

BOY SCOUTS OF AMERICA

TOURS AND MOVING CAMPS

Prepared by the Camping Service
with the cooperation of the Health and Safety Service

CONTENTS

INTRODUCTION	3	SAFEGUARDING HEALTH	
GUIDING POLICIES		Medical Examinations	10
Camping and Tour Permits	3	Pure Drinking Water	11
Responsibilities	3	Milk Supply	11
Minimum Standards	3	Dishwashing	11
Approval of Plans	3	Refrigeration	11
Finances	3	Garbage Disposal	11
Liability Protection	3	Latrine Facilities	12
Courtesies and Relationships	4	First Aid Kit	12
Accounting and Reports	4	Laxatives	12
GETTING THINGS ORGANIZED		Candy, Ice Cream, and Soft Drinks ..	12
Leadership	4	Swimming	12
Personnel	4	ON THE MOVE	
Organization	4	Program	13
Sample Information Sheet	5	Courtesies and Contacts	14
ROUNDING UP THE GEAR		Proper Use of Knife and Axe	15
Camping Equipment	6	FINANCING AND RECORDING	
Personal Equipment	7	THE TRIP	
Commissary	7	Handling Finances en Route	15
TRAVELING THE SAFE WAY		Records	16
Transportation	8	Waiver of Responsibility	16
Travel Schedules	9	Forms	16
Liability Protection	9	CRUISING SAFETY PRECAUTIONS ..	16
		SAMPLE FORMS	17

1957 Printing

Copyright 1952

BOY SCOUTS OF AMERICA

New Brunswick

New Jersey

INTRODUCTION

This manual is your guide for careful planning and good camping on a tour or moving camp. It is designed to help unit and council leaders cope with the many special problems involved in the leadership and supervision of this phase of the camping program. Although there are innumerable kinds of tours, the most common are by automobile or bus; hence emphasis has been placed upon tours of this type.

A Scouting tour is far from just a sight-seeing affair. It affords an opportunity for real camping experiences. It is a chance for you to play a vital part in the "rediscovery of America." Your gang will see new places, form new friendships, and become proficient in the skills of camping when they participate as Scouts and Explorers on a tour.

There's real adventure ahead—on the move.

GUIDING POLICIES

CAMPING AND TOUR PERMITS

Local Permits

Each local council is responsible for the adequate supervision of all trips and tours of organized Scouting groups to:

1. All local council camps.
2. Areas ordinarily used by units of the council for camping, exploring, or cruising purposes.
3. Other destinations within the normal one-day travel range from homes of group members.

A system of local council permits is recommended to provide proper control.

National Permits

Organized Scouting groups planning extended trips beyond these areas of local council supervision are required to secure National Council tour permits. Applications for national permits are made on Form No. 4419. This application must be submitted to the local council for approval at least three weeks prior to the date of the group's departure.

This manual and the application have been developed to aid groups in arranging for successful tours, to safeguard the movement and its members, and to assist local councils in fulfilling their responsibility for the activities of touring groups within their areas.

A tour group must have its National Tour Permit in its possession at all times and must display it when requested by Scout officials or other duly authorized persons.

RESPONSIBILITIES

Camping is the basic program ingredient of Scouting, and the responsibility for an adequate camping program rests with each unit committee as clearly stated in Article XII, Section 1, Clause 5 of the By-Laws of the National Council, Boy Scouts of America:

The Unit Committee shall be responsible for: . . .

(10) Assuring every Boy Scout and Explorer the opportunity to have a year-round outdoor program totaling at least ten days and nights of hike, overnight camp, camporee, and summer camp experiences, with adequate facilities and supervision.

Chartered institutions using the Scout program, their appointed unit committees and unit leaders

should be fully aware of all their responsibilities. The conduct of a tour or moving camp adds temporarily to these.

The local council has a responsibility to approve or disapprove the plans of any group for the conduct of a tour. Council action will be based upon the policies listed in the preceding paragraphs and upon evidence furnished on the official application for a tour permit.

The Camping Service of the national office issues or refuses to issue the permits upon the evidence submitted.

MINIMUM STANDARDS

The leadership, facilities, program, health and safety, and business management of a tour must meet the standards for camping of the Boy Scouts of America.

APPROVAL OF PLANS

An Application for Permit to Conduct a Tour, Moving Camp, or Cruise shall be submitted by the director in charge of the trip to his local council for approval. When this approval is granted, the application is forwarded to the national Camping Service of the Boy Scouts of America, through the regional office. The application must bear the personal signatures of the director in charge of the trip, the local Scout executive, and the chairman or a designated member of the council camping and activities committee, indicating their approval. If the trip is a unit project, the signature of the chairman of the unit committee is required.

FINANCES

Funds for all anticipated expenses must be in hand before the trip begins and must be raised by means in accord with the policies of the National Council.

LIABILITY PROTECTION

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.

COURTESIES AND RELATIONSHIPS

Traveling parties shall not expect or require special concessions or favors from individuals or organizations met en route or at their destination.

GETTING THINGS ORGANIZED

LEADERSHIP

Adequate, well-trained leadership is the best guarantee for the success of any Scouting activity. This is doubly true of tours and moving camps where added stresses and strains are a daily occurrence. There are special problems and hazards which must be recognized and met. These include:

1. Increased accident hazards
2. Greater health risks
3. Difficulties in pursuing a natural Scouting program
4. Maintenance of the reputation of the Boy Scouts of America

Experience has shown that adult leadership should be available in about the ratio of one to eight. Leadership of Scouts and Explorers on a trip that takes them great distances from home and familiar conditions is a job to tax the abilities of the most experienced and efficient Scouter.

It cannot be emphasized 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.

Among other things, leaders of tours must make advance plans to cope with 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 the leader?
3. Provision for care of an injured or sick member
4. Who can accompany an ill or injured member home, if he is able to travel?
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 appointment in case of breakdown or other delay
8. Forwarding address for mail expected, but not received, en route
9. Arrangements for cashing traveler's checks, bank drafts, money orders, etc.; loss of money or robbery

Besides planning in advance how to meet situations similar to those listed above, leaders should familiarize themselves with the conditions in the territory to

ACCOUNTING AND REPORTS

Duplicate reports are to be made for the records of the local council, with the original copy sent through the local council office to the regional office so that proper credit may be given and others planning similar projects may benefit by the experience gained.

be covered, preferably by personal experience, but 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; probable differences in cost of foodstuffs, gasoline, oil, etc.; variations in climate, road conditions, sources of food and water supply, camp sites, places where medical attention can be secured.

Finally, leaders should be impressed with the fact that they are not only setting an example for those members of their own units, but for Scouts, Explorers, and other boys met en route. They 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.

PERSONNEL

All tours and moving camps are limited to registered Boy Scouts and Explorers. In general, the most successful tours have been those made up of young men of Explorer age. The choice of personnel is governed by the nature of the tour and the experience required to meet its conditions; therefore, no specific rules can be stated.

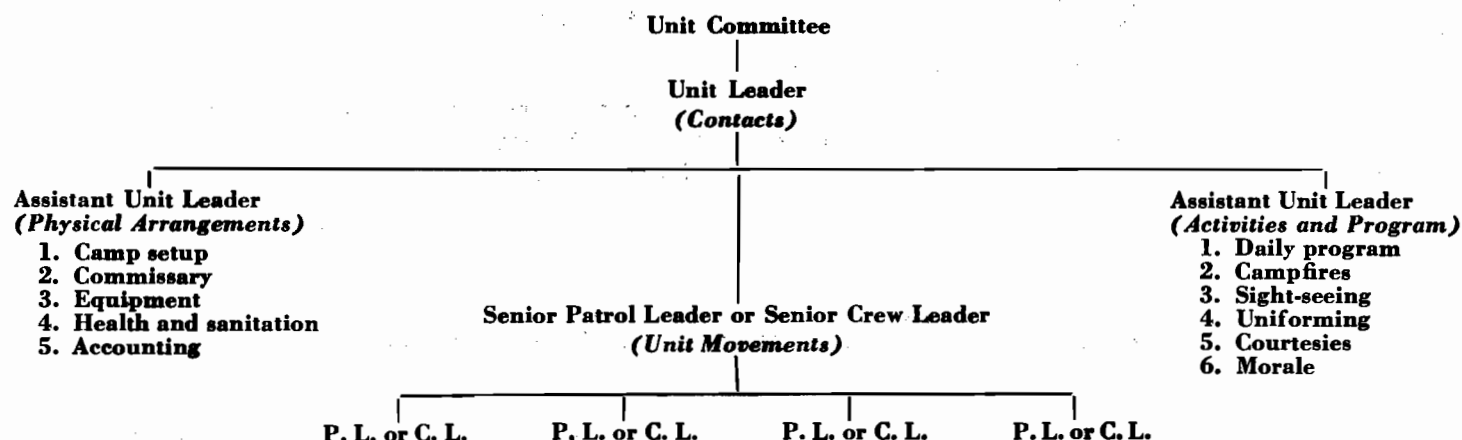
In lining up the personnel for a tour, it is a good plan to make an inventory of the individual skills required for the trip. Training can then be provided to ensure that each member acquires these necessary skills. Training for a tour, like training for all long-term camping, must start months ahead. This will involve a well-planned outdoor program of hikes, camping, and indoor meetings geared toward the objective.

ORGANIZATION

The normal organization of Scouts in patrols and Explorers in crews under the leadership of boys, young men, and adults is the only tested method. Tours are no exception in basic organization, though duties will be modified, rearranged, and combined depending upon the size of the party and the number of its leaders. Experience has shown that the organization plan outlined in Chapter 1 of the *Handbook for Scoutmasters* or Chapter 2 of the *Explorer Manual* is practical for a tour. In spite of added responsibility, the unit leader's job remains the same — the director and policy-determining leader. Assistants should also

have definite duties carefully assigned — one in the field of physical arrangements; the other, program and activities. Patrols or crews, under their own leadership and under the general supervision of the senior patrol leader or senior crew leader, must have spe-

cific rotating assignments to duty. Leadership organization must be well prepared along a definite plan for sharing responsibilities and for providing the young men with leadership opportunities. A good sample is shown below:



Within the patrols or crews the nature of organization will depend largely upon the physical problems incident to the tour. If cooking and meal service is 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 on duty.

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.

Good organization requires that everyone concerned with a tour shall have accurate information on the whereabouts of the tour at all times. This information should go to parents, unit committee, and the local council office. The following is a sample information sheet:

Camping Tour, Explorer Post 1, Shippensburg, Pa.

AUGUST 1-13

ITINERARY

	Miles
Aug. 1—Leave Shippensburg 6:00 A.M. Arrive Watkins Glen, N. Y., 4:00 P.M.	234
Camp all night at Elmira Scout Camp, at Lodi, on Lake Seneca	
Aug. 2—Camp night at Niagara Falls, Ontario, public camp	157
Aug. 3—Camp night at Toronto, Canada, public camp	85
Aug. 4-8—Camp at Thousand Islands, public camp	168
Aug. 9—Camp at Montreal, Canada, public camp	181
Aug. 10—Camp at Camp Hamilton, Updyke, N. Y., night stop only	135
Aug. 11—Camp at Camp Kingsley, Rome, N. Y., night stop only	132
Aug. 12—Camp at Camp Dan Beard, Pike Co., Pa., night stop only	141
Aug. 13—Home at 6:00 P.M.	169
Total Mileage	1402

Mail — Points of Receipt

Include "Explorer Post 1 Tour" in every address.

Mail leaving Shippensburg Aug. 1 and 2, address c/o

Mail leaving Shippensburg Aug. 3 to 7, address c/o

Mail leaving Shippensburg Aug. 8 and 9, address c/o

Mail leaving Shippensburg after Aug. 9, address c/o

Mr. John Jones, 28 Smith St., Toronto, Canada
 Royal Bank of Canada, Kingston, Ontario, Canada
 Camp Kingsley, B.S.A., Rome, New York
 General Delivery, Lanesboro, Pennsylvania

All cards mailed to Canada require two cents postage; letters three cents.

Daily Program

7:30 A.M. — Reveille
 8:00 Breakfast
 8:30 Clean up camp
 9:30 Move
 1:00 P.M. — Lunch
 1:30 Rest

2:00 P.M. — Move
 4:30 Set camp
 5:00 Sight-seeing
 6:30 Supper
 7:30 Activity and campfire
 9:30 Taps

Leaders must at all times be prepared to deal with emergencies that may develop at home requiring the immediate return of a Scout or Explorer, or emergencies on the tour requiring treatment, hospitalization, or the return of a boy. Keep parents constantly informed and, in emergencies, telegraph or telephone.

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

1. Stay where you are and reach the tour party by phone at next scheduled stop.

2. Look in phone book and see if there is a Boy Scout council in the vicinity. Call on the Scout executive for help.
3. Call on the chief of police for aid in locating your tour party.
4. As a last resort, call the National Council, Boy Scouts of America.

Each member of the party should be provided with a copy of the itinerary and a record of license numbers of vehicles used.

ROUNDING UP THE GEAR

CAMPING EQUIPMENT

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

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

Tentage

Small, light tents are usually best for touring parties. The Trail, Overnighter, Camper, and Explorer tents are all satisfactory two-boy tents and are available through the Supply Service. Scouts and Explorers must be able to handle them easily and care for them properly. One or more tarps are most essential to be used as emergency shelters, kitchen or dining flies, or to protect camping gear.

Bedding

A comfortable rest is always important. It becomes essential on a tour. Ten hours per night is the standard for boys of this age. The essentials for each camper are:

1. One waterproof ground cloth
2. Two or three wool blankets or a sleeping bag
3. Cots, if space permits carrying them

Cooking Fires

Groups on tour must choose their methods of cooking on the basis of experience plus the nature of their trip. In general, the cooking is done over open fires, on field ranges, or on gasoline or kerosene stoves.

Open fires are probably best for most tours and

moving camps. Many public campgrounds are equipped with outdoor stoves. Some simple equipment such as grates, chains, etc., will help.

Field ranges are old stand-bys if cooking is to be done on a unit basis, providing camp sites are not to be changed too frequently and if weight and storage space are not problems.

Gasoline and kerosene stoves have advantages in country where firewood is scarce and where much wet weather is expected. Of course one two-burner stove is inadequate for a large party. Gasoline stoves may be dangerous in inexperienced hands. A responsible adult must be in charge of filling the stoves and the fuel must be carried in unbreakable containers that may be locked. These should be fitted with flexible nozzles.

Cooking Gear and Dishes

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 party. It is a good rule to use equipment that has been tried and tested and with which the Scouts are familiar.

Individual mess kits and patrol or crew kits are satisfactory for dishes. If such dishes are individually owned they ought to be marked. Glassware and china are not practical. Paper dishes have real advantages though they may add slightly to the cost. Plastic dishes are durable and light in weight.

Camp tools and miscellaneous equipment are needed for any long-term camp, and a tour is no exception. The following items (exclusive of cooking gear and motor-repair tools) are important, though the amount needed will vary: shovels, rakes, axes, water buckets (metal or canvas), pliers, small wire, rope, hammer, assorted nails, wrench, first aid kit, paper and pencil, canteens.

PERSONAL EQUIPMENT

The character and extent of the trip will determine what personal equipment is needed. For a trip of one week the following is suggested:

Official Uniform

Cap or hat
Shoes
Shorts or trousers
Stockings or socks
Neckerchiefs or neckties
Shirt
Belt

Other Equipment

2 Extra prs. stockings or socks
1 Extra pr. underwear
1 Pr. pajamas
1 Extra pr. shoes or sneakers
1 Sweater or lumber jacket
1 Raincoat, or poncho
2 or 3 Wool blankets or sleeping bag
3 Handkerchiefs
2 Towels
Soap
Toothbrush and dentifrice
Comb
Flashlight
Bible or Prayer Book

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

Items used during the day, such as soap, towel, first aid kit, notebook, camera, and extra sweater might be carried in a small ditty bag and kept readily at hand.

Other desirable items, such as cameras, swim trunks, field glasses, fishing tackle, additional change of clothing, air mattress, musical instruments, etc., may be taken if doing so will be convenient and practical. It is important to limit equipment to items that will add to personal comfort and convenience without involving a problem of carrying and storage space.

Parties of Boy Scouts or Explorers should be correctly uniformed. Sometimes it is economically impossible for all boys to secure complete uniforms, but in the interest of general good appearance, all boys with uniforms should wear the same type and style when making public appearances.

If possible, it is advisable to have boys take an older uniform for traveling and doing fatigue duty in camp, the newer and fresher one to be used for dress purposes at stops en route.

Make certain that all badges and insignia are worn correctly in accordance with official regulations.

COMMISSARY

Napoleon's observation that "an army marches on its stomach" is no less true of Scouting tours and moving camps; the only difference is that boys of Scout and Explorer age usually eat more, and oftener, than full-grown men and therefore the food problem requires even more careful consideration.

Because of the wide variety in types of trips, it is impossible to make anything but general suggestions that may help.

Purchasing Supplies — It should be determined in advance how much of the provisions can be purchased at home and carried along and how much must be secured en route. On long trips it is a good plan to purchase in advance most staple foods that will be required. It will then be necessary to buy en route only those things that need to be fresh, such as eggs, butter, milk, and meat. It is a good plan to carry enough extra staples to last a day or two in case of emergency.

Provisioning — Careful consideration should be given to the daily commissary arrangements, whether the group will take time to cook one, two, or three 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 them in advance. Many leaders have adopted the plan of cooking but two meals a day, breakfast and supper. The noon luncheon (consisting of combinations or choices of sandwiches and fruits, cheese, cold meats, raisins, nuts, etc.) is prepared at breakfast time and carried along.

Menus — When planning menus for a tour or moving camp, choose foods and recipes that involve simple cooking equipment and can be prepared easily without undue loss of time. It is important, however, that there be an ample supply of plain, wholesome food in a menu that meets the national "basic seven" standard for daily diet, i.e.:

1. Meat, poultry, fish
2. Leafy, green, or yellow vegetables
3. Fresh fruits and other vegetables
4. Cereals
5. Eggs
6. Butter and fats
7. Milk or milk products

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 must be purchased in public restaurants. This cannot be overemphasized. (Read "The Food in Summer Camp," Chapter 11 of *Handbook for Scoutmasters*.)

TRAVELING THE SAFE WAY

TRANSPORTATION

Proper consideration of transportation equipment is essential to the success and safety of any tour or moving camp.

By Land

There are some general rules that apply in every case of motor transportation:

1. All drivers must be licensed.
2. There should be an adult, licensed driver, at least twenty-one years of age, preferably older, in each vehicle.
3. There should be a relief driver, properly licensed and under the supervision of the adult, for each car on all trips exceeding two days' travel.
4. The vehicles must be inspected and certified as being in good condition as to brakes, steering mechanism, lights, tires, exhaust system, etc.
5. Except in rare instances or in emergencies, all driving must be done in the daylight hours.
6. Traffic and speed regulations must be complied with.
7. Adequate property damage and public liability insurance should be carried.

Automobiles

Automobiles appear to be the most popular form of transportation, particularly for smaller groups. They are more comfortable and more economical than buses or trucks and have the added advantage, sometimes, of being able to get to, and through, places not easily accessible to the larger vehicles. The temptation to travel at excessive rates of speed and to overload seems to be greater with automobiles, however, than with other types of vehicles. Comfort as well as safety should be considered on any extensive trip, and speeding and overcrowding do not contribute to either. Five persons for each car and eight for each station wagon should be the limit.

The national Health and Safety Committee, after study of accident case reports submitted over a period of years, has developed guides on vehicle safety. Several of these are pertinent to automobile travel:

1. Vehicles when stopped for any reason on side of road should be emptied completely of persons to prevent injury from possible collision with cars approaching from the same direction.
2. If cars require repairs, particularly when tire changes are to be made, they should be driven off the road, if possible. If not, be sure vehicle is emptied and that boys are kept off the road. If a disabled car or truck is still on road at night, be sure that rear red light is plainly visible at all times, that parking lights are on, and that rear guard with a searchlight is placed seventy-five feet back of vehicle to signal approaching

traffic.

3. When cars carrying Boy Scouts or Explorers stop at unprotected railroad crossings, if approaches are blind, a leader should be sent forward to observe tracks in both directions, to listen for whistle of approaching train. When all is clear, the car should proceed to cross the track in first gear.

4. Riding on outside of car must not be permitted.

Buses

For larger groups, of perhaps twenty or more people, buses offer the safest and most comfortable and economical transportation. Regular chartered buses of established transportation companies are best because they are subject to periodic inspection. They have the added advantage of insurance coverage which must be provided by common carriers.

Some state laws permit the use of school buses. Such buses can sometimes be secured for actual running expenses and wages of the driver, who, incidentally, is experienced in driving groups of children. During the summer vacation period, it sometimes happens that school buses are not covered by insurance. This item should always be investigated. The cost of extending the coverage is usually moderate.

The use of a privately owned bus is not recommended unless there is a thorough mechanical inspection of the bus and there are available at least two experienced bus drivers.

Trucks

The use of trucks for the transportation of Boy Scouts and Explorers is not recommended. It is recognized, however, that occasionally a truck may be so adapted for travel that there may be little difference between the adapted vehicle and a bus. The distance to be traveled will modify to some extent the needs and comforts desirable for such travel. In no case should any trip be undertaken that does not provide for comfortable riding. Therefore, the following suggestions are made if it is proposed to adapt a truck for use in transporting Scouting groups:

1. There should be sufficient space for each passenger. (At least four square feet of floor space should be provided per person.)
2. Seats should be comfortable. Certainly no one should be subjected to the ordeal of riding on an unpadded bench on an extended trip.
3. A covering should be provided for protection against sun and rain.
4. An open-side, stake-body truck should be prohibited.

5. There must be proper ventilation within the enclosed space to prevent the collection of any gases and fumes drawn into the moving vehicle.
6. Driver should be over twenty-one years of age (preferably twenty-five) and have established a reputation as a safe driver.
7. The truck owner's insurance is probably voided if passengers are carried. Be certain that proper insurance on the truck is in force if passengers are carried. In some states it is illegal to carry passengers in a truck.
8. The entire weight of load on trucks carrying Scouting groups must not exceed legal limit.

In some Canadian provinces, trucks are not permitted to carry passengers without a special permit which must be secured from the office of the registrar of motor vehicles, department of highways, in the capitals of the various provinces. A letter addressed as above, stating the nature of the trip, precautions to be taken, length of stay, route, size of truck, number to be carried, and motor and license numbers is sufficient to secure a permit.

Trailers

Trailers *must never* be used for carrying passengers. Insurance companies will not provide coverage for such transportation. Tour permits will not be issued for any trip that involves carrying passengers by trailer unless they are of the "bus-trailer" type approved for the purpose by your state motor vehicle department.

Of course trailers may be used for carrying equipment, providing they meet the safety, lighting, and licensing requirements of state laws.

By Water

For regulations that govern cruises by private powerboat or sailboat, you are referred to *Motorboat Regulations*, published by the U. S. Coast Guard, for pertinent maritime regulations and to the statement of safety precautions on page 16 of this pamphlet.

All cruises are subject to the same guiding policies and recommendations listed for all other tours.

By Air

A National Executive Board resolution permits members of the Boy Scouts of America to travel as air passengers in these ways:

1. On any flight scheduled by a commercial airline.
2. On other flights, exclusive of military, when the following conditions have been met:

- Written parental permission and a written statement from the unit committee that the flight is a part of the unit's Explorer program must be filed at the local council office.
- Airport authorities must certify that—
The plane is currently certified for commercial use by the CAA (Civil Aeronautics Authority).
The pilot is certified by the CAA as a commercial pilot, a pilot holding instrument rating and instructor's rating.
- The flight must be made to and from airports with minimum weather conditions for contact as stated by the CAA.

3. Flights aboard military aircraft.

- See authorization form Local Council Flights aboard Military Aircraft, No. 4403.
- See form Recognition of Flight and Explorer Passenger Release, No. 4433.

TRAVEL SCHEDULES

Real success on a tour does not come from the distance traveled. All conditions of traffic must be foreseen. It must be remembered that cities along the route will slow your schedule; there is more congestion in some parts of the United States than in others, etc. Eight hours of travel at a reasonable speed should be the maximum for any one day. The National Safety Council has released statistics showing that speeding is the greatest killer on the highway. Plan a schedule that will bring your boys home alive!

LIABILITY PROTECTION

Why Necessary

A tour director should realistically consider the possibility of an accident befalling his party and take proper steps in advance not only to eliminate potential hazards, but to fully protect himself and others responsible for the trip.

The guiding policy stated on page 3 points up the major needs for financial protection as "deficits incurred through emergency or accident or damage to property." An adequate emergency fund available to the party will cover minor emergencies. The greatest single risk, however, is motor vehicle liability arising from a vehicle accident. Cash resources are in most cases totally inadequate for such protection; thus serious thought should be given to insurance coverage.

Public carriers; i.e., the railroads, scheduled airlines, and scheduled or chartered bus lines, in most states are required by law to carry liability coverage. It is the responsibility of the tour leader to be certain that this coverage provides adequate protection to members of his group. In the case of other types of transportation, however, the owner, driver, tour leaders, and sponsors may all share in the responsibility and liability in case of an accident. It is, therefore, to the advantage of all to assure themselves of adequate protection.

Adequate Coverage

The type and capacity of a vehicle, the number of passengers carried, and the relative protection it offers all have a direct bearing on the amount of coverage. Amounts that constitute adequate coverage will vary distinctly in different sections of the country. For example, the record of judgments by local courts has a direct relationship to this problem. Therefore, it is *strongly urged* that each tour leader seek the guidance of his Scout executive and a reliable insurance counselor.

Property damage insurance will protect those responsible for a tour *and named in the policy* from personal liability arising from the accidental destruction of property by the insured vehicle. Normally \$5,000 on each vehicle is considered adequate.

Public liability insurance will protect those responsible for a tour *and named in the policy* from personal liability arising from suit by persons sustaining injury in case of an accident involving the insured vehicle. Such coverage is written in dual amounts, i.e., \$25/50,000. The first figure is the maximum that the company will pay *any one individual* as a settlement in case of an accident, including court costs. The second figure represents the maximum total amount the company will pay for *any one accident*.

The additional expense for higher coverage is comparatively low and is well worth including in your tour budget.

The following table represents the very minimum amounts; higher coverage is recommended by many well-informed insurance counselors.

Type	Number of Persons Covered	Limit for Each Person	Limit for Each Accident
Passenger Car	Up to 5	\$ 10,000	\$ 20,000
Station Wagon	Up to 8	20,000	40,000
Passenger Bus	10 - 20	50,000	100,000
Passenger Bus	20 - 30	50,000	200,000
Passenger Bus	30 - 40	100,000	300,000
Truck	10 - 20	100,000	200,000
Truck	Over 20	100,000	300,000

(Higher limits are urgently recommended.)

How to Secure

Most vehicle owners who realize the advantages of adequate protection and its low additional cost will want to bring their coverage in line with the suggested amounts on a permanent basis. However, in some cases where coverage is needed only for the tour, short-term insurance may be secured. Difficulty may be experienced in some cases in securing short-term insurance as such from some companies. An insurance representative who deals with a number of companies can usually solve this problem. Another solution is the purchase of regular coverage in the amount desired and cancellation at the end of the trip upon payment of a small penalty.

Types of Protection

It must be recognized that the only function of public liability and property damage insurance as related to tours is the *protection of the owners* of the motor equipment used, as well as the *leaders and sponsors of the trip if they are included in the policies*, from being held personally responsible for payment of claims that may be entered against them as a result of accident while operating the equipment.

Public liability insurance is not accident insurance. Don't confuse the two. Accident or medical reimbursement insurance is available which provides direct reimbursement to the person involved in an accident or illness up to the amount of the policy. Leaders and parents of Scouts or Explorers have the privilege and responsibility of determining whether this type of coverage should be secured for the group on tour. Because some local councils and some chartered institutions carry a comprehensive policy covering Scouting activities, it is recommended that this matter be discussed with your Scout executive.

SAFEGUARDING HEALTH

The first concern of parents, when their sons are engaged in some activity that takes them away from home, is their health and safety. It must be the first consideration of the leaders.

MEDICAL EXAMINATIONS

Medical examinations by a licensed medical doctor are required of every Boy Scout, Explorer, and leader participating in any long-term (six or more days)

camp. Standard forms are available through local council offices and a sample is reproduced at the end of this pamphlet. This is required for the protection of every camper and in order to inform the tour leader of conditions that may restrict the activity of any member of the party. A routine daily check should be made of the health of every camper. Travel, plus changes of water, milk, etc., may bring about more health problems than a fixed camp.

PURE DRINKING WATER

A constant supply of pure drinking water is essential. Thermos jugs, desert water bags, sterilized milk cans with covers are all satisfactory. Be sure it is dispensed into each person's own drinking cup or preferably into paper cups.

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

1. Add water purification tablets (obtainable at drugstores) as directed and permit water to stand thirty minutes before drinking.
2. Add one drop of *tincture* of iodine (7 percent) to one quart of water and allow to stand thirty minutes before drinking.
3. Boil water for five minutes, permit to cool, and aerate (pour back and forth from one container to another) before drinking.

MILK SUPPLY

Each boy should have one quart of milk per day, including that used in cooking. Pasteurized, canned, or powdered milk must be used. Under no conditions should raw milk be used. Plan the purchasing and handling of the milk supply with care.

DISHWASHING

For washing dishes, many Scouters recommend the use of two or more dixies or medium-sized wash-tubs that nest — one for washing, the other for rinsing. This system has several advantages. Water can be put on the fire after cooking is finished and heated by the time dishes are to be washed. Other utensils, dishes, or food supplies can be packed in them while traveling. They can also be used as temporary ice-boxes, holding sufficient ice to keep butter, meat, and milk cool and fresh.

The size of the group will influence the organization plan for dishwashing. Whatever way this may be arranged, **THE IMPORTANT THING IS THAT THE DISHES ARE CLEAN!** To make sure that this is so, someone should be made directly responsible for inspecting all eating and cooking utensils before they are allowed to be packed away after being washed. High standards of cleanliness must be insisted upon because of the danger to the health of the entire party resulting from unclean dishes and utensils.

This means that each utensil should be thoroughly scrubbed and disinfected in water of 180°F. It may be difficult to know just when the water has reached that temperature without a thermometer; therefore, the safe thing to do is to heat it until it reaches the boiling point, which at sea level is 212°F.

The following procedure for washing dishes in camp is prescribed by the national Health and Safety Service:

1. Every dish and utensil should be thoroughly scraped and cleaned of food before being placed in the dishwater.

2. Dishes and utensils must be washed in hot soapy water at a temperature comfortable for the hands of the washer.
3. Dishes and utensils should be disinfected by immersion for at least two minutes in water at a temperature of at least 180°F.
4. Dishes and utensils should be allowed to dry from their own heat. Dish towels should not be used.

Rinsing may be handled effectively by placing the dishes in a dunking bag or other porous sack and immersing them completely for two minutes. The dishes should then be removed, allowed to dry of their own heat, and stored in a flyproof container (cupboard, chest, clean flour sacks, etc.) *Keep the rinse water 180°F., or above, all during the rinsing process.*

REFRIGERATION

Providing for proper refrigeration of perishable foods on moving camps 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 national Health and Safety Service has established the following rules:

1. Coolers should be maintained at a temperature under 50°F., if they contain perishable food. If this is not possible, use them only for keeping nonperishable foods. Buy meat fresh each day and use it up. Meat dishes that are held over from one meal to the next should be properly refrigerated, or if this is not possible, should be thoroughly heated before being served the second time.
2. Cooked vegetables, particularly beans, peas, and potatoes, are ideal for growth of deadly bacteria, and if held over even for one meal should be placed in small receptacles and kept at low temperatures (under 50°F.). It's safer to destroy such leftover food with the garbage.
3. Coolers, without ice—whether of the springhouse type, a hole in the ground, or an evaporator hanging in a tree—depending on local conditions, cannot be expected to keep perishable foods such as meat and milk at a safe temperature for more than a few hours.

Ice refrigeration is a satisfactory method for keeping small quantities of food fresh while touring. Small iceboxes have been developed that can be carried in buses or in trailers. Dry ice is practical if regularly obtainable. Frozen foods that have thawed should never be refrozen.

GARBAGE DISPOSAL

Garbage should be disposed of by burning, unless camping is done in a public camp area where garbage service is provided. Cans must be burned, flattened, and buried. *Do not bury garbage.*

LATRINE FACILITIES

In temporary camps a simple straddle trench latrine will be satisfactory. It should be six inches wide, twelve to eighteen inches deep, and as long as needed. Soap and wash water should be provided at the latrine. Of course dirt must be thrown in after each use and it must be properly mounded upon leaving.

It is important that regular stops be made at comfort stations en route. Places selected should be large enough to avoid long waits and they should be carefully selected for cleanliness.

FIRST AID KIT

A well-stocked first aid kit for the unit is indispensable. There are two official first aid unit pouches. One of them contains the following:

- 1 First Aid Guide
- 1 Bottle 100 halazone tablets
- 2 2-Oz. bottle mercurochrome
- 1 Tube burn ointment (petrolatum)
- 6 Unbleached muslin bandages, 2½" x 5 yds.
- 2 Gauze bandages, 1" x 10 yds.
- 6 Sterile gauze pads, 3" x 3"
- 2 Spools adhesive tape, 1" x 5 yds.
- 1 Pair scissors
- 1 Pair tweezers
- 1 Dozen safety pins
- 1 Dozen cotton-tipped applicators
- 1 2-Oz. bottle aromatic spirits of ammonia
- 1 Field tourniquet
- 12 Small adhesive bandages.

Personal belt kits should be carried by at least one member of each patrol or crew. These kits are handy to have on activities where there is not immediate access to the larger and more complete unit kit. The official B.S.A. first aid belt kits contain the following material:

2" Bandage	Adhesive tape
1" Bandage	Burn ointment (petrolatum)
Mercurochrome	Sterile gauze pads
Halazone tablets for water purification	First Aid Guide
	Band-aid adhesive bandages

In sections of the country where poisonous snakes are common, one approved snake-bite outfit of the suction type should be carried.

It is important that there be some one person in each touring group who is trained in the principles of first aid and who knows how and when to put his knowledge to best use as well as thoroughly understanding its limitations.

LAXATIVES

Some reports on tours indicate that it is the practice of some leaders to give laxatives to boys when regular bowel action does not take place. The *Health and Safety Manual* has this to say about laxatives:

"If a Scout or Explorer develops abdominal pain, commonly called 'stomach-ache,' he must not be given a cathartic. That pain may be a warning of a diseased

appendix condition which might be ruptured if laxatives are taken. If such a condition develops and continues, the boy should be examined by a doctor. Don't delay!

"The use of laxatives, except on instruction from the doctor, should not be encouraged."

CANDY, ICE CREAM, AND SOFT DRINKS

Directors of trips should exercise supervision over the amount of candy, ice cream, soft drinks, cookies, hot dogs, etc., that boys are allowed to consume. Good candy may have real value as a midmorning or midafternoon pickup when engaging in strenuous activities.

SWIMMING

During the tour there may be swimming. It is the responsibility of tour leaders to provide swimming opportunities and to safeguard them adequately. Except when swimming in a well-supervised public pool, this responsibility is entirely upon the tour leadership.

The four most common causes for water fatalities are:

1. Physical handicaps, including defective hearts, epilepsy, fainting spells, exhaustion
2. Failure to provide adequate supervision
3. Failure to hang on to boats that capsize or are swamped
4. Diving into shallow, boulder-strewn, or otherwise obstructed water.

Reports have been received about Scouts who have been lost when boats capsized. Perhaps this happened because they had not been instructed to "stay with the boat."

In one case they hung on, but with the bottom turned upward. Cold water and cold air soon chilled them and one by one they disappeared. They probably would have reached shore safely — it was less than a half mile away — had they kept the boat topside up, put the weak swimmers inside and swum it toward shore. A wooden boat will support all of the people who get hold of its sides if they are content to keep only their nose and mouth out of water and do not try to climb aboard.

Eight Defense Plan to Take Care of You

The Eight Defense plan of protecting a unit swimming party must be understood and followed. Because of the great importance of this information it is printed here in full.

The First Defense is a careful medical examination of each Scout and Explorer, using Form No. 4126 and Form No. 4250 for adults. A boy whose health condition makes swimming dangerous for him must be kept ashore. In such cases no other course is justified.

Second Defense. An adult waterman who holds an up-to-date lifesaving certificate of the Red Cross, Y.M.C.A., or of a Scout aquatic school should be in charge of the swimming party. This may be the unit leader or an assistant whom he designates.

Third Defense. The entire bottom of the swimming area should be carefully examined, to determine its formation and discover deep holes, stumps, rocks, etc. Following this, the areas to be used by the three classes of swimmers should be indicated and a Scout lifeguard or patrol or crew leader — if the unit has no Scout lifeguard patrol — placed in charge of each section. If the place is unfit for swimming, talk it over with the unit and secure agreement to stay out.

Fourth Defense. Two Explorers who are able swimmers should be designated as lifeguards (with the aid of a life line), one to carry the line and the other to remain on shore to feed it out and to pull in his partner and the one he is assisting.

Two fifty-foot lengths of No. 5 sash cord, which is slightly less than a quarter inch in diameter, are excellent. By using continuous chain knots, these lengths can be reduced to about ten feet. The running end (running ends should be colored or given some other distinctive marking) of the first rope should be fastened to the fast end of the second. The running end of the second rope will then be pulled out and a loop about fifteen inches long formed in its end. Using a bowline, this loop is placed over one shoulder and under the opposite arm of the rescue member of the team. When he enters the water to give assistance he should not dive but should make a running or a jumping entry. As he swims out, the rope will pay out behind him. When he has grasped his man his partner will pull him ashore.

Fifth Defense. A lookout shall be placed at a point where he can see all swimmers at all times. If a boat can be secured, have it manned by two Scout lifeguards, patrol or crew leaders, or Explorers, one to row and one to act as a guard. The latter should have a ten-foot pole to reach out to a swimmer in difficulty. It should seldom, if ever, be necessary for him to go overboard.

Sixth Defense. Swimmers should be divided into three ability groups: nonswimmers, beginners, and swimmers. The tests for these classifications are as follows:

Nonswimmers . . . Those who cannot pass the beginner's test.

Beginners . . . Jump feet first into the water over the head, come to the surface, level off, swim twenty-five feet — turn sharply and return to the starting point.

Swimmers . . . Pass the beginner's test, swim seventy-five yards in good form using side, breast, trudgen or crawl stroke; swim twenty-five yards on the back using an easy resting stroke; rest by floating or, if not buoyant, then with a minimum of motion for one minute.

Three separate swimming areas should be established, the first for those who cannot swim and who are learning. This is not to be over three and one-half feet deep. A second area, for those who can swim fifty feet, should run in depth from shallow water to over the head. The third area will be for advanced swimmers.

Seventh Defense. The buddy system is one in which every swimmer is paired with another in his own ability group. A check of all boys in the water, by buddies, must be made once every ten minutes, and at the end of the period when they leave the water.

The Eighth Defense is intelligent discipline. Rules that the boys understand and that they have a part in making and enforcing will be obeyed. Discipline must be strict but fair, with no favoritism.

If these plans are followed the danger of a serious water accident will be slight indeed. Scouts and Explorers physically unfit to swim must be kept out of the water; classification tests must be given to all campers; a sufficient number of guards should be on hand. *Always, there must be a responsible leader in charge* — the boys must never be left alone at a camp site near the water.

Remember not to allow swimming while the boys are overheated. Limit swimming to two thirty-minute periods each day.

ON THE MOVE

PROGRAM

The program should be the reason for the tour and it should be built around the trip's objectives. Sight-seeing is important and should be carefully planned, but it should be remembered that it grows monotonous and tiresome. "Time out" must be taken for different recreation and for exercise or relaxation.

A daily program schedule for a tour might be:

6:30 A.M. — Cook's up!
7:30 — Everybody up!
Wash up, and prepare breakfast.
8:00 — Breakfast.
Prepare noon lunch if it is to be carried along.
8:45 — Hang out blankets, clothing, etc.
Clean up camp.

Pack cooking and eating utensils. Leave tents standing and sleeping gear in sun until last moment.

- 9:30 A.M. — Shove off!
1:00 P.M. — Stop for lunch.
2:00 — On the way again!
4:30 — Far enough!
Select camp site; arrange latrine facilities.
Unpack equipment; hang out blankets, etc.
Set up camp; locate water and wood supply.
Prepare supper.
Explore — Games — Swim.
6:30 — Supper.
7:15 — Clean up; make beds; prepare for night.
7:30 — Campfire or other recreational program.
9:30 — Taps. Lights out!

The above program is merely suggested and may not be practical or satisfactory for all trips. In sections of the country where the summer sun is extremely hot during most of the day, the hours for driving may be changed to eliminate travel during the hottest part of the day — perhaps starting out in the morning or driving again for an hour or two in the late afternoon, but making camp in the evening before dark. Any program should be flexible to allow for minor changes in the daily schedule to meet local conditions.

If a tour is not "rushed" there will be many opportunities for Scouts and Explorers to practice Scouting skills and meet advancement requirements. There will be opportunities to learn and to practice tent pitching, axemanship, fire building, cooking, rope work, first aid, etc.

Sundays should find the groups with a well-planned but freer program that will allow everyone to fulfill his religious obligations. This cannot be left to chance and plans should be laid before leaving home. The following resolution was adopted by the National Council in March, 1922:

"WHEREAS, The Boy Scouts of America is specifically pledged to encourage reverence and faithfulness to religious obligations:

"AND WHEREAS, The attention of the National Council has been called to the fact that in some cases Scouts have been permitted to neglect church attendance while at week-end camps or on week-end hikes,

"Be It Resolved, that the National Council records its disapproval of programs for week-end hikes or camps which preclude the attendance of Scouts from religious services, or which cause loss of credits for the individual or Patrol or Troop if the Scout elects to remain at home to attend church."

The following paragraph, in connection with Sunday hikes and weekend camps, taken from Chapter 9 of the *Handbook for Scoutmasters*, applies equally to tours and moving camps:

"This does not mean that Sunday hikes are out, but they should be planned with the approval of the parents and the clergy involved, and should not interfere with the boys' religious obligations."

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

COURTESIES AND CONTACTS

"A Scout is courteous. He is polite to all, especially to women, children, old people, and the weak and helpless. He must not take pay for being helpful or courteous." A tour group has an unusual opportunity to demonstrate to the public that Scout courtesy is natural and sincere. Leaders should set an example in courtesy for their boys.

Many Scout camps will welcome a daytime or overnight stop by a touring party. It is not only courteous, but it is essential that advance arrangements be made for such stops. The tour leader is advised to go over his schedule very carefully with his local Scout executive or his representative who will cooperate in making arrangements with other local councils for official touring parties. Careful planning and advance preparation will help assure a good reception.

Arrangements for any visits or Scout services in foreign countries (including Canada and Mexico) should be made for the party by the local Scout executive through the national Camping Service. Additional time must be allowed for this. An international Scout letter of introduction will be issued to parties leaving the United States on approved tours.

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 parties of Scouts or Explorers on tour without the definite invitation of those responsible for the Scouting program in the community visited by the touring group.

It might be well for leaders to remember that although this may be the first time *you* and *your* group have visited a particular place, and it may be a big moment in *your* lives, don't expect too much in the way of reception from people of the local community.

In no case shall traveling parties require or expect special concessions or favors from individuals or organizations with whom they make contacts en route or at the point of destination. It is in perfect order

for leaders of trips to write ahead to Scout officials through their local Scout executive, to chambers of commerce and other organizations for information as to sight-seeing trips, camp sites, water supply, swimming facilities, hotels, etc., but it is understood that the party 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. It frequently happens that parties of Scouts and Explorers are given special consideration when on sight-seeing trips, but such courtesies are made voluntarily and should be appreciated as such.

Collecting souvenirs that are not freely given or that are not purchased is thievery. No Scout or Explorer would willfully steal, yet there is no difference between "picking up" towels, silverware, ash trays, road signs, etc., and outright theft. Since boys do like to collect things, leaders have an obligation to help them do so in a proper manner. There are many things in the field of nature; there are small souvenirs everywhere that may be purchased for a few cents;

there are luggage labels, timetables, picture post cards, occasionally menus, etc., which often may be had for the asking.

Swapping is something different. It should be thought of as a means for building friendships. Articles of handicraft, photographs, arrowheads and other Indian relics, and samples of minerals from certain sections of the country are among the typical swap items.

PROPER USE OF KNIFE AND AXE

The good reputation of Scouting is at stake. Leaders should be certain that all Scouts and Explorers are properly instructed in the use of knife and axe. The Scout knife and axe are camping tools necessary in conducting camping trips. It is expected that every Scout and Scouter will use them properly. Under no circumstances should either of these tools be used to hack, scar, disfigure, or carve initials on trees or buildings. There must be no cutting of green trees or shrubs except as permission is granted.

FINANCING AND RECORDING THE TRIP

The financial management of a tour is one important measurement of its success or failure. It must be recognized that the cost per boy will probably 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 following items need to be considered in planning your income and expenditures:

Income

1. Fees from campers
2. Fees from others
3. Appropriation from unit or council budget (if any)
4. Resale of supplies or equipment
5. Other

Expenditures

1. Food (Compute this carefully and be liberal.)
2. Equipment
3. Transportation expenses (gas and oil or paid fares)
4. Bridge and ferry toll charges
5. Parking fees (camp or lodging fees)
6. Repairs
7. Insurance
8. Incidentals and contingencies

Of course you can only arrive at the fee per camper 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 this fund should be refunded at the

close of the trip. The need for such a fund will vary with the size of the party and nature of the tour.

The budget of expenditures for a seven-day trip for twenty-two people in four private cars covering 1,000 miles might look like this (although changing food costs and other variable factors make this budget an example only of items to be included):

Food (22 people, 7 days) \$1.00 per day per person	\$154.00
Equipment	18.75
Gas and oil (4 cars at 15 mi. per gal. plus oil)	85.00
Bridge and ferry tolls	4.00
Parking and camping fees	8.00
Repairs	15.00
Insurance	21.00
Incidentals and contingency	20.00

ESTIMATED TOTAL

This tour would cost \$14.81 per person 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. Care must be taken to determine what will be done in the event of a serious emergency. This is a problem that must be carefully weighed by the unit committee.

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 probably become the bursar or banker 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.

Funds belonging to the party and needed en route should be carried in the form of traveler's checks, money orders, or cashier's checks. Do not count on cashing personal checks. Carry a minimum of cash.

RECORDS

Complete records 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 more or less 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, 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.

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

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

WAIVER OF RESPONSIBILITY

The application form for tour permit requires that there be a signed waiver of responsibility from the parents or guardians of every boy participating in the tour. In the event of accident or criticism, such a waiver will stand in the community or in court as evidence in defense of the motives and forethought of the responsible leaders. It will not absolve the leaders from responsibility for negligence. A suggested form for use in this connection follows:

"In consideration of the benefits to be derived, and in view of the fact that the Boy Scouts of America is an educational institution, membership in which is voluntary, and having full confidence that every precaution will be taken to insure the safety and well-being of my (son)(s)/(ward)(s) on this activity, I hereby agree to his participation and waive all claims against the leaders of this trip and officers, agents and representatives of the Boy Scouts of America.

Date_____

Signed_____."
(Parent or guardian)

FORMS

On the following pages are reproduced the forms referred to in the preceding text:

Scout and Explorer Medical Record (No. 4126) — A two-page form required of every Scout and Explorer participating in any long-term (six or more days) camp. A similar form (No. 4250) is to be used by Scouters.

Application for Permit to Conduct a Tour, Moving Camp, or Cruise (No. 4419) — A four-page form that furnishes the local council, the regional office, and the Camping Service of the national office with evidence on which to approve or disapprove the issuance of a tour permit.

The Tour Permit (Form O-1341) — This is issued to all approved tours and must be carried by the tour leader. It is a means of identification and may be asked for by Boy Scout officials, park and recreational area supervisors.

Copies of the first two forms may be secured through the local council office.

CRUISING SAFETY PRECAUTIONS

1. All boats under power or sail must carry as minimum equipment one life preserver, "U. S. Government Approved," for each person aboard (stowed so as to be accessible for instant use at time of emergency) and make provision for a sufficient quantity or supply of oars and rowlocks or paddles to be used in case of emergency. Such boats must also carry fire-fighting equipment.
2. Rowboats or canoes carrying passengers should not be towed behind motor or sailboats.
3. (a) Small boats, whether under sail or power, used for pleasure or ferry purposes, must have as a minimum capacity ten cubic feet per person. (b) Boats propelled by hand power, such as rowboats, used for pleasure purposes only, must provide a minimum of seven cubic feet per person. (Life-

boats on passenger-carrying vessels propelled by power must comply with ten-cubic-foot law.)

4. Use of canoes should be restricted to those who have satisfactorily demonstrated their ability in launching, landing, paddling, and handling a swamped canoe.
5. Bilges of gasoline-powered boats should be kept free at all times from gasoline and oil. Thorough ventilation, either natural or by blower, is necessary to dispel gasoline vapor.
6. To prevent ignition by static electricity, complete metallic contact should be established between the nozzle of filling hose and the tank opening or filling pipe and contact maintained until gasoline has ceased to flow. If funnel is used, establish contact with the funnel and opening in the tank.

SCOUT AND EXPLORER MEDICAL RECORD

BOY SCOUTS OF AMERICA

Name	<u>Samuel Mills, Jr.</u>	Age	<u>15</u>
Address	<u>92 Fox Road</u>	Phone	
City	<u>Burnt Hills</u>	Zone	
Type of unit	<u>Explorer Post</u>	State	<u>New Jersey</u>
	Troop, post, squadron, or ship	No.	<u>48</u>

To assure the greatest degree of enjoyment and the fullest possible protection, each applicant for participation in the camping program is required to present evidence that his physical condition assures a healthy and safe experience. Medical examination must be completed within three months prior to camp attendance.

HEALTH HISTORY

Note to parents: This page is to be filled out carefully by parent or guardian of Scout or Explorer before he takes it to medical doctor for his examination. The following health information is requested to give the examining physician a basis for his examination. Please answer all questions.

Is his health, in general, good? yes

IS HE SUBJECT TO (Please answer yes or no):

Colds? occasionally Poison ivy, poison oak, or poison sumac? yes

Sinus trouble? no Ear trouble? no

Cramps (in the water)? no Fainting spells? no

Convulsions? no

HAS HE HAD:

Hernia (rupture)? no An attack of appendicitis? yes (appendix removed 1949)

Scarlet fever? no Rheumatic fever? no

St. Vitus's dance? no Infantile paralysis? no

Heart disease? no Kidney disease? no

Asthma or hay fever? no Malaria? no

Has he had or been exposed to tuberculosis? no

Any other significant disease? no

Is he nervous or does he get upset easily? no

Has he been vaccinated against smallpox? yes If so, when? (Date)
(Note: Smallpox vaccination is recommended within three years.)

Has he been immunized against tetanus (toxoid)? yes When? (Date)
(Note: Tetanus toxoid is recommended within one year.)

Has he been immunized against diphtheria? yes Schick test? yes When? (Date)

Date _____ Signed Mrs. Samuel J. Mills Sr.
Parent or guardian

MEDICAL EXAMINATION

Note to examining medical doctor: The applicant wishes to participate in the camping program of the Boy Scouts of America. If he is accepted, he will engage in rugged outdoor activities under all kinds of weather conditions. These may include swimming, climbing, hiking, and rowing. It is necessary that he be in good health. Physical disability may limit a boy's activities in camp, but will not necessarily bar him from camp. Your cooperation in making a careful examination will be greatly appreciated. To aid you in this, we have secured his health history from his parents. It will be found on the other side of this form.

Is his heart normal? yes Are his lungs normal? yes

Is condition of the following satisfactory: ears? yes nose? yes throat? yes

Is his vision normal? yes Right 20/ 20 Left 20/ 20 Do his teeth need dental care? no

Is there any disorder of the skin? no

Are his extremities normal? yes

Has he hernia or any abnormality of the genitalia? no

Was a urine examination made? yes - negative

(Knowledge of the sugar and albumin content of the urine makes it desirable to have a test made by the examining physician, or that a report of such a test be brought to him when he makes the complete examination.)

Does he need to be vaccinated or protected against diphtheria? (See last question on reverse side.) no

What steps have been taken to correct any abnormalities you have noted, or what recommendations do you make in regard to them? Revaccinated against small pox (date)

When was he last given tetanus toxoid (not antitoxin)? Revaccinated (date)

Is there any indication for restricting his physical activities in any way? no

Date _____ Signed Harry T. Simpson M.D.

CAMP MEDICAL RECHECK

To be given by a medical doctor at time of arrival at camp (or at home on day of departure for camp).

Note to M.D. making recheck examination: Boys should be stripped when recheck is made. Throat, skin, and genitalia should be inspected. Note presence of hernia, skeletal abnormalities, etc., and acute communicable diseases. Please list positive findings:

Is this Scout, to the best of your knowledge, free from any communicable disease, and, from your inspection of him and his health history, do you find him fit for all camp activities? _____

Comments and suggestions _____

Date _____ Signed _____ M.D.

CAMP HEALTH HISTORY

Arrival weight (in underwear) _____ Date _____ Departure weight (in underwear) _____ Date _____

Illness or injury at camp _____

Recommendations _____

This blank should be returned to the boy and his parents through his Scout leader at time of departure from camp.

IT IS RECOMMENDED THAT YOU READ THE PAMPHLET
TOURS AND MOVING CAMPS, No. 3734
Available at Your Local Council Office

APPLICATION FOR PERMIT TO CONDUCT A TOUR, MOVING CAMP, OR CRUISE BOY SCOUTS OF AMERICA

EXPLORER POST Local No(s) <u>48</u> <small>Type of Unit(s)*</small> City <u>SCHENECTADY</u> State <u>N.Y.</u> Council <u>SCHENECTADY COUNTY</u>		REGION No. <u>II</u>	COUNCIL No. <u>399</u>	TIME STAMP ISSUED PERMIT No. _____
---	--	-------------------------	---------------------------	--

*Indicate troop, post, squadron, or ship; or special group such as council, region, or several units.

NATIONAL TOUR PERMIT is required for all groups traveling beyond areas of local council supervision or to areas beyond the normal one-day travel distance from homes of group members. For overnight camps or trips to areas ordinarily used by units of a local council, please apply for local council permit.

This application for a National Tour Permit must be approved by the local council and forwarded to the regional office at least three weeks before date of departure.

KIND OF TRIP CANOE TRIP
(Moving camp, tour, canoe trip, cruise, rail tour)

FROM (CITY) BURNT HILLS, N.Y. TO FORT COULONGE, P.Q. CANADA AND RETURN

MILEAGE ROUND TRIP 791 DATES AUG. 24 TO SEPT. 4 195 TOTAL DAYS 12

THE PURPOSE OF THIS TRIP IS CAMPING, FISHING, CANOEING, EXPLORING.

LEADERSHIP AND PERSONNEL

(NOTE: On every extended tour or cruise there should be at least one associate adult leader who, in case of emergency or accident to the director in charge, is qualified to assume leadership of the group.)

1. Adult leader in charge H. S. WYLLIE
(Name and Scouting Connection)

Address BALLSTON LAKE, NEW YORK

His qualifications—experience—training which fit him to assume this responsibility are SCOUTMASTER

2 YEARS — EXPLORER ADVISOR 4 YEARS

2. Associate adult leader(s) PAUL MAXFIELD (COMMITTEE CHAIRMAN) HOWARD MILLER (COMMITTEE MEMBER)
(Name and Scouting Connection)

3. Number in party: Scouts 0 Explorers 16 Scouters 4 TOTAL 20

GENERAL ARRANGEMENTS

4. Will offices or camps of other councils be visited? NO If so, have arrangements been made?
(Secure the cooperation of your local Scout executive in making such arrangements.)

5. Have definite arrangements for camping sites been made? YES
(If visits to national or state parks or forests are contemplated, be sure to write to superintendent well in advance.)

6. What are your sleeping arrangements? TENTS
(Tents, cabins, open deck, tourist camps, hotels, etc.—describe.)

7. What are your arrangements for feeding? POST COOKING

8. If trip includes a Sabbath, will there be provision for religious observances? YES

TRANSPORTATION — INSURANCE

9. Will principal means of transportation be by:

Private car ☒ Truck _____ Bus _____ Train _____ Plane _____
 Canoe _____ Sailboat _____ Powerboat _____ Other means _____?

10. IF BY MOTOR VEHICLE:

- a. Do all persons who drive hold current driver's license? YES
 b. What are their ages? 24 30 28 45 (Must be over twenty-one years old.)

11. IF BY TRUCK:

Has the truck been adapted to meet the requirements as listed under Transportation in the pamphlet
 Tours and Moving Camps? _____

12. IF BY PUBLIC CARRIER (bus, boat, or plane, including chartered carriers):

- a. Are the carrier and the operator licensed by the proper state or federal authorities? _____
 b. Is the carrier properly insured as per state and federal laws? _____

13. IF BY PRIVATE POWER OR SAILBOAT:

- a. Will the equipment to be used meet the requirements for motor or sailboats set forth in Motorboat Regulations published by the
 U. S. Coast Guard? _____
 b. Public liability and property damage insurance must be carried on the boat and listed below.

14. Will the insurance on vehicles or vessels listed continue in force if passengers are carried? YES

15. For each vehicle, except public carriers, give the following information in full. The minimum coverage suggested is usually required for approval. Experience in some areas may dictate the need for more than the suggested minimum coverage. To be sure, the advice of local insurance experts should be sought.

(Attach sheet if more vehicles are involved.)

KIND AND MAKE OF VEHICLE OR VESSEL	OWNER'S NAME	INSURANCE		
		PROPERTY DAMAGE	PUBLIC LIABILITY Maximum for Each Individual	Maximum for Each Accident
HUDSON SEDAN	HOWARD MILLER	\$ 5,000	\$ 20,000	\$ 40,000
PLYMOUTH SEDAN	H. S. WYLLIE	\$ 5,000	\$ 20,000	\$ 40,000
PLYMOUTH SEDAN	ARTHUR BERGER	\$ 5,000	\$ 20,000	\$ 40,000
PACKARD SEDAN	PAUL MARFIELD	\$ 5,000	\$ 20,000	\$ 40,000
Minimum Insurance Coverage Suggested—See Tours Manual for Details				
Passenger car — up to 5 persons	Higher limits are desirable for all categories and required for vehicles carrying more passengers than listed. For example, the station wagon minimum would be \$20,000 to \$40,000. (The increased cost for higher limits is negligible.)	\$5,000	\$10,000	\$ 20,000
Passenger bus — 10 to 20 persons		5,000	25,000	100,000
Truck — 10 to 20 persons		5,000	25,000	200,000

HEALTH — SAFETY — SANITATION — SWIMMING

16. Have adequate arrangements been made for:

- YES Physical examinations by M.D. before departure?
 (This is required for all camps, tours, and cruises exceeding five nights.)
YES A trained and certified first aider among the group?
YES Adequate first aid equipment?
YES Use of pasteurized, canned, or powdered milk?
YES Guarantee of safe drinking water?

17. If swimming and/or boating is to be an activity, will there be:

- YES Proper protection provided for nonswimmers, beginners, and swimmers?
YES Use of the "buddy system"?
YES Trained lifeguard on duty?
YES Boating and swimming only at scheduled times?
YES Instruction in the safe handling of small boats and canoes?

18. YES Careful consideration has been given to the location of medical aid in case of emergency at any time.

RECORDS

19. Has the pamphlet *Tours and Moving Camps* been read? YES
20. Will a complete record of the following be maintained?:
 a. Equipment to be taken? YES b. Menus and food lists? YES c. Written consent from parents? YES
 d. Name, address and telephone number of the parents or guardian of each member? YES
21. What will be the regular interval between messages to the local council office? 1 SEMI-WEEKLY
 (Reports on a semiweekly basis are recommended.)
22. Will each person be provided with full information about what to do if separated from the party? YES
23. ITINERARY—IT IS REQUIRED that the following information be supplied for EACH DAY of the tour:

DATE	TRAVEL		MILEAGE	OVERNIGHT STOPPING PLACE
	From	To		
AUG 24	BURNT HILLS, N.Y.	OTTAWA, CANADA	286	ABOUT OTTAWA ON ROUTE 8
AUG 25	OTTAWA, CANADA	LAKE TRAVERSE	103	LUMBER CAMP ON LAKE TRAVERSE
AUG 26	LAKE TRAVERSE	LAKE LYNCH	0	AT LAKE LYNCH
AUG 27	TO } CAMP AT LAKE LYNCH			
SEPT 1				
SEPT. 2	LAKE LYNCH } FORT COULONGE			
SEPT 3			40	FORT COULONGE
SEPT 4	FT. COULONGE	BURNT HILLS, N.Y.	335	(HOME)

(Attach sheet if more days are involved.)

FINANCES

Estimated Budget

24. Income:

Fees 20 @ \$ 25.00 = \$ 500.00, Council appropriation (if any) \$ _____
 Special funds \$ _____, Donations \$ _____, Misc. \$ _____
 Unit funds \$ 230.00 ESTIMATE—TOTAL INCOME \$ 730.00

25. Expense:

Food \$ 222.00 Transportation \$ 287.00 Insurance \$ _____
 Wages \$ 140.00 (GUIDE) Lodging \$ _____ Equipment \$ _____
 Misc. \$ 36.00 ESTIMATE—TOTAL EXPENSE \$ 685.00

26. Will sufficient cash actually be on hand to cover all estimated expenses before trip starts? YES

27. What plans have been made to take care of any deficit caused by accident or emergency? SURPLUS AND INSURANCE

PLEDGE OF PERFORMANCE

28. Have all of the following statements been read to the tour group, and have they agreed to be guided by them? YES

(CHECK)

- ☒ a. We agree to confine our travel to daylight hours.
- ☒ b. We agree to enforce reasonable travel speed (in accordance with state and local laws) in all motor vehicles.
- ☒ c. We will restrict our maximum daily driving time to eight hours.
- ☒ d. We will at all times be a credit to the Boy Scouts of America, and we will not tolerate rowdyism or un-Scoutlike conduct.
- ☒ e. We will respect the property of others, and we will not trespass.
- ☒ f. We will maintain high standards of personal cleanliness and orderliness and will operate a clean and sanitary camp. We will leave each camp site in a better condition than we found it.
- ☒ g. We will not hack or scar trees or shrubs or disfigure buildings or trees with carving or writing.
- ☒ h. We will not leave open fires unattended at any time.
- ☒ i. We will not cut standing trees or shrubs except when we are certain that it is permissible.
- ☒ j. We will not leave any stopping place until every member of the party is present.
- ☒ k. We will collect only souvenirs that are gifts or that are bought and paid for.
- ☒ l. We will, in case of serious trouble, notify our local council office or the Camping Service, National Council, New Brunswick, New Jersey.
- ☒ m. We will notify parents or guardians in the event of any serious delay or change in schedule and in case of serious illness or accident.
- ☒ n. We will not expect any special concessions or entertainment from any individual or group. We will pay our own way.

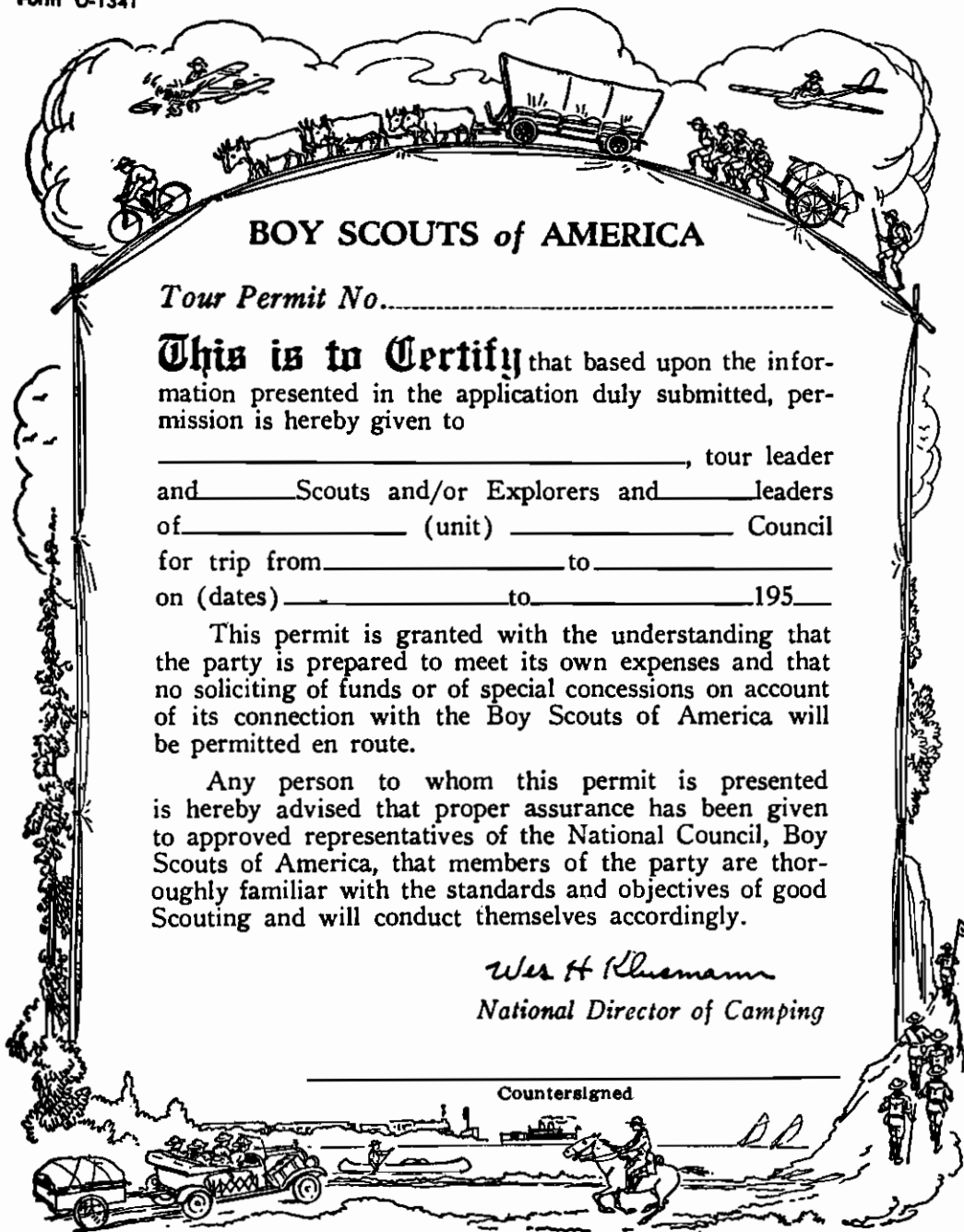
Any exceptions to the above? NO Explain: _____

APPROVAL

29. We hereby certify that we consider the leadership of this trip adequate and qualified in every way, that the foregoing statements are correct, and that the policies and procedures for tours and moving camps of the Boy Scouts of America, as designated by the National Camping Service, shall be duly complied with, and that full report will be made in writing to local council and forwarded to the national director of Camping Service.

Approved: <u>[Signature]</u> (Scout executive)	
Date: <u>7/26</u>	
Approved: <u>[Signature]</u> (Regional executive)	
Date: <u>8/12</u>	

Approved: <u>H. S. Uylie</u> (Director in charge of trip)	Date: <u>7/26</u>
Approved: <u>[Signature]</u> (Chairman, unit committee; signature required only when proposed trip is a unit activity.)	Date: <u>7/26</u>
Approved: <u>[Signature]</u> (Chairman of camping and activities committee)	Date: <u>7/26</u>



BOY SCOUTS of AMERICA

Tour Permit No. _____

This is to Certify that based upon the information presented in the application duly submitted, permission is hereby given to

_____, tour leader
and _____ Scouts and/or Explorers and _____ leaders
of _____ (unit) _____ Council
for trip from _____ to _____
on (dates) _____ to _____ 195____

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

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

Wes H. Kluemann
National Director of Camping

Countersigned