntary, and having full confidence that every precaution will be taken to ensure the safety and well-being of my sons(s)/ward(s) [or daughters(s), in case of Explorer coed participant(s)] during this activity or trip, I hereby agree to his/her (their) participation and waive all claims against the leaders of this activity or trip and officers, agents, and representatives of the Boy Scouts of America.

Description of activity _____

Name _____

Date _____

Signed _____
Parent or guardian

Address _____

Telephone _____
Include area code

Of course, you can only arrive at the fee per tour member after your expenditures are carefully estimated and possible sources of income other than fees considered. Do not neglect the "contingency" item; this fund may be used to cover unforeseen expenses. Any unused portion of the contingency fund should be refunded at the close of the trip.

Care must be taken in advance to determine what will be done about costs in the event of a serious emergency. This is a problem that must be weighed carefully by the unit committee. Proper guarantee must be given by the sponsors of

the trip that adequate resources are available through cash funds or proper insurance to make up any deficit incurred through emergency, accident, or damage to property for which the party may be held liable.

Funds for all anticipated expenses must be on hand before the trip begins and must be earned by means in accordance with the policies of the Boy Scouts of America. Use the Unit Money-Earning Application, No. 4427, for this project.

<p>BOY SCOUTS OF AMERICA DATE _____</p> <h2 style="text-align: center;">UNIT MONEY-EARNING APPLICATION</h2> <p>Please submit this application to your council service center well in advance of the proposed date of your money-earning project. Read the 10 guides on the other side of this form. They will help you in answering the questions below.</p> <p><input type="checkbox"/> Pack <input type="checkbox"/> Troop No. _____ Chartered Organization _____ <input type="checkbox"/> Team <input type="checkbox"/> Post</p> <p>Community _____ District _____</p> <p>Submits the following plans for its money-earning project and requests permission to carry them out.</p> <p>What is your unit's money-earning plan? _____ _____</p> <p>About how much does your unit expect to earn from this project? _____ How will this money be used? _____ _____</p> <p>Does your chartered organization give full approval for this plan? _____</p> <p>What are the proposed dates? _____</p> <p>Are tickets or a product to be sold? Please specify. _____ _____</p> <p>Will your boys be in uniform while carrying out this project? (See items 4 and 5 on other side.) _____ _____</p> <p>Have you checked with neighboring units to avoid any overlapping of territory while working? _____</p> <p>Is your product or service in direct conflict with that offered by local merchants? _____</p> <p>Are any contracts to be signed? _____ If so, by whom? _____</p> <p>Give details. _____</p> <p>Is your unit on the budget plan? _____ How much are the dues? _____</p> <p>How much does your unit have in its treasury? _____</p> <p>Signed _____ (Scouting Coordinator) Signed _____ (Unit Leader) Signed _____ (Chairman, Unit Committee) _____ (Address of Chairman)</p> <p>FOR USE OF DISTRICT OR COUNCIL FINANCE COMMITTEE: Telephone _____</p> <p>Approved by _____ Date _____</p> <p>Approved subject to the following conditions _____ _____</p>	<p>Received in council service center _____ (Date)</p> <p style="text-align: center;">(Local council stamp)</p>
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BUDGET WORK SHEET

FOOD

Number of persons _____

x Number of days (x means multiply) _____

x Estimated cost per day* \$ _____

= Total food cost \$ _____ \$ _____

*Plus extra cost if meals not prepared by group

LODGING

Number of persons _____

x Number of nights _____

x Estimated cost per night* \$ _____

= Total lodging cost \$ _____

*Exception—group rate, rather than individual costs

TRAVEL

Number of miles _____

x Cost per mile _____

x Number of vehicles _____

= Travel cost* \$ _____

+ Insurance _____

+ Parking, tolls, admissions _____

= Total travel cost \$ _____

*Or public-carrier cost

EQUIPMENT

Total equipment cost _____

GROUP BASIC TOTAL \$ _____

+ RESERVE

Fund for repairs and contingencies—5% of GROUP BASIC TOTAL _____

GROUP TOUR TOTAL \$ _____

Divide GROUP TOUR TOTAL by number of persons to determine INDIVIDUAL TOUR FEE.

INDIVIDUAL TOUR FEE \$ _____

TOUR ROSTER

Last Name (Alphabetize)	First	Parent's or Guardian's Name and Address	Home Phone (Include Area Code)
1			
2			
3			
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5			
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NATIONAL TOUR PERMIT APPLICATION

FOR TOURS 500 MILES OR OVER AND TOURS OUTSIDE THE U.S.A.

A National Tour Permit is required for all groups traveling to areas 500 miles or over one way from home area (local council camp excepted) or crossing national boundaries into the territory of other nations. This application should be submitted, typed or printed, to the local council service center for approval **at least 1 month before your tour**. Then council service center will forward it to its regional service center for further approval. It is essential that you read *Tours and Expeditions*, No. 3734, before filling out this form. For trips and overnight camps less than 500 miles one way, use Local Tour Permit Application, No. 4426.

LOCAL, REGIONAL TIME STAMPS

Is Accident and Sickness Insurance in force with this unit? yes no

Company _____

Region: ATTENTION
If group is going out of country, please photocopy and send to International Division.

Current Date _____

Council name _____ Type of unit _____ No. _____

Council address _____

Purpose of this trip is _____

From (city and state) _____ to _____

Mileage round trip _____ Dates ____/____/____ to ____/____/____ Total days _____

LEADERSHIP AND PERSONNEL

1. Adult leader in charge (at least 21 years old) _____ Scouting position _____
 Age _____ Street or R.F.D. _____ City _____
 State _____ ZIP _____ Home phone _____ Business phone _____
 What experience and training fit him for this responsibility? _____

2. Associate adult leaders and positions _____

3. Party will consist of (number):

- _____ Cub Scouts
- _____ Boy Scouts
- _____ Varsity Scouts
- _____ Explorers—Male
- _____ Explorers—Female
- _____ Adults—Male
- _____ Adults—Female
- _____ Total

4. Travel will be by:

- Car
- Bus
- Train
- Plane
- Canoe
- Van
- Boat
- Foot
- Cycle

If by other methods please specify:

TRANSPORTATION—INSURANCE

- 5. You will enforce reasonable travel speed in accordance with state and local laws in all motor vehicles.
- 6. If by motor vehicle:
 - a. *Driver Qualifications:* All drivers must have a valid drivers license and be at least 18 years of age. *Explorer exception:* When traveling to an Explorer event under the leadership of an adult (21+) tour leader an Explorer at least 16 years of age may be a driver subject to the following qualifications: (1) Six months driving experience as a licensed driver (time on a learner’s permit or equivalent is not to be counted); (2) No record of accidents or moving violations; (3) Parental permission has been granted to leader, driver, and riders.
 - b. Driving time is limited to a maximum of 12 hours and must be interrupted by frequent rest, food, and recreation stops.
 - c. Seat belts are provided, *and must be used*, by all passengers and driver. Exception: A school or commercial bus.

PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE COVERAGE

Passenger car, station wagon, or truck*†		Recommended coverage	\$50,000	\$100,000	\$50,000
Van, RV, and passenger bus (Applies only to non-commercial carriers of 10 or more passengers)*†		Required coverage	\$100,000	\$300,000	\$100,000
KIND YEAR AND MAKE OF VEHICLE	OWNER’S NAME	DOES EVERYONE HAVE SEATBELTS?	PUBLIC LIABILITY INSURANCE COVERAGE		
			PUBLIC LIABILITY		PROPERTY DAMAGE
			Each Person	Each accident	
			\$	\$	\$

* All vehicles MUST be covered by a public liability and property damage insurance policy. The amount of this coverage MUST meet or exceed the insurance requirements of the state in which vehicle is licensed.

† All vehicles used in travel outside the United States must carry an approved public liability and property damage insurance policy that complies with or exceeds the requirements of that country.

- 7. If by public carrier, or private bus, plane or boat:
 - a. Operations are in accord with state and federal laws.
 - b. Insurance coverage is adequate.
 - c. Passengers will ride only in cab if trucks are used.

HEALTH—SAFETY—SANITATION—WILDERNESS USE POLICY

- 8. a. Our group will use the Safe Swim Defense plan for any swimming during the trip.
- b. We will use the Safety Afloat, No. 12037, plan for any boating on the trip.
- c. Our travel equipment will include: first aid kit, road emergency kit.
- d. We have read and understand “Reminders for Outings” in *The Official Scoutmaster Handbook*, pages 194–97.
- e. Units going into the wilderness or backcountry must carry and abide by the wilderness use policy, No. 20-121.
- f. The group leader will have in his possession the appropriate health and medical forms for every leader and participant.

THE INTERNATIONAL LETTER OF INTRODUCTION

The International Letter of Introduction (ILI) is issued by the International Division of the Boy Scouts of America to registered Cub Scouts, Boy Scouts, Varsity Scouts, Explorers, and Scouters upon the recommendation of their local council. If a group or unit is traveling, the ILI is issued to the leader in charge.

This document is recognized worldwide as a means of official identification with the movement and does not imply special accommodations, reception, or hospitality privileges other than that of good Scouting friendship.

Attached to each International Letter of Introduction will be an address card of the national Scout association in the country you will visit.

To obtain an official International Letter of Introduction, please fill out the application below and forward it, to your local council service center. *Please allow a minimum of 3 weeks for processing through local and national channels.* Local councils may phone certification and information for special immediate transmittal.

(See *Campways Worldwide* for planning international tours.)

Attention Council: Please photocopy this page and mail to:

International Division
Boy Scouts of America
1325 Walnut Hill Lane
Irving, TX 75038-3096

Please issue an INTERNATIONAL LETTER OF INTRODUCTION in favor of:

Name _____ Address _____

City _____ State _____ ZIP _____

Registered as _____ In _____
(Title) (Council name and number)

To visit the following countries _____

_____ Date of visit _____ Year _____

BOY SCOUTS OF AMERICA

NATIONAL TOUR PERMIT

TOUR PERMIT
NUMBER: _____

THIS IS TO CERTIFY

Permission is granted to:

Tour leader _____ Date issued _____

(Type of unit) _____ No. _____ Council _____

Council address _____

For trip from _____ to _____

Dates _____ to _____, 19____

This permit is granted with the understanding that the group is prepared to meet its own expenses and that no soliciting of funds or of special concessions because of its connection with the Boy Scouts of America will be permitted en route.

Any person to whom this permit is presented is advised that proper assurance has been given to approved representatives of the Boy Scouts of America that members of this group are qualified campers and are familiar with the standards and objectives of good Scouting and will conduct themselves accordingly.

Regional authorization

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.)

DATE	TRAVEL		MILEAGE	OVERNIGHT STOPPING PLACE Check if reservations are cleared	✓
	From	To			

APPROVALS

We hereby verify that we consider the leadership of this tour adequate in every way, that the foregoing statements are correct, and that the policies and procedures for tours and expeditions of the Boy Scouts of America, as designed by the national Outdoor Program Division, shall be duly complied with, and that a full report will be made in writing to local council and forwarded to the regional office.

Approved _____
(Scout executive)

Approved _____
(Tour leader)

Council No. _____ Date _____

Date _____ Unit No. _____

Region _____

Approved _____
(Regional authorization)

Approved _____
(Chairman unit committee—signature required
 only when proposed tour is a unit activity)

Date _____

Date _____

OUTDOOR CODE

As an American, I will do my best to—

BE CLEAN IN MY OUTDOOR MANNERS. I will treat the outdoors as a heritage. I will try to improve it for myself and others. I will keep my trash and garbage out of America's waters, fields, woods, and roadways.

BE CAREFUL WITH FIRE. I will prevent wildfire. I will build my fire in a safe place and be sure it is out before I leave.

BE CONSIDERATE IN THE OUTDOORS. I will treat public and private property with respect. I will remember that use of the outdoors is a right that I can lose by abuse.

BE CONSERVATION-MINDED. I will learn how to practice good conservation of soil, waters, forests, minerals, grasslands, wild-life, and energy. I will urge others to do the same.

ITINERARY FROM _____ TO _____

Day	Date	Mileage	Stopover Point	Things to See and Do

Reaffirm or cancel each overnight reservation 10 days in advance of the date of use.

SAFE TRANSPORTATION

Established public carriers—trains, buses, and commercial airlines—are the safest and most comfortable way for groups on tour to travel. Chartered buses are usually the most economical transportation for groups of 20 or more.

It is necessary, of course, for small groups to travel in private automobiles; however, the use of established rail, bus, and airline companies is strongly recommended whenever possible. The advantages are many. They have the finest safety records in the country. Such items as periodic inspections; insurance coverage; and proper procedures for health, safety, and comfort of passengers are taken care of by government and company regulations.

Driver Qualification

The leadership of each tour group and chartered organization has a primary responsibility in the selection of competent drivers.

Age alone does not ensure driver competency. Studies indicate that mental attitude, maturity, sound judgment, and safe-driving experience are vital to good driver performance. Most accidents result from driver failure or faulty driver performance. Most states require a chauffeur's license for bus drivers. Make sure that all of your bus drivers are properly licensed.

Under this revision in policy the selection of drivers is more critical than ever. Local councils have a vital role in the administration of tour permits and the movement of youth in Scouting events.

Of course the age and licensing requirements as listed in numbers 1 through 5 under AUTOMOBILES in this section must be adhered to in addition to the above considerations.

No Riders in Beds of Trucks, Trailers, or Campers

Trucks are designed and constructed to transport materials and equipment, not people. The beds of trucks or trailers must never be used for carrying passengers. Trailers may be used for carrying equipment—provided they meet all safety, lighting, and licensing requirements.

Tour permits will not be issued for any trip that involves carrying passengers in a truck except in the cab. This includes vehicles converted for that use, unless they are licensed as a bus and meet all requirements for buses. This also means that military trucks do not meet the requirements even though they may have benches. They haul mili-

tary personnel, but they do not qualify to carry young people.

Accident records, as well as the experience of insurance companies, support this policy. Most companies will not issue insurance to cover truck passengers.

Automobiles

These important rules must be followed for all automobile trips by Scout groups:

1. All drivers must be licensed for either local or national tours or trips.
2. For all tours or trips, the driver of each vehicle must have a valid driver's license and be at least 18 years of age—preferably older. The accompanying tour leader must be 21 years of age. See current tour permit on exception for Explorer drivers.
3. All relief drivers must be properly licensed and meet the age requirements listed in requirement number 2.
4. Twelve hours of actual travel time with rest stops and a change of drivers is the maximum for 1 day; a minimum of 8 or 9 hours should also be planned for sleep at night.
5. Groups should make every effort to confine driving to daylight hours for safety reasons.
6. Drivers must comply with all legal speed limits and other traffic regulations. It is best to drive at moderate speeds, keep pace with traffic, avoid fast starts and stops, and keep a distance of 1 car length between automobiles for every 10 miles of speed.
7. All privately owned vehicles must meet all legal state requirements and be approved by the unit committee and chartered organization as being in safe condition prior to start of tour (engine, brakes, steering, lights, tires, exhaust system, lubrication, horns, and windshield wipers).
8. Correct tire care is of maximum importance: They should be checked regularly for balance and alignment and rotated as necessary; tread should be carefully checked—at least $\frac{1}{8}$ -inch depth of tread pattern for safe driving; air pressure should be correct and checked frequently; driver should inspect tires regularly for any damage.

9. Adequate property damage and public liability insurance must be carried for each automobile.
10. Normal passenger capacity of vehicle must not be exceeded. Use additional vehicles if necessary.
11. When stopped for any reason on the side of the road, vehicles should be emptied completely of persons to prevent injury from possible collision with cars approaching from the same direction. Try to avoid stopping in an acceleration lane.
12. Keep off the road if your car has to stop at the roadside. Use flags by day and flares by night to warn approaching vehicles. Use flashers if your car has them.
13. Special precautions must be taken at unprotected railroad crossings and other potentially dangerous places.
14. Riding on the outside of any vehicle or the tailgate of a station wagon must never be permitted.
15. Two or more cars in the same tour group should never attempt to stay together on the road. Drivers should establish points of rendezvous at suitable meeting places. Avoid driving in line "convoy style."
16. Approved seat belts must be used by each passenger and driver.
17. All car doors should be locked and kept locked while the vehicle is in motion.
18. Car windows should be kept rolled up to a maximum degree consistent with the ventilation needed for comfort and to keep carbon monoxide fumes from filling the vehicle. Arms, heads, and any objects must be kept inside the car.
19. Vehicles should carry at least the following minimum emergency equipment: first aid kit, fire extinguisher (type approved to extinguish electrical fires), flashlight, road flares, and road distress flags.
2. Double the normal following distance behind the car ahead. Stopping a car with an average-size trailer generally requires half again the distance it takes to halt an automobile alone.
3. Brake firmly but gently while towing, and steer a straight course. Changing lanes while braking can jack-knife the trailer.
4. Passing seldom will be necessary because of reduced speed. But if it is necessary, allow twice the usual safe-passing distance.
5. In turning, make a wider arc than usual since the trailer will cut the corner.
6. Buffeting winds can be caused by large vehicles passing at high speeds from the opposite direction. Resist the tendency to turn the steering wheel; hold it steady and steer a straight course.
7. Backing a trailer requires practice. The primary rule is to back slowly thinking out the consequences of each movement. Look directly back through the rear window. Push the trailer tongue left to move the rear of the trailer to the right.
8. Add safety equipment as dictated by common sense and state laws. (State laws differ—check your route.) This includes an outside rearview mirror, lights, safety chains, and brakes for heavy trailers.
9. If your speed is slower than in normal traffic on a two-lane road, pull aside and allow following cars to pass.
10. Use directional signals to leave and return to highway. To provide directional and brake signal lights, splice wires into the cables found in the car trunk. Establish plug in connections on the trailer tongue.

Use of Trailers

Cars have the power to handle casual towing jobs with ease. So do drivers—but they need extra skill and caution to handle the car's altered performance, steering, and braking characteristics. To avoid mistakes, here are some tips to remember:

1. Get the right trailer for the car and the right hitch for the trailer. A too heavy trailer with a too light car could ruin the transmission. Get a sturdy hitch—this is essential. While a bumper hitch may be adequate for the lightest trailers, heavy trailers need a hitch that distributes the load to suitable members of the car structure.

Buses

The safety rules for automobiles apply to bus travel, with the exception of needing seat belts. In special cases chartered buses may travel more than 9 hours of travel time a day. On certain occasions night travel by public carrier bus is appropriate—it should be considered permissible when conditions are such that rest and sleep for passengers are possible with a reasonable degree of comfort. However, night travel on buses should not be planned for 2 successive nights.

Rest Periods

A general rule that should apply to all travel by both automobile and bus is: **12 hours of every day should be**

devoted to rest and sleep in suitable quarters away from the vehicle. This applies to all members of the tour group. For special reasons or in emergency situations, it may be appropriate or necessary to make exceptions to this principle when traveling by public carrier bus.

Trains

The following rules are for safety, health, and conduct when traveling by train:

1. Carry such things as toilet articles, change of clothing, reading material, and small games in the passenger car with you. Put all other luggage in the baggage car.
2. Keep passenger car clean, gear neatly stored, and aisles clear.
3. Pay attention to instructions from officials on the train or others in charge during stopovers en route.
4. In case of illness or accident, see a train official. He can arrange for medical help when needed through a station-master.

If you cook and camp along the way (and we hope you will), cut your distance objective by 25 percent. Allow enough time to enjoy your travel experience.

You may camp along the way or you may choose to stop at military installations, youth hostels, YMCAs, YWCAs (if applicable), or colleges.

If you have several vehicles, keep them widely spaced so that other cars can pass safely.

Arrange for meeting points periodically to check on all vehicles.

Safe-driving speed must always be maintained; remember that road and weather conditions and legal speed limits help determine **MAXIMUM safe speed at any particular time or place.**

Plan your route to include stops at points of interest such as industries, historic sites, ranches, places of scenic beauty or natural significance, and recreational centers. Also plan for rest stops and plenty of time for sleep—at least 12 hours every day.

Do not rush your travel schedule—take it easy and allow plenty of time. NEVER SPEED, EVEN IF YOU'RE RUNNING LATE.

5. Don't lean out of open windows or doors.
6. When changing trains, don't cross railroad tracks without permission.
7. Stay out of vestibules. Keep railroad car doors closed.
8. Only the train crew should adjust heating or air-conditioning facilities.
9. On overnight trips, one Scout leader should be on watch duty at all times.

Boats

Cruises are subject to the same guiding policies and recommendations listed for all other tours. In national parks and some other areas of the country, special boat and canoe regulations are in force and special boat permits are required—either for cruising or recreation. Write ahead for instructions or check with officials upon entering parks, forests, or other areas. Follow these safety precautions in all cases:

1. Rowboats or canoes carrying passengers should not be towed behind motorboats or sailboats.
2. Use of canoes should be restricted to swimmers who have satisfactorily demonstrated their ability in launching, landing, and paddling a canoe and also handling a swamped canoe. Canoeists should be taught the proper procedure to stay afloat if the canoe capsizes or is swamped.
3. Small boats, whether under sail or power, used for pleasure or ferry purposes, must have a minimum capacity of 10 cubic feet per person.

Boats propelled by hand power—such as rowboats—and used for pleasure purposes only must provide a minimum of 7 cubic feet per person. (Lifeboats on passenger-carrying vessels propelled by power must comply with the 10-cubic-foot law.)

4. U.S. Coast Guard recommends and BSA regulations require that an approved USCG personal flotation device (PFD) be worn by each participant using water craft in an aquatics activity. Various types, i.e., I, II, III, or throwable type IV, can be selected to meet the needs of your program.

A capsized boat is never anticipated so always be prepared. Make sure that PFD's are worn by each individual.

5. Provision also should be made by all boats under sail or power for a sufficient quantity or supply of oars and rowlocks or paddles to be used in case of emergency. Firefighting equipment and lights must also be carried aboard.

6. Bilges of gasoline-powered boats should be kept free from gasoline and oil at all times. Thorough ventilation, either natural or by blower, is necessary to dispel gasoline vapor.
7. To prevent ignition by static electricity, complete metallic contact should be established between the nozzle of the filling hose and the tank opening or filling pipe and contact must be maintained until gasoline has ceased to flow. If a funnel is used, establish contact with the funnel and the opening in the tank. All passengers should be ashore during refueling.

For regulations that govern cruises by private powerboat

or sailboat, refer to Motorboat Regulations, published by the U.S. Coast Guard.

Airplanes

A national Executive Board resolution permits members of the Boy Scouts of America to travel as air passengers on any flight scheduled by a commercial airline.

A BSA Flying Permit Application, No. 10-118, approved by the local BSA council is required for any activity involving members of the BSA riding in aircraft other than scheduled commercial aircraft.

INSURANCE

Consider the possibility that an accident may befall your party, and take proper steps in advance, not only to eliminate potential hazards, but to fully protect yourself and others responsible for the trip. An adequate emergency fund will cover minor emergencies. A review of a filmstrip available from your local council entitled "It Always Happens to Someone Else" will help you in planning your trip.

Liability Insurance

The greatest single risk on a trip is a motor vehicle accident. Plans should be made in advance for adequate insurance coverage.

Public carriers, i.e., railroads, scheduled airlines, and scheduled or chartered bus lines, in most states are required by law to carry liability coverage. It is your responsibility to be certain that this coverage provides adequate protection to members of your group. In the case of other types of transportation, however, the owners, drivers, tour leaders, and the Boy Scouts of America may all share in the responsibility and liability in case of an accident.

Adequate Coverage

The type and capacity of a vehicle and the number of passengers carried have a direct bearing on the amount of coverage. Limits of liability that constitute adequate coverage will vary in different sections of the country.

Automobile liability insurance will protect those responsible for a tour and those named in the policy from liability arising from suit by persons sustaining injury in an accident involving the insured vehicle. Such coverage is usually written in three amounts, e.g., \$50,000/100,000/25,000. The first figure is the maximum that the company will pay for bodily injury for **any one individual** as a settlement. The second figure represents the maximum total amount of bodily injury the company will pay for **any one accident**. The third figure is the maximum amount to be paid for property damages.

The accompanying Minimum Recommended Insurance Coverage table represents the very minimum amounts that should be carried. Higher coverage is recommended. The additional expense for higher coverage is comparatively low.

Types of Protection

You must recognize that the only function of public liability and property damage insurance as related to tours is to protect the owner of the motor vehicle (as well as the leaders and sponsors of the trip if they are included in the policies) from being held responsible for payment of claims as a result of an accident while operating the vehicle.

Automobile liability insurance is not accident insurance. Don't confuse the two. Group accident and health insurance which provides direct reimbursement to the person involved in an accident up to the amount of the policy is also available. Leaders and parents of Scouts or Explorers are encouraged to purchase this type of insurance to cover their members for all Scouting activities.

Council Insurance

National applications must be approved by regional and national offices on National Tour Permit Application, No. 4419A. The Local Tour permit Application, No. 4426, must be approved by the local council.

Public Liability and Property Damage Insurance Coverage

Passenger car, station wagon, or truck* †	
Recommended Coverage	\$ 50,000
	\$ 100,000
	\$ 50,000

Van, RV, and passenger bus (Applies only to non-commercial carriers of 10 or more passengers)* †	
Required Coverage	\$ 100,000
	\$ 300,000
	\$ 100,000

*** All vehicles MUST be covered by a public liability and property damage insurance policy. The amount of this coverage MUST meet or exceed the insurance requirements of the state in which the vehicle is licensed.**

† All vehicles used in travel outside the United States must carry an approved public liability and property damage insurance policy that complies with or exceeds the requirements of that country.

Group Accident and Health Insurance

Group accident and health insurance coverage for Scouts and Scouters furnishes medical reimbursement in case of death or accident, within the limits of the policy amounts.

Tour leaders should point out to parents and boys that they are paying for such insurance, so that there can be no assumption of responsibility on the part of the council or unit to pay for medical expenses.

EQUIPMENT

Selection of camping equipment has much to do with the success or failure of your tour. The following suggestions that come from leaders who are veterans in touring activities are especially valuable.

Light, compact equipment is the most satisfactory, especially if your camp is to be made and struck every day. Space for camping equipment is usually limited; heavy or bulky gear will cause discomfort and crowding.

Tentage and Bedding

Small, lightweight tents are usually best for touring parties—the Adventurer Backpacker, Adventurer 2-Man or 4-Man, Free Spirit 2-man, and Free Spirit, and other high-quality nylon tents are available through the BSA Supply Division. Scouts and Explorers can easily handle them and care for them properly. One or more trail tarps are to be used as kitchen or dining flies to protect camping gear or as emergency shelters. In bad weather, trail tarps should be put up first and taken down last to protect other equipment.

A comfortable night's rest is important and necessary for everyone on a tour.

The essential sleeping gear for each camper is:

- One waterproof ground cloth
- Two or three wool blankets or a sleeping bag
- Sleeping bag liners to keep bag or blankets clean
- Foam sleeping pad or air mattress

Cooking Gear and Dishes

Scouts enjoy cooking over open fires, but groups on tour must choose their method of cooking on the basis of experience plus the nature of their trip. Cooking may be done over open fires, charcoal, propane gas or liquid fuel stoves. **All cooking must be done outside of tents.** A dining fly may be used for protection from the weather.

Many public campgrounds are equipped with outdoor stoves, but in some areas open fires cannot be used. Some simple equipment such as grates, chains, etc., will help. Charcoal stoves are satisfactory if weight and storage space are not problems.

Propane gas or liquid fuel stoves have advantages in areas where firewood is scarce, wet weather is expected, or wood is not allowed. Be sure to follow manufacturer's instructions and recommended safety precautions when using stoves or lanterns.

Stoves can be dangerous even in experienced hands. **A responsible adult must be in charge of filling the stoves**

and the fuel must be carried in approved, unbreakable, labeled containers. Liquid fuel stoves must always be handled with extreme care. Where liquid fuel is used, older Scouts and Explorers, with proper training and under adult supervision, may be permitted to use such equipment.

As with all other touring equipment, compactness is important. Kettles and pots and pans that "nest" are desirable. The size and number that will be needed must be computed on the basis of the menu and the size of the group.

Everyone needs a bowl/plate, cup, knife, fork, and spoon. Individually owned dishes should be marked. Glassware and china are not practical. Plastic dishes are durable and lightweight; paper plates can be used, but add to the cost.

Camp tools and miscellaneous equipment are needed for a long-term camp, and a tour is no exception.

Included in this booklet are checklists to help you plan what is needed for a tour. Often a motor tour is necessary to reach a base camp for backpacking or a canoe trip. The checklists for backpacking and canoeing feature what to bring and where to pack it.

The first thing set up and last to be taken down should be your trail tarp in order to protect equipment during bad weather.

A 12-by-16-foot trail tarp or dining fly is recommended. For backpacking trips, use a smaller one.

Use plastic sheeting or bags to protect packs and equipment from moisture.

Tent stakes—you may need them in a hurry. Carry them with you. Metal pins (8 to 10 inches long) will do the trick in most soils. Carry a few larger stakes for very loose soil.

Use foam sleeping pads or air mattresses. They take up less room and weigh less than folding cots.

Avoid large, bulky tents. Use lightweight 2-man tents with netting and flooring. Tents with waterproof flies offer additional protection from the elements.

Use sleeping bags that can be folded to half width before rolling or stuffed so that they make a small, easily packed roll (2¼ to 1½ pounds of Dacron make a good summer bag).

Be prepared to make emergency repairs by including material or tools appropriate for the gear or equipment being used.

Carry and show respect to the U.S. flag—a small 15-by-24-inch flag is good for travel purposes.

Personal Equipment

All personal equipment should be marked in a distinctive way. Baggage such as haversacks, packs, and duffel bags should be marked with the owner's name and home address to aid recovery if lost.

During the day, items such as soap, towel, first aid kit, notebook, camera, rain gear, and extra sweater might be carried in a small day bag. Swim trunks, field glasses, fishing tackle, additional change of clothing, insect repellent, musical instruments, etc., may be taken if doing so will be convenient and practical. Items that will add to personal comfort and convenience without involving problems in carrying and storage space may be considered.

All BSA groups should be correctly uniformed, according to standards outlined in current Scouting literature. Everyone in uniform should wear the same type and style when making public appearances. If possible, take an older uniform for traveling and working around camp, saving the newer one for dress purposes at stops en route. Make certain that badges and insignia are worn correctly.

Commissary

Napoleon's observation that "an army marches on its stomach" is no less true of Scouting tours and expeditions: the only difference is that young people eat more and more often than adults. Therefore, feeding your group requires careful consideration.

Because of the wide variety in types of tours, it is impossible to make anything but general helpful suggestions.

Purchasing Supplies

Determine in advance what provisions can be purchased at home and carried along and what must be secured en route (eggs, butter, milk, and meat). Carry enough extra staples to last a day or two—just in case.

Provisioning

Careful consideration should be given to the daily commissary arrangements, whether the group will take time to cook one or two meals a day, and to the specific menus for each meal. Menus should not be too complicated. Simple

but satisfying and healthful meals are easy to provide and are worth the extra effort of planning in advance. Many leaders have adopted the plan of cooking two meals a day, breakfast and supper. Lunch may consist of combinations or choices of sandwiches and fruits, cheese, cold meats, raisins, nuts, etc. Be sure that all perishable ingredients are refrigerated.

Menus

When planning menus for a tour or expedition, choose foods and recipes that involve simple cooking equipment and can be prepared without undue loss of time. It is important that there be an ample supply of plain, wholesome food that meets the dietary needs of active youth.

Proper feeding is vital to the health and happiness of every camper. Eating must not become incidental to sight-seeing. The schedule must provide time for proper meals to be prepared and served, or they may be purchased in public restaurants. This cannot be overemphasized.

Backpacking Equipment—A Basic Checklist for Touring

Lightness and compactness are essential in high-adventure backpacking. You'll probably need to carry everything you'll use during the entire trip. The load for each tour member should not be more than one-fifth of body weight (a 150-pound backpacker should carry about 25 to 30 pounds maximum). When group gear is added to personal gear, you'll find serious overweight problems unless careful attention has been paid to the weight and importance of individual items.

If your high-adventure activity involves backpacking, chances are you'll have a trip before you get to your starting point; so each person will need a travel bag for en route to avoid disturbing his/her trail pack in transit.

Lists of gear will vary according to the group, season, terrain, and purpose of the trip. The following list is for a group to be out 10 to 14 days in the summer season.

Each one will carry his own gear plus a fair share of gear and food for a six- to eight-man cooking group. Food will run to about 2 pounds of dehydrated food (or double that amount if not dehydrated) per person per day.

Carry on Your Person

ESSENTIAL

- Matches, in waterproof container*
- Knife, pocket*
- Compass, cased*
- First aid kit, personal*
- Survival kit (made)
- Nylon cord, 200-lb. test, 20 feet*
- Fire starters
- Sunglasses, case, safety loop
- Handkerchief
- Money, identification, fishing permit (all in waterproof bag)
- Pencil or ballpoint pen
- Notebook, pocket-size
- Toilet paper in plastic bag

OPTIONAL

- Comb, pocket*
- Watch, waterproof* (preferable)
- Nail clippers
- Documents for customs (if needed)
- Flashlight, small; extra batteries

Wear

(Keep extra or emergency items in pack pockets or near top of the pack for use when needed.)

- Shoes, hiking*—ankle-high; broken-in but not broken-down
- Socks, medium weight
- Trousers, uniform*
- Shirt, long sleeve (for sun protection), uniform*
- Belt, uniform*
- Cap, visored

Carry in Pack

THE PACK

Choice of a pack is a personal thing. Each youth or leader must live with and out of his or her pack for a long time. A good quality pack and pack frame will save time and money in the long run. The new Horizon Combo I or II available from BSA Supply Division are excellent choices. Pack frames are a matter of personal taste; they offer many advantages, especially when used with a pack designed for them. Other frame-pack combinations are available—each should be tried out to be sure. Shoulder pads may be welcome additions.

CLOTHING

(Keep most-often-used items in pack pockets or near the top of pack. Food should be protected, plainly marked, and readily accessible.)

- Poncho, lightweight, with hood,* or rain-suit and hat
- Windbreaker, hooded, water-repellent; unlined ski parka

- Shirt, long-sleeve, lightweight
- Shirt, Jac-Shirt, sweater, or sweatshirt—warm, long-sleeved
- Swim trunks* or uniform shorts*
- T-shirts (2)
- Undershorts (2)
- Socks, medium weight (3–5 pairs) cotton and wool
- Shoes, sneakers, or deck-type.

SLEEPING GEAR

- Sleeping bag*; washable liner* (carry in stuff bag or wrap in waterproof plastic, cinch down to 10 × 16 inches)
- Ground cloth,* waterproof light nylon or medium plastic, slightly larger than sleeping bag
- Pajamas, sweat suit, or longjohns (choose for lowest temperature)
- Cap, warm stocking, for night
- Flashlight,* spare bulb and batteries*

EATING GEAR

- Plate, bowl-type, plastic
- Cup, plastic
- Knife, fork, table-spoon
- Canteen* (personal or water bottle, polyethylene)

TOILET ARTICLES

- Soap, floating, in plastic bag
- Towel, small, in plastic bag
- Toothbrush in case,* toothpaste
- Shaving gear in plastic bag
- Metal mirror
- Toilet paper in plastic bag
- Sunburn lotion and lip salve
- Insect-repellent stick
- Foot powder
- Comb or hair brush

OPTIONAL

- Foam sleeping pad, air mattress*
- Head net or insect netting
- Camera and film in waterproof bag
- Binoculars in case
- Laundry soap
- Note pad and pencil
- Map(s), topo or trail
- Fishing gear (very compact kit), telescoping rod
- First aid kit*
- Bible or prayer book
- Metal mirror,* small
- Sunglasses
- Plastic bags—assorted sizes
- Fishnet underwear

*Starred items are available through your local Scouting distributor

Group Gear for Backpacking

SHELTER

- Tarp, nylon,* light-weight or improvised from 10-by-12-foot plastic sheeting, rigged as "A" tent or lean-to for two men
- or tube tents, plastic; plus one extra for dining fly
- Tent pegs
- Poles, collapsible

COOKING GEAR

- Pots, 4-quart, light-weight (6)
- Frying pans, 8-inch (2)
- Spoon, large, cooking-type (2)
- Can opener, small roll-type
- Can opener, puncture-type
- Water purification tablets
- Spatula, medium
- Scouring pads
- Soap, liquid, in plastic bottle
- Sanitizing tablets*
- Tongs, hot pot
- Water containers, collapsible

CAMP TOOLS

- Saw, folding
- File, 5-inch, ignition
- Small shovel* or large trowel
- Repair kit with cutting pliers, sewing kit, wire, nylon cord, adhesive tape, straps, plastic repair kit, etc.

EMERGENCY AND MISCELLANEOUS GEAR

- First aid kit—plus clinical oral thermometer, 3-inch elastic bandages (2), and tweezers
- Toilet paper in plastic bag (extra)
- Shock cord* (for securing gear)
- Snakebite kit* (optional)
- Tote-litter bag* with plastic liner
- Bags, plastic

OPTIONAL

- Gloves, cooking
- Knife and fork, cooking-type
- Paper towels
- Pack stove and fuel (for areas without wood supply)
- Sponges
- Small funnel
- Reflector oven*
- Ax* with sheath*
- Special gear for mountaineering, conservation, etc.
- Fuel bottles

CANOEING EQUIPMENT

Weight and compactness aren't as critical in canoe camping as in backpacking. Anything taken must be carried including the canoe—so use your head and save your back. This superactivity will entail travel to the put-in place, and the remarks about travel clothes and storage and the convenience of carrying extra gear for travel use will apply here, too.

This equipment list is for a group of six or eight people sharing the group gear and food for 10 to 14 days. A variety of nonperishable foods are available at your supermarket. It makes good sense to carry them.

Three persons to a canoe make portage easier; but if whitewater is on the route, two might be better.

Group gear can be put in separate cooking, tentage, and food packs. It might be better to see that each canoe has its own share of group duffle—in personal packs—as insurance against complete loss.

Carry on your person the same items listed for a backpacking trip.

Storing all packs and gear in waterproof or plastic bags tied in a gooseneck at the top will keep things dry and tying the bags to a thwart will prevent loss in case of an upset. Items not needed during passage should be stowed inside the pack. Nothing should dangle or stick out of packs on the portage trail. Pack frames may be successfully used to keep packs out of bilge space in canoes.

Keep emergency or often-used items in pack pockets or near the top. Food must be protected from spillage or spoilage, plainly marked, and readily accessible if in individual's packs . . . beware of sun and water!

If you take fishing gear on your canoeing trip, be sure to keep your lure box small, regardless of type, and secure your rod under gunwale of the canoe. And, for your own comfort, you might want to take combination kneeling and shoulder pads to protect your knees if it rains.

Since mosquitoes might be more prevalent around water, you may want to have your head net or insect netting handy. If your tent is not netted, be sure to have a mosquito net with you for comfortable sleeping.

Carry on Your Person

Same as Backpacking

Wear

Same as Backpacking with the following alternate suggestions:

- Shoes, sneakers,* or deck-type

Carry With You

- Head net or insect netting
- Combination kneeling and shoulder pads
- Plastic sheet, 2 by 3 feet, to protect knees from rain

Stow in Pack

Same as Backpacking
items listed under heading "Carry in Pack"

SLEEPING GEAR

Same as Backpacking

Optional

Same as Backpacking

EATING GEAR

Same as Backpacking

TOILET ARTICLES

Same as Backpacking

Camp Tools

- Small shovel* or large trowel
- Ax, three-quarter*, and sheath*
- Saw, folding*, or small bow*
- file, 5-inch, ignition
- Stone, sharpening*
- Repair kit with canoe-repair materials, cutting pliers, sewing kit, wire, nylon cord, adhesive tape, straps, plastic repair kit, etc.

GROUP GEAR FOR CANOE CAMPING

- Canoe*—if rented, check condition thoroughly; show outfitter any damage before you accept it.
- Rescue bag—one each for the lead and last canoe in group.
- Paddles*—three per canoe; plus one or two extras for group.
- Life jacket*—personal flotation device, U.S. Coast Guard-approved, to be worn by each person in a canoe

SHELTER

- Tent*—with floor, netted door and vent (Voyageur recommended)
- Ground cloth, nylon*—or plastic, unless tent has waterproof ground cloth.
- Mosquito net—if tent is not netted
- Fly, kitchen*—12-by-16-foot or 10-by-10-foot, lightweight
- Poles, aluminum* (optional)
- Pins, tent, steel* (optional)

Cooking Gear (suit to group size)

- Pots, 10-quart, nesting (2)
- Pots, 6- to 8-quart, nesting (2)
- Frying pans, 10-inch, aluminum* (2), or griddle, aluminum, large*
- Tongs, Hot-Pot*
- Gloves, cooking
- Mixing jars, screw-cap, plastic, wide-mouth (2)
- Spoons, large (3)
- Knife and fork, large, cooking-type
- Can opener, small roll-type
- Measuring cup*, plastic
- Utensil bag, plastic
- Pot-and-pan bag, plastic
- Soap, liquid, in plastic bottle
- Scouring pads
- Swab, dish
- Scraper, rubber
- Spatula, small
- Canteen, 1-quart (per canoe)
- Cooking sheet, plastic, 4-by-4-foot
- Waterproofed supply of matches
- Sanitizing tablets

Emergency and Miscellaneous Gear

Same as Backpacking

Optional

- Paper towels
- Oven, reflector*
- LP gas pack stove and fuel (for areas without wood supply)
- Special gear for canoeing, Safe Swim Defense, etc.

There is no need to cut tent poles. Use collapsible, lightweight, aluminum poles available from the Supply Division. A 6-foot pole weighs 7 ounces and easily fits into a pack.

Sleeping bag liners made of outing flannel should be long enough to fold over the top and back of the sleeping bag. They cut down the necessity of cleaning sleeping bags if liners are washed at least once a week.

Checklist for Automobile Touring Equipment

Touring in automobiles allows your group an opportunity to carry additional equipment because of more available space. Therefore, this checklist will include only those additional "luxuries" that your backpack or even a canoe could not comfortably carry. When you and your tour group are planning your equipment list, refer to the backpacking and canoeing lists for basic essentials in the following categories: items carried on your person; wearing apparel; items carried in packs—sleeping gear, eating gear; toilet articles; group gear—shelter, cooking gear, camp tools; and emergency and miscellaneous gear.

Elasticized shock cord should be used for anything packed on the outside of a vehicle—it snaps in place and stays tight. This cord is available from the Supply Division.

Use two packs per individual—one for reserve clothing and equipment, the other smaller pack for “active” equipment such as toiletry kits, swim suits, pajamas, one change of clothes, etc.

Consider a crew box with cooking and camping equipment for each cooking crew. This facilitates packing, unpacking, and setting up camp.

Fold wet tentage loosely to give it a chance to dry, then pack the damp tentage on the outside of your vehicle to dry and air out.

Plastic washbasins are handy for keeping clean and take little room.

Use plastic bags for clothing and wet items such as swim suits. Dry them at every opportunity.

Remember: When you are traveling by automobile or public conveyance to and from a high-adventure experience like mountaineering or caving or white-water canoeing or Philmont—that your members will want to look their best. For this reason an extra uniform is nice to have. Always be sure your members have their uniforms as neat and clean as possible since they will be in the public eye when you stop for meals or rest stops along the way.

Enthusiasm is important—so don't forget to take a U.S. flag, troop or post flag, and individual patrol flags if you can.

Extra “luxury” items such as games, puzzles, books, and magazines will make your trip more pleasant and comfortable.

Automobile Equipment

- | | |
|--|--|
| <input type="checkbox"/> Fire extinguisher | <input type="checkbox"/> Gloves |
| <input type="checkbox"/> Rags | <input type="checkbox"/> Sponge |
| <input type="checkbox"/> Road flares | <input type="checkbox"/> Whisk broom |
| <input type="checkbox"/> Highway maps | <input type="checkbox"/> Flashlight |
| <input type="checkbox"/> Tow rope | <input type="checkbox"/> Jumper cables |
| <input type="checkbox"/> Tool kit | <input type="checkbox"/> Windshield scraper |
| <input type="checkbox"/> Spare tire(s) | <input type="checkbox"/> Small shovel |
| <input type="checkbox"/> Jack | <input type="checkbox"/> Car-top luggage carrier |
| <input type="checkbox"/> Trouble light | <input type="checkbox"/> First aid kit |
| <input type="checkbox"/> Tote-litter bag | |

HEALTH AND SAFETY

The first concern of parents when their children are engaged in an activity that takes them away from home is their health and safety. It must be your first consideration as a leader.

Medical Examinations

Medical examinations by a physician are required of every youth and leader participating in any long-term (6 or more days) camp or any trip of similar duration. The Health and Medical Record form, No. 4412A is available through local council service centers. This is required for the protection of every tour group member and to inform the tour leader of conditions that may restrict the activity of any member. A routine daily check should be made of the health of every member. Travel plus changes of water, milk, etc., may bring about more health problems than in a fixed camp.

Personal Cleanliness

Even on a hike or camping trip all members can be clean when it counts. Soap-and-water scrubbing is particularly important before cooking, handling of eating utensils, eating, and after using the toilet facilities.

A lightweight plastic or canvas washbasin can be used by every camper. The only time one may not be needed is when a permanent campsite has washing facilities. Even there, cooks should improvise means for washing their hands as the need arises during meal preparation.

When a group camps near a running stream or a lake, soap washing should never be done. A quick dip to rinse off the trail dust after a hard day's hike or a short, supervised swim is fine; but this is not the place for soap bathing. Bathe regularly—if possible every day. Showers are usually provided at established council, public, and private camps.

Pure Drinking Water

A constant supply of pure drinking water is essential. Thermos jugs, plastic water containers, or canteens are all satisfactory. Be sure water is dispensed into each person's own drinking cup or preferably into paper cups. Serious illness can result from drinking unpurified water. Protect your health. Don't take a chance on using water that you are not sure of.

If there is doubt about the purity of the water, one of four purification methods may be used:

1. Boil water for 5 minutes, cool, and pour back and forth from one container to another before drinking.

2. Add potable aqua tablets, No. 1931, and permit water to stand 30 minutes (water purification process).
3. Add five drops of 2 percent tincture of iodine to 1 quart of water and allow to stand 30 minutes. Never use iodine drops or tablets in aluminum containers. Iodine reacts with aluminum to poison the water.
4. Add two drops of household bleach to 1 quart of water and allow to stand for 30 minutes.

Dishwashing

To make sure that dishes are clean, someone should be directly responsible for inspecting all eating and cooking utensils before they are packed away after being washed. Dishwashing is easy if a regular system is used. See *Camping merit badge pamphlet, No. 3256*, for full details. For an easy system, follow these five steps carefully.

1. Have a plate scraper or a supply of paper towels at the refuse pail. Each member scrapes their own plate and eating utensils.
2. Next stop is the wash pot containing liquid soap or detergent. Using a plastic pad or sponge, each person washes their own plate, cup, and utensils.
3. Two rinses should be used: the first in warm water to remove the soap, the second in nearly boiling water to sterilize and to make the dishes hot enough to dry without wiping. Use a chemical sanitizer tablet to ensure proper sanitization. Allow dishes to remain in the rinse water for 1 minute. Remove with the hot-pot tongs.
4. Air-dry dishes on a clean plastic sheet at the end of the line. Put a ridge stick beneath it to rest the dishes on so that they will drain and dry rapidly. As soon as the dishes are dry, each tour member should pick up their own gear, have it inspected, and store it immediately.
5. While these steps are being done, the cleanup crew washes the cooking pots and utensils and the whole job is completed.

Refrigeration

Providing for proper refrigeration of perishable food on expeditions is a real problem. Some groups start out with the idea that there will be no problem if they purchase only enough perishable supplies for immediate use. Such a plan is good in theory, but in actual practice there are leftovers

that must be cared for. Improperly refrigerated leftovers are a health menace.

The Health and Safety Service of the Boy Scouts of America has established the following rules:

1. Coolers should be maintained at a temperature under 48°F (8°C) if they contain perishable food. If this is not possible, use them only for keeping nonperishable foods. Buy fresh meat daily and use it up. The best procedure is to throw unused perishable foods away.
2. Cooked vegetables—particularly beans, peas, and potatoes grow deadly bacteria, and, if held over for even one meal, should be placed in small receptacles and kept at low temperatures (not over 45°F or 8°C). Again, it's safer to discard such leftover food with the garbage.
3. Coolers without ice cannot be expected to keep perishable foods such as meat and milk at a safe temperature. Ice refrigeration is a satisfactory method for keeping small quantities of food fresh while touring. Small ice-boxes have been developed that can be carried in buses or in trailers, while electric and gas travel refrigerators are also available. Dry ice is practical if regularly obtainable. Frozen foods that have thawed should never be refrozen.

Box Lunches

Improper refrigeration of perishable foods has caused serious illnesses on several tours and expeditions. This hazard can be avoided by giving proper attention to food sources and meal planning when advance preparations are being made. Cheese, peanut butter, and jelly sandwiches are safe when prepared ahead of time.

Beware of box lunches that contain perishable foods (ham, salads, etc.). Readily perishable foods—especially mayonnaise—whether served in box lunches or at socials should be properly refrigerated. Where this is not possible, such food should be prechilled to 45°F (8°C) or below and permitted to be served only so long as the temperature does not exceed 55 F. (13 C.) If it isn't, don't eat it—especially if left in a car where it gets warm.

Sanitation

“When on the trail, don't throw or bury. If you can't burn, be sure to carry.”

Garbage can be disposed of by burning. Cans and aluminum foil should not be thrown in fires—they will not burn and some pressurized cans may explode. If there are trash containers provided nearby, foil and cans may be thrown away. Otherwise, they must be cleaned, flattened, and carried away in a litter bag. **Do not bury garbage or trash.**

Dishwater cleared of any refuse may be poured on the ground near a stump or tree.

In temporary camps where there are no facilities, a simple cathole or straddle trench latrine will be satisfactory. It should be 6 inches wide, 6 to 8 inches deep, and as long as needed. Of course, dirt must be thrown in after each use

and it must be properly mounded upon leaving. Soap and wash water should be provided at the latrine, as well as toilet paper in a plastic bag and a small shovel or large trowel.

Regular comfort stops should be scheduled at public facilities en route. Places selected in advance should be clean and large enough to avoid long waits.

First Aid Kit

A first aid kit well stocked with the basic essentials is indispensable. It should be large enough to hold the contents so that they are readily visible, and so that any one item may be taken out without unpacking the whole kit.

It should be sturdy and lightweight and should have a list of the contents readily available for easy refilling.

The kit should be kept in a convenient location.

There should be one person responsible to keep the kit filled. Quantities of suggested items for your first aid kit depend upon the size of your group.

Three types of BSA official first aid kits are available—a troop-size pouch, a patrol-size kit called the “camper,” and a small individual kit.

It is also important that there be one or more persons trained in the principles of first aid who know how and when to put their knowledge to best use. Persons trained in first aid must thoroughly understand the limitations of their knowledge. Contact your local Red Cross chapter for formal Red Cross training and certification in first aid and CPR.

Suggested First Aid Kit Contents

Bar of soap	Lip salve
2-inch roller bandage	Poison-ivy lotion
1-inch roller bandage	Small flashlight
1-inch adhesive	(and extra batteries and bulb)
3-by-3-inch sterile pads	Absorbent cotton
Triangular bandage	Water purification tablets (iodine)
Assorted gauze pads	Safety pins
Adhesive strips	Needles
Clinical oral thermometer	Paper cups
Scissors	Foot powder
Tweezers	Instant ice packs
Sunburn lotion	

Do Not Give Laxatives

The use of laxatives, except on instruction from a physician, should not be encouraged.

If a Scout or Explorer develops abdominal pain—commonly called a “stomachache”—**do not give a laxative.** The pain may be a warning of a more serious condition. If such a condition develops and continues, see a physician immediately. Don't delay!

Sweets and Snacks

Tour leaders should exercise close supervision over the amounts of candy, ice cream, soft drinks, cookies, pizza, and hot dogs that group members are permitted to consume on trail breaks or rest stops. Snacks such as raisins, peanuts, and fruit have real energy value as midmorning or midafternoon pickups when engaging in strenuous activities.

Woods Tools

Scouts and Explorers should be properly instructed in the use and care of woods tools. A knife, ax, and saw are necessary camping tools. Tour members should be made aware that they “cut wood with the saw; split wood with the ax.”

As a safety factor, enforce the rule that all woods tools are to be sheathed, except when they are in actual use.

Woods tools should never be used to hack, scar, or disfigure trees or buildings. However, when and where permission is granted to cut wood, Scouts and Explorers can improve the appearance of campsites by sawing off stumps and brush flush to the ground and by sawing dead branches flush to the tree trunks. Remember: No live trees or shrubs should ever be cut. Always use “contact axmanship” to split wood.

Canoeing and Boating

Canoeing and boating are real fun and often tour groups have the opportunity to try their hands at them, especially at Scout camps or recreational areas. If your tour is a boat or canoe trip, it is important to adhere to certain safety standards. Trained adult leaders must be present to see that they are met.

Each member must qualify as swimmer (jump feetfirst into water over the head in depth, level off, and begin swimming; swim 75 yards/meters in a strong manner using one of the following strokes: sidestroke, breaststroke, trudgen, or crawl; swim 25 yards/meters using an easy, resting backstroke. The 100 yards/meters must be swum continuously and include at least one sharp turn. After completing the swim, rest by floating). There must be a U.S. Coast Guard–approved personal flotation device (PFD) for every person in the canoe; personal safety must be learned, including being able to swamp a canoe, get back in the filled canoe, and bring it ashore while clothed. Members must be able to get in and out of the canoe without swamping it; canoe handling ability is important, i.e., knowing how to launch and land it and knowing various strokes; paddlers should kneel when wind or weather require it.

Similar standards are also important for handling rowboats on tours. See *Safety Afloat*, available at your council service center.

Swimming

During the tour there may also be swimming. It is the responsibility of tour leaders to provide swimming opportunities and to safeguard them adequately. The responsibility is entirely on the tour leadership. All Scout swimming activities must include the Safe Swim Defense.

Safe Swim Defense

The Safe Swim Defense plan of protecting a unit or tour group swimming period must be understood and followed at all times to ensure maximum safety to all. Because of the great importance of this plan, it is printed here in full.

1. Qualified Supervision

A responsible adult (at least 21 years old) must supervise all swimming. This adult must be qualified in water-safety training (BSA Lifeguard, Red Cross Senior Lifesaving, or YMCA Senior Lifesaver) or must use assistants so qualified. Preferably have more than one adult qualified to supervise. Be sure everyone involved in supervision thoroughly understands the Safe Swim Defense and is firmly committed to its use.

2. Physical Fitness

Require evidence of fitness for swimming activity with a complete health history from physician, parent, or legal guardian. The adult supervisor should adjust all supervision, discipline, and protection to anticipate any potential risks associated with individual health conditions. In the event of any significant health conditions, proof of an examination by a physician should be required by the unit leader.

3. Safe Area

Have lifeguards and swimmers systematically examine the bottom of the swimming area to determine varying depths, deep holes, rocks, and stumps. Mark off the area for three groups; not more than 1 meter (3½ feet) deep for nonswimmers; from shallow water to just over the head for beginners; deep water not over 3.7 meters (12 feet) for swimmers. For boundary markers use poles stuck in the bottom, or plastic bottles, balloons, or sticks attached to rock anchors with twine. Enclose nonswimmer and beginner areas with buoy lines (twine and floats) between markers. Mark the outer bounds of the swimmer area with floats.

4. Lifeguards on Duty

Designate as lifeguards two persons who are capable swimmers. Station them ashore, equipped with lifeline (a 30-meter or 100-foot length of 3/16-inch nylon cord). In an emergency, one carries out the line and the other feeds it out from shore, then pulls in the partner and the person being assisted. In addition, if a boat is available, staff it with two persons, preferably capable swimmers, one rowing and the other equipped with a 3-meter (10-foot) pole or extra oar. Provide one guard for every 10 people.

5. Lookout

Station a lookout on the shore so that everything in all areas can be seen and heard. The adult in charge of the swim may be the lookout and also give the buddy signals.

6. Ability Groups

Divide swimmers into three ability groups: Nonswimmers, beginners, and swimmers. Keep each group in its own area. Nonswimmers have not passed the swimming test. Beginners passed this test: Jump feetfirst into water over the head in depth, level off, swim 7.6 meters (25 feet) on the surface, stop, turn sharply, resume swimming as before and return to starting place. Swimmers passed this test: Jump feetfirst into water over the head in depth, level off and begin swimming. Swim 75 meters/yards in a strong manner using one or more of the following strokes: sidestroke, breaststroke, trudgen, or crawl; then swim 25 meters/yards using an easy resting backstroke. The 100 meters/yards must be swum continuously and include at least one sharp turn.

After completing the swim, rest by floating. These classifications tests should be renewed annually, preferably at the beginning of each season.

7. Buddy System

Pair every person with another in the same ability group. Buddies check in and out of the swimming area together. Check everyone in the water about every 10 minutes. The adult in charge signals for a buddy check with a single blast of a whistle or ring of a bell and a call of "Buddies!" Count slowly to 10 while buddies join and raise hands and remain still and silent. Guards check all areas, count the pairs, and compare the total with the number known to be in the water. Signal two blasts or bells to resume swimming. Signal three blasts or bells for checkout.

8. Discipline

Be sure all Scouts and Explorers understand and agree that swimming is allowed only with proper supervision and use of the complete Safe Swim Defense. Advise their parents of this policy. When they know the reason for the rules and procedures, they are more likely to follow them. Be strict and fair; show no favoritism.

PFDs (life preservers) are required for all who use boats and canoes.

Stick to the Safe Swim Defense when you swim and follow Safety Afloat for boating and canoeing.

***BSA Health and Safety Guide*, No. 4409, is highly recommended as a resource tool for all Scouting leaders. It contains current guidelines, procedures and standards for many activities.**

GOODWILL AMBASSADORS

One point of the Scout Law reads: A Scout is courteous. A tour group has an unusual opportunity to demonstrate to the public that Scout courtesy is natural and sincere. Leaders should set the example of courtesy for their boys. The Campways Pledge of Performance that the tour leader read to the group and signed in their presence is their written agreement to follow this point of the Scout Law.

Regulations

On arrival at an overnight group campsite, whether a park, Scout camp, youth hostel, military installation, YMCA, YWCA, or college, the tour leader's number one responsibility is to check in with the person in charge and request a copy of rules and regulations governing the use of the area. Leaders should then familiarize all the members of the group with these rules.

If a tour group has commitments and special arrangements established along the route, these must be scrupulously kept. If plans must be unexpectedly changed, notify those concerned at once.

Parades, exhibitions, and demonstrations should not be engaged in by groups of Scouts or Explorers on tour without the definite invitation of those responsible for the Scouting program in the community visited by the tour group.

Remind your group that they are ambassadors of goodwill for their community and for our Scouting movement.

It is essential that the uniform be worn properly whenever the group appears in the public eye. If possible, travel, camp, and live in the uniform.

Agree beforehand to maintain good manners. Scouts and Explorers represent not only their unit and chartered organization but the entire Boy Scouts of America as well. Impress on your group the importance of good conduct at all times.

No Special Favors

Scouting groups should not expect special concessions or favors from stores, restaurants, individuals or organizations while en route or at their destination. Leaders may write to Scout councils or to chambers of commerce or

other organizations for information as to sight-seeing trips, campsites, entertainment, swimming facilities, and hotels. But it is understood that your group is prepared to pay its own way and will not solicit or expect any special favors that would not be open to any other traveling group.

Often uniformed Scouting groups are given special consideration, but such courtesies are made voluntarily and should be appreciated as such. Special considerations should never be expected.

Souvenirs

Remind your group that picking up "souvenirs" that are not free or not purchased is theft. Most Scouts or Explorers would not willfully steal—yet there is no difference between "picking up" towels or ashtrays and outright theft. Since youths like to collect things, leaders should help them do so in the proper manner. Small souvenirs, postcards, or pennants may be purchased for very little; there are luggage labels, timetables, postcards, brochures, and menus that often may be had for the asking.

Swapping or patch trading is different—it can be a means for building friendships. Articles of a handicraft, patches, T-shirts or mineral samples from sections of the country are some typical swap items.

Religious Obligations

The Boy Scouts of America is specially pledged to encourage reverence and faithfulness to religious obligations. It disapproves of weekend programs which preclude attendance of religious services or which discriminate against a member who elects to remain at home to attend services.

Scouting activities should be planned with the approval of the parents and the religious leaders and should not interfere with the boys' religious obligations. When traveling, arrange to attend religious services en route or conduct a Scout vesper service on the trail.

It is also recommended that Sunday (or weekend) driving be reduced to a minimum. This is the time when highway travel is greatest, and the accident hazard, therefore, greatly increases. Unless driving is absolutely necessary, Sundays might better be spent in attending religious services, sight-seeing, and restful recreation in some community of particular interest along the route.

Operation Cleanup

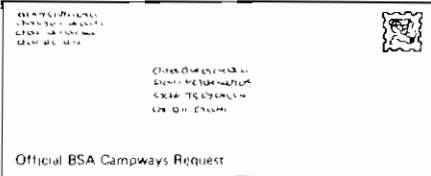
Each year the public litters our national parks with tons of rubbish. Think of the effect your tour group will have when combined with all other Scouting groups as they pick up litter at every campsite and leave a better site than they found. It's a commitment to the outdoor recreation areas of America that the BSA has made on your behalf.

All it would take for your group is just a little thought, planning, salesmanship, and determination before you make your trip.

Campways Service

The Camping Service, BSA, can provide units with updated lists of camping facilities or historic trails by states. Such listings (see sample below) provide a key to the features (C—Camping; S—Shelter; HT—Historic Trail; and AL or other state abbreviation) as well as an address where correspondence requesting additional information can be directed. Simply clip one of the coupons provided, list the state or states for which you desire information, and mail to Camping Service.

Feature	ALABAMA * CAMPWAYS	
	Name and Address	ZIP Code
C	Wind Creek State Park, Manager, Route 2, Alexander City	AL 35010
HT	Tannehill Trail, Scouting/USA, 3600 8th, Box 30010, Birmingham	AL 35222
C	Lake Lurleen State Park, Manager, Route 1, Box 146, Coker	AL 35452
C	Joe Wheeler State Park, Manager, Joe Wheeler Dam	AL 35644
C	Brushy Lake, Wm Bankhead Natl Forest, Box 352, Haleyville	AL 35565
HT	River-Mont Cave Trail, Box 122, Bridgeport	AL 35740
C	River-Mont Cave Trail, Box 122, Bridgeport	AL 35740
HT	Big Spring Historic Trail, 9107 Hogan Drive SE, Huntsville	AL 35801
HT	Space Walk Trail, 601 Monte Sano Blvd, Huntsville	AL 35801
HT	Warpath Ridge Scout Trail, 601 Monte Sano Blvd, Huntsville	AL 35801
C	Monte Sano State Park, Manager, Huntsville	AL 35801
S	Redstone Arsenal, Project Officer, Redstone Arsenal	AL 35808
C	DeSoto State Park, Manager, Route 1, Box 329, Ft. Payne	AL 35967
C	Buck's Pocket State Park, Manager, Route 1, Box 24, Groveoak	AL 35975
C	Lake Guntersville State Park, Manager, Star, Box 52, Guntersville	AL 35976
C	Blue Springs State Park, Manager, Route 1, Clio	AL 36017
C	Bladon Springs State Park, Custodian, Bladon Springs	AL 36092
HT	Horseshoe Bend, Scouting/USA, Box 3115, Montgomery	AL 36109
CS	Gunter AFB, Project Officer, Gunter Air Force Base	AL 36114
S	Ft McClellan, Project Officer, Ft McClellan	AL 36201
HT	Odum Scout Trail, Scouting/USA, Box 2067, Anniston	AL 36201
C	Shoal Creek Bridge, Talladega Natl Forest, Heflin	AL 36264
C	Cheaha State Park, Superintendent, Munford	AL 36268
C	Scout Reservation, Scouting/USA, Box 2028, Dothan	AL 36301
S	Ft Rucker, Project Officer, Ft Rucker	AL 36360
C	Open Pond, Conecuh Natl Forest, 213 Duncan, Andalusia	AL 36420
C	Floralia State Park, Ranger, Box 322, Floralia	AL 36442
C	Little River State Park, Ranger, Route 2, Box 77, Atmore	AL 36502
C	Gulf State Park, Manager, Star, Box 9, Gulf Shores	AL 36542
CS	Craig AFB, Project Officer, Craig Air Force Base	AL 36701
C	Chickasaw State Park, Custodian, Route 1, Gallion	AL 36742
C	Valley Creek State Park, Ranger, Route 1, Plantersville	AL 36758
C	Chewacla State Park, Manager, Route 2, Box 350, Auburn	AL 36830

<p>Key</p> <p>C--Camping</p> <p>S--Shelter</p> <p>HT--Historic Trail</p> <p>AL--Alabama</p>	 <p>Official BSA Campways Request</p>
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1978

NOTE: Indicate to individual to whom you write that your trip is planned under the Campways system and that you have an official tour permit from the Boy Scouts of America.

TOURS AND EXPEDITIONS LITERATURE

For information—including prices, if any—contact the following sources:

- Advanced First Aid and Emergency Care**, American Red Cross
- Alaska Highway**, Canadian Government Travel Bureau, Ottawa 5, Ontario, Canada
- Algonquin Provincial Park Canoe Routes**, Department of Lands and Forests, Parks Branch, Ottawa 5, Ontario, Canada
- American Camping Association**, 500 State Road 67, North Martinsville, IN 46151-7902
- Appalachian Trail** (and various other trail publications and maps), Appalachian Trail Conference, P.O. Box 236, Harper's Ferry, WV 25425
- Backpacking by R.C. Rethmel**. R.C. Rethmel, P.O. Box 1526, Alamogordo, NM 88310
- Backpacking in the National Forest Wilderness**, U.S. Department of Agriculture, Forest Service, Washington, DC 20250
- Backpacking: One Step at a Time**, Harvey Manning, Vintage Books, NY 1975
- Be Expert with Map & Compass**, Bjorn Kjellstrom, Supply Division, No. 3559
- Bike Trails and Facilities**, The American Institute of Park Executives, Oglebay Park, Wheeling, WV 26003
- BSA Family Camping Directory**, Supply Division, No. 3680A
- Camp and Picnic Sites in Nova Scotia**, Nova Scotia Travel Bureau, Department of Trade and Industry, Halifax, Nova Scotia, Canada
- Campground Guide to Southern National Forest**, U.S. Department of Agriculture, Forest Service, Southern Region, Washington, DC 20250
- Canoe Routes—Quetico Provincial Park**, Department of Lands and Forests, Parks Branch, Ottawa 5, Ontario, Canada
- C & O Canal Towpath Maps**, Potomac Area Council, American Youth Hostels, Inc., 1501 16th Street NW, Washington, DC 20036
- Cross-Country Skiing Today**, John Caldwell, Stephen Greene Press, Brattleboro, VT 1977
- Delaware River**, Delaware River Basin Commission, 25 Scotch Road, Bourbon Square, Trenton, NJ 08628
- Desert Awareness**, edited by Helen S. Georges, DARES, Arizona Division of Emergency Services, 1978
- Directory of Federal Recreation Areas** (lists areas requiring entrance admission and user charges), U.S. Department of the Interior, Bureau of Outdoor Recreation, Washington, DC 20240
- Directory of Historical Societies**, American Association for State and Local History, 151 East Graham Drive, Madison, WI 53716
- Directory of National Wildlife Refuges**, U.S. Department of the Interior, Fish and Wildlife Service, Bureau of Sport Fisheries and Wildlife, Washington, DC 20240
- Emergency Survival Handbook**, Robert E. Brown, Supply Division, No. 3551
- Guide to Adirondack Trails** (also a supplement), Adirondack Mountain Club, Gabriels, NY 12939
- Guide to Bob Marshall Wilderness**, U.S. Department of Agriculture, Forest Service, Northern Region, Missoula, MT 59801
- Guide to the Appalachian Trail: Susquehanna River to Shenandoah National Park and Shenandoah National Park** (and other trail publications), Potomac Appalachian Trail Club, 1718 N Street NW, Washington, DC 20036
- High Sierra Trail**, Boy Scouts of America, 2333 Scout Way, Los Angeles, CA 90026
- High Trails—Cascade Crest**, University of Washington Press, Seattle, WA 98105
- Historic Sites and Monuments**, Superintendent of Documents, Government Printing Office, Washington, DC 20402
- Missouri Ozarks Waterways**, Missouri Conservation Commission, Division of Commerce and Industrial Development, Jefferson Building, Jefferson City, MO 65102
- Mountaineering: The Freedom of the Hills**, 3d edition, The Mountaineers, Seattle, WA 1977
- National Parks of America, The**, by Stewart L. Udall. Country Beautiful Foundation, Inc., 24198 West Bluemound Road, Waukesha, WI 53186
- National Wildlife Refuges**, U.S. Department of the Interior, Fish and Wildlife Service, Bureau of Sport Fisheries and Wildlife, Washington, DC 20240
- Pacific Crest Trail**, Western Camping Magazine, 2123 South Park Drive, Santa Ana, CA 92707
- Parks for America** (prepared by National Park Service, U.S. Department of the Interior), Superintendent of Documents, Government Printing Office, Washington, DC 20402
- Peterson Field Guide Series**
- Skiing**, United States Ski Association, The Broadmoor Hotel, Colorado Springs, CO 80906
- “Snowmobiles—Safety Education Data Sheet,” No. 100, National Safety Council, 425 North Michigan Avenue, Chicago, IL 60611
- Snowshoe Book, The**, William Osgood and Leslie Hurley, The Stephen Green Press, Brattleboro, VT 1975
- Supermarket Backpacker**, Harriet Barker, Contemporary Books, Inc., 180 North Michigan Avenue, Chicago, IL 60601
- Trek Aids for John Muir Trail**, Boy Scouts of America, P.O. Box 33366, San Diego, CA 92103
- Walking: A Guide to Beautiful Walks and Trails in America**, Jean Calder
- Winter Camping**, Bob Carey, Supply Division, No. 3508
- White Water Handbook**, John Danielson, Adirondack Mountain Club, Glens Falls, NY 1977

Miscellaneous Information Sources

1. For tour services, contact your local American Automobile Association (AAA) office or your local distributor or gasoline service station for the touring service of the major oil companies.

2. U.S. Government and private agencies: Superintendent of Documents, Government Printing Office, Washington, DC 20402

U.S. Department of Agriculture, Forest Service, Independent Avenue & 14th Street SW, Washington, DC 20250

U.S. Department of the Interior (for Bureau of Outdoor Recreation, Bureau of Sport Fisheries and Wildlife, Fish and Wildlife Service, and National Park Service). Interior Building, C Street between 18th and 19th NW, Washington DC 20240

American Camping Association, Bradford Woods, Martinsville, IN 46151

American Youth Hostels, Inc., P.O. Box 37613, Washington, DC 20013-7613

Canadian Youth Hostels, 1324 Sherbrooke Street West, Montreal 109, Quebec, Canada

Sierra Club, 1050 Mills Tower, 220 Bush Street, San Francisco, CA 94104

3. For full information about tourist attractions in a state or community, write to the state government travel bureau or conservation department at the state capital or to a local chamber of commerce. Write either for geographic area of specific attractions. You'll find all 50 states are most cooperative in helping you.

4. Check official literature of the Boy Scouts of America for specific merit badge pamphlets such as *Camping or Hiking* or general information such as found in *The Official Boy Scout Handbook* or *Fieldbook*.

CAMPWAYS SERVICE

Please send camp listings for the following state(s):

(name)

(address—number and street)

(city, state, and ZIP)

Mail to: Camping Service
Boy Scouts of America
1325 Walnut Hill Lane
Irving, Tex. 75062-1296

CAMPWAYS SERVICE

Please send camp listings for the following state(s):

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(name)

(address—number and street)

(city, state, and ZIP)

Mail to: Camping Service
Boy Scouts of America
1325 Walnut Hill Lane
Irving, Tex. 75062-1296