

Tour Permits and International Letter of Introduction

Tour Permits

BP&P 13022

Tour Permits must be obtained by any Group wishing to travel outside of Canada. The only exception is if the tour is to the USA, the distance from home is not more than 200 kilometres AND the time out of Canada is less than 12 hours. This exception allows cross-border Groups to join their counterparts in the USA for regular meeting or special events.

It is important to note that the Indemnity Insurance provisions, as outlined in Section 13013, do not apply to travel requiring a tour permit; therefore, in addition to the permit, Groups must ensure that all members travelling out of Canada acquire the necessary medical insurance to protect them during the trip. Also, if travelling by commercial carrier, participants are required to acquire trip cancellation insurance.

See Section 20000 for the actual [Tour Permit](#) form, and instructions on its completion and submission.

Instructions for Applying for a Tour Permit

You may populate and print a Tour Permit application by visiting [Scouts.ca>Scouters>BP&P Administration and Forms>Tour Permits](#).

1. The application is to be completed by the Group Committee on behalf of any section planning an event outside of Canada.
2. A separate form is to be used for **each event and for each group** unless a number of groups are travelling together as one unit.
3. Both parents should sign the [Parent/Guardian Consent Form](#) when their child is travelling abroad.
4. It is essential that Scouts Canada's By-Law, Policies and Procedures, the reverse of this form and Section 10000, Camping/Outdoor Activities in BP&P be consulted and complied with for **all travel outside Canada**.
5. The completed application must be forwarded to the office of your Council Executive Director for approval, no fewer than **FOUR WEEKS** prior to departure.
6. A completed [Camping and Outdoor Activity Application](#) (BP&P, Section 20000) must be attached if the event includes camping and/or outdoor activities.

All documentation is to include the required signatures. Once ready for submission, please submit to the BCY Service Centre c/o the Executive Assistant who will process the Tour Permit. Upon receipt, the BCY Executive Assistant will review and prepare the request for processing and approval by the Council Executive Director. Please scan or mail the Tour Permit with all required forms and signatures to the BCY Service Centre.

This Tour Permit, once completed and approved by the Council Executive Director, is to be forwarded immediately to the National Office. The National Office, after assigning a Tour Permit Number, will:

- Return two copies to the Council Office, one for filing and the other to be forwarded to the Scouter in Charge of the group applying for the permit;
- Retain one copy on file at the National Office; and
- Forward one copy to the country to be visited.



International Letter of Introduction

BP&P 19008

An International Letter of Introduction may be obtained for groups and individuals traveling outside of Canada. Such Letters are issued by the BCY Service Centre on a standard letter issued by the World Organization of the Scout Movement upon written application that must be endorsed by the Area Commissioner.

Please also refer to **BP&P 19016 - Travel**.

The only purpose of the International Letter of Introduction is to identify the carrier as an actively registered Scouting member. The Letter conveys no special privileges. Council offices must keep records of issuance of such Letters which are to be numbered consecutively and must contain issuing and expiry dates. The bearer must also sign the Letter.

Instructions for Applying for an International Letter of Introduction

The BCY Office Assistant handles the “**International Letter of Introduction**”. This can be requested by sending an email to the BCY Service Centre at bcy@scouts.ca. The request must include the names of everyone who requires a letter and must be received at **least four weeks** in advance of the departure.

The request should include and answer the following questions:

1. Name, Contact details, Role, Group, Area, Council
2. What is the purpose of your travel?
3. Did you receive an invitation from a National Scout Organization (NSO), who is a member of the World organization of the Scout Movement (WOSM) to visit or participate in an International event?
4. What countries are you planning to travel to?
5. What is the duration of your visit/trip?

Name		Role	
Email		Phone	
Group		Area	Council
Purpose of Trip			
NSO Invitation		Yes	No
National Scout Organization			
Countries to be visited			
Duration of Visit/Trip			

The BCY Office Assistant will review each person’s profile in myscouts to ensure they are an Active member of Scouts Canada before processing the request. Obtain approval of the Council Executive Director and then prepare the “International Letters of Introduction”.

