

International Travel for Scouts Canada

International travel with Scouting youth is an experience many leaders participate in every year. Trips can vary from a weekend camping trip just across the border into the USA, to participating in a community development project in a developing country. Good planning is an essential part of any successful trip. The further you go, the more important it is that your pre-travel preparations include all eventualities. Here are a few pointers to help you organize a great trip for your youth.

Visit the Government of Canada website [Travel.gc.ca](http://travel.gc.ca), which is Canada's official "one-stop shop" for international travel information <http://travel.gc.ca/> for Canadians travelling or living abroad. Find information on destination safety and security, local laws and customs, entry requirements, health conditions, and emergency contact information for Canadian offices around the world.

Download the **Bon Voyage, But...** document at <http://travel.gc.ca/travelling/publications/bon-voyage-but>. It is full of information and advice to help you organize. You can download it as a pdf file

USA Bound: For advice on USA destinations go to: <http://travel.gc.ca/destinations/united-states>

Passports:

All Canadians should have a valid Canadian passport for all trips outside of Canada. Your Canadian passport is the best document to prove your Canadian citizenship and your right to return to Canada. Application forms can be picked up from your local post office, a regional passport office or downloaded from the Passport Office web site at www.ppt.gc.ca.

Make sure you get a "Child Passport Application" for anyone under 16. Those 16 and over require an "Adult Passport Application".

- You are strongly advised to carry a valid Canadian passport when travelling to any foreign destination, including the United States. A passport is the only reliable and universally accepted identification document, and it proves that you have a right to return to Canada.
- In case of loss, ask all your participants to make two copies of the passport identification page, one to leave at home and one for the group leader to carry with all the other documentation for the group.
- Note and point out to your participants that most countries require foreign visitors to carry a passport valid for at least six months after arrival in the country. To be on the safe side, make sure that everyone in your travel party carries a passport that is valid for at least six months after departure from Canada.

Permanent Resident Card:

Canadian permanent residents require a Permanent Resident Card when returning to Canada by commercial carrier (airplane, boat, train or bus). The Permanent Resident Card is the official proof of status document for Canadian permanent residents. The Government of Canada defines a permanent resident as someone who has been allowed to enter Canada as an immigrant, but who has not become a Canadian Citizen.

We recommend that anyone in your group who is a landed immigrant carry their Permanent Resident Card as well as their passport from their country of citizenship for all trips outside the Canada, including trips to the United States.

For more information please visit <http://www.cic.gc.ca/english/information/pr-card/index.asp>



Visitors Visa:

Click on “Updates” on the right hand of the opening page, then “Before you go” (first item listed under “Travel Essentials”) and then on “Visas” down the page. This section will show you a list of countries that require Canadians to obtain visas. Make sure all your group members obtain their passports in plenty of time to apply for a visa if one is needed.

Country Travel Advice:

On the Country Travel Advice page at Travel.gc.ca, you will find official information and advice from the Government of Canada on situations that may affect your safety and well-being abroad, as well as other important travel issues such as security, local laws and culture, entry and exit requirements and health.

Travel Insurance:

Scouts Canada requires that individuals and groups travelling outside Canada carry adequate “Out of Country Medical Insurance” and if travelling by commercial carrier, “Trip Cancellation Insurance”. Do not rely on your provincial health plan to cover all costs incurred abroad.

In most cases, you will purchase medical insurance through your travel agent. Some credit cards provide travel insurance coverage and so do some employment health insurance plans. It covers most travel costs in case of cancellation for medical and other specified reasons. Make sure that whatever coverage you use, the following conditions are covered for everyone:

- The coverage has a worldwide emergency hotline to call in case of trouble.
- The insurance covers hospital and medical costs, medical evacuation and medical escort if required.
- The insurance company pays foreign hospital and related medical costs up front.
- If you have to use medical facilities abroad, or purchase medications covered by the insurance, make sure you get original receipts up front. Insurance companies will not accept photocopies.
- Does the insurance cover pre-existing conditions or do you have to buy additional coverage for anyone with ongoing medical problems?
- Consult the checklist in “**Bon Voyage, But...**” for other insurance issues to look for.

Before you leave Canada:

- Download the Traveller's Checklist at <http://travel.gc.ca/travelling/publications/travellers-checklist>
- Pack a copy of Bon Voyage, But...and a copy of the Country Travel Report for your destination
- Carry a Canadian passport that is valid well beyond the date of your anticipated return to Canada; keep a copy of the identification page separate from the original.
- Leave copies of your passport identification page, itinerary, and insurance policy with friends or family.
- Obtain any required visas well in advance.
- If travelling with children, carry documentation proving your right to accompany them (e.g., a consent letter or court order).
- Arrange for supplemental travel health insurance.
- Anticipate financial needs, such as local currency and departure tax.
- Take care of health needs: vaccinations, prescriptions, medical certificates, supplies, extra eyeglasses.
- Check whether dual citizenship is an issue for you.
- Sign up for the **Registration of Canadians Abroad** service at www.travel.gc.ca/register.
- Carry an Emergency Contact Card with the coordinates of the nearest Canadian government office in your destination country (available at www.travel.gc.ca/card).
- Obtain an International Driving Permit, if required.



Travel Agent:

We recommend that if you are booking travel with commercial carriers you use a reputable travel agent to help you book your tickets and perhaps some or all of your accommodation. This does add an additional cost to your trip but you will find that it will take a lot of work off your hands and can avoid some very expensive mistakes.

Scouts Canada Requirements:

Please click on www.scouts.ca and then "For Scouters" then under "BP&P, Administration and Forms" click "Bylaws, Policies and Procedures" then "Section 10000 - Camping & Outdoor Activities".

This Section is a "must read" for leaders taking their groups on any camping or outdoor event. You will also find the forms you need to complete for a Scouts Canada Group travelling overseas in the same section under Resources for All Sections "BP&P, Administration and Forms". All Forms are found under: Scouts.ca>Scouters>Resources for All Sections>Administration and Forms.

These are:

- Scouts Canada's Physical Fitness Certificate (one for each member of the group).
- Scouts Canada's Parent/Guardian Consent form for Category Three Activities and Out of Country Travel (one for each person under 18 years of age), signed by both parents where possible.
- Camping And Outdoor Activity Application, both pages completed and signed as indicated.
- Scouts Canada's Tour Permit completed and signed as indicated.

Note: The Tour Permit is required for Scouting travel outside Canada and must be fully completed and signed to be valid.

- Any permits forwarded to the National Office without the required signatures, confirmation of Out of Country Medical Insurance and Trip Cancellation insurance will not be issued.
- Tour Permits need to be accompanied by a completed Camping and Outdoor Application if the group is camping and/or participating in outdoor activities at their destination.
- The only exception to the Tour Permit requirement is if a tour is into the USA, the distance from home is not more than 200 km and trip duration is less than 12 hours.

Youth under 18

If a person younger than 18 is traveling alone or with only one parent or another adult, certified documentation proving that the trip is permitted by both parents should be carried. (See Parent/Guardian Consent Form, B.P. & P., Section 20000).

International Letters of Introduction:

These are issued to individuals who are traveling overseas or in the USA. They are not a requirement nor do they impose a commitment on foreign Scouts or associations. They do confirm that the traveler is a legitimate member of Scouts Canada. You can obtain an International Letter of Introduction through your local Scout Office. Please note that these are not issued to groups.

These requirements and recommendations may at times seem overwhelming. However they are there for the protection of all traveling Scouts Canada members. As countries become more security conscious and put stricter regulations on border crossings, it is important that you make sure you have all the necessary paperwork to get you and your youth to your destination and back home as effortlessly as possible.

For further information about international events or international travel please contact the Council Executive Director at the BCY Service Centre.



Documents to be submitted to the BCY Service Centre

- Purpose and summary of planned trip
- If a Community Development Project – Submit a Project Request Form
- List of all “Active” Youth and “Active Volunteer Ready” Volunteers participating on the Trip
- Passport numbers and Expiry dates
- Complete Itinerary** including all modes of transportation including flights, trains and coaches/buses.
- Scouts Canada’s Physical Fitness Certificate (one for each member of the group).
- Scouts Canada’s Parent/Guardian Consent form for Category Three Activities and Out of Country Travel (one for each person under 18 years of age), signed by both parents where possible.
- Camping And Outdoor Activity Application**, both pages completed and signed as indicated.
- Scouts Canada’s Tour Permit** completed and signed as indicated.
- Confirmation of Out of Country Medical Insurance (include a copy)
- Confirmation of Trip Cancellation Insurance (include a copy)

First Name	Last Name	Age	Member#	Passport#	Expiry	Physical Fitness	Parent Consent	Medical Insurance	Trip Cancellation

