

# Southwestern Ontario Administrative Centre

## Tour Permits and International Letter of Introduction

### TOUR PERMITS

#### BP&P Reference 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 meetings or special events. Please refer to BP&P for full explanation.

#### 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](https://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, the Council Executive Assistant is the primary handler for Tour Permits. Upon receipt, the Council Executive Assistant reviews and prepares the request for processing and approval by the Council Executive Director. Please mail the Tour Permit with all required forms and signatures to the Council Administrative Centre. The Council Administrative Centre will not process scans or faxes; only original applications will be processed.

### INTERNATIONAL LETTERS OF INTRODUCTION

#### BP&P Reference 19008

An International Letter of Introduction may be obtained for groups and individuals traveling outside of Canada. Such Letters are issued by the Council Administrative Centre on a standard form issued by the World Organization of the Scout Movement upon written application that must be endorsed by the Area Commissioner. Please refer to BP&P for full explanation.

#### Instruction for Applying for an International Letter of Introduction

The Council Executive Assistant is the primary handler for International Letters of Introductions and can be requested through an email to [swoac@scouts.ca](mailto:swoac@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.



## Performance Standard

The Council Administrative Centre strives to provide great service. However, sometimes this requires collaboration between the field and the Council Administrative Centre. Here is what you can expect from your Administrative Centre and how you can help to ensure everything goes smoothly

1. Requests will be acknowledge with a log number by the Administrative Centre within two days of receipt. If no acknowledgement is received, it is strongly recommended that the requester follows-up with the Council Executive Assistant.
2. Provided there is no further information required, the request will be processed within seven business days. If the request cannot be processed in this timeframe, the requester will be notified as to the status of their request and the estimated time to completion.
3. If the request has not been completed within two weeks of the required date, it is strongly recommended that the requester follows-up with the Council Executive Assistant.

***Two-way Communication is the cornerstone to collaboration!***

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