

Tour Permit Coordinator

General Information

Description: Secures reservations for troop activities/camp outs, coordinates transportation, process Tour Permits and necessary paperwork required to conduct the outdoor program. Appointed by the Committee Chair and serves at the satisfaction of the Committee Chair, Scoutmaster, and the Troop Committee.

Website: www.scouting.org/filestore/ppt/tour%20permits%20307%20nam.ppt

Comments:

Reports to:	Committee Chair
Term:	Preference 2-3 years

Qualifications

Experience:	Understands the requirements needed for tour permits.
--------------------	---

Training

Training:	Minimal transition period of three months.
------------------	--

Responsibilities

- After the PLC's annual calendar has been approved by the Scoutmaster and Troop Committee, Tour Permit Coordinator will work closely with the Scoutmaster to make necessary Tour Permits to accommodate the planned activities.
- Report to the Troop Committee at each meeting.