



# **GUIDELINES FOR INTERNATIONAL TRIPS WITH BOY SCOUTS AND VENTURERS**

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# **GUIDELINES FOR INTERNATIONAL TRIPS WITH BOY SCOUTS AND VENTURERS**

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(This document is edited from a document of the same name prepared by the International Committee, National Capital Area Council, Bethesda, Maryland, Spring 2006).

The following guidelines are oriented toward units that are planning for or participating in an international trip for the first time. They are also useful as a good review for repeat units with new leaders and Scouts.

Much of this information is taken from "Suggestions for Traveling Overseas with Boy Scouts" by Bruce McCrea. Additional sources are:

- The BSA International Tours & Exchange Booklet.
- Personal experiences from BSA trip to Russia by Robert A. Flory
- Boy Scout Publication "Tours and Expeditions" No. 33737C, 2002 Printing
- Recent international trip experiences of NCAC Boy Scout Troops 50, 111, 167, 600, 666, 861, 1000, 1094, 1131, 1367, 1519, and 1575
- Recent international trip experiences of NCAC Venture Crews 500, 535, 1030, 1221, 1519, and 1865

***[Comments for improving these guidelines are solicited. Please provide them electronically to Dr. Kenneth K. Humphreys, Piedmont Council International Committee, e-mail: [kenkhumphreys@charter.net](mailto:kenkhumphreys@charter.net)]***

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## PREFACE

These guidelines are intended for use by any BSA unit or group traveling anywhere overseas, but are directed towards travel in Europe. Europe is an excellent destination. Airfares from the U.S. to Europe are cheaper than to other parts of the world, and health and sanitation standards in Europe are similar to those in the U.S. Even in non-English speaking countries in Europe, it is usually not difficult to find someone who speaks English. And, unlike South America, Africa, SE Asia, Australia, and New Zealand, summers in Europe are the same months as summers in the U.S.; national camps and jamborees occur during U.S. summer school vacations.

The term “Scout” as used in these guidelines includes both Boy Scouts and Venturers.

These guidelines have been divided into six time period sections, starting 24 months before the estimated trip time frame. Activities within these sections can easily overlap each other. The six sections are: 24 to 18 months, 18 to 12 months, 12 to 6 months, 6 to 0 months, the Trip, and Trip to 3 months post-Trip. A unit can enter into the planning of an international trip during any of the first four of these periods. The less time you allow yourself to plan for the trip, however, the more difficult the planning becomes. Beginning at 12 months or less is not recommended. The first period in this planning guide (24 months to 18 months) is exactly what it says, **preliminary efforts**. If you begin in the second period, you should review the first period and ensure that you have obtained all of the information and made all of the decisions listed in the Summary at the end of that period before moving on.

During the planning process, two official BSA approvals are required as indicated in the following sections. First, a travel plan and budget must be submitted through the Scout Executive at Council to the BSA International Division at National Headquarters during the 18 to 12 month period. Second, a National Tour Permit Application must be submitted to the Scout Executive at Council at least 3 months prior to departure. Failure to obtain both of these approvals is a “showstopper.”

## 24 MONTHS TO 18 MONTHS

This period covers preliminary efforts by the unit.

A trip committee should be formed as soon as possible. The committee should consist of 2-3 adults (preferably adults who are going on the trip), and 2-3 Scouts (again preferably Scouts who are going on the trip). This committee should read this entire list of guidelines since they will be responsible for doing much of the legwork. The committee should meet among themselves as needed, and with the entire group as needed to make decisions. The committee should never make binding decisions without some guidance from the total group. The committee can propose a suggested plan or a set of options to the group but should always indicate options that were considered but discarded. In other words, DO NOT be dictatorial but instead try to involve the whole group. It is not the committee's trip; it is the group's trip.

1. **Decide to include an international trip in the unit's program.** This general idea can be brought up by the adult leaders (with the SM's approval), BUT the decision should be made by the Scouts. If they are not interested and committed, it won't happen. It would be wise to get a general, non-binding, indication of interest from those unit members who would want to participate. The unit might like to make the trip part of a unit anniversary year celebration, i.e., the unit's 25<sup>th</sup> anniversary or any other 5-year anniversary. Please note that you initially do not need to know exactly where you want to go.
2. **Select a general time period.** It probably will be in the summer so a specific month like June, July, or August is fine at this time. (Remember that August is in hurricane season for some island destinations.) It may be wise not to schedule a trip the same year as our National Jamboree. Due to its proximity, many Scouts may want to participate in the National Jamboree, and an international trip the same summer would certainly overload the Scout and his/her pocketbook.
3. **Set minimum age and rank requirements.** The World Jamboree requirement that a Scout be at least 13 and First Class by January 1 of the year of the trip is a good example to follow. An exciting trip 1-2 years away may actually keep some of your older Scouts in the program until the trip. If the younger Scouts complain, you can tell them that if this trip works out well THEY can decide to have another one 2 years after this one. Give some thought to "spirit and commitment" requirements as well, telling Scouts it will

involve serious preparation, participation, and fundraising activities to make the trip happen.

4. **Set the size of your group.** A patrol-sized group of 6 to 10 Scouts usually works the best. The group is small enough to keep track of while traveling; it is easier to get a host troop; and you should always be able to eat as a group in most restaurants. If your unit has many Scouts that want to take the trip, consider two separate patrols, each with slightly different itineraries. You can keep the major schedules the same for both groups, i.e., travel overseas and return as one group, attend the same major events together, but do different itineraries for sightseeing.
5. **Ensure you have adequate leadership.** Two adults over 21 are the absolute minimum for each 10 youth on the trip, and a third or fourth adult would be a big help. On a coed trip, one male and one female adult are required with two males and two females strongly recommended. The adult leaders must be registered with the BSA, have Youth Protection training, be qualified in one or more specialties such as CPR, etc., understand and accept the responsibilities, and be positive role models for the Scouts. It may be useful for the adult leaders to have business cards with their address information on one side in English and on the other side, in the language of the country to be visited if other than English.
6. **Decide on the type of trip.** There are basically two types – one in which you organize your trip around a specific event, like a National Jamboree or smaller national/regional camp, with some sightseeing either before or after the event, and the other in which you simply travel to different regions and sightsee or create your own high adventure program. Unless you have an excellent leader who has “been there and done that,” the first type is by far the better/safer of the two, especially if this is your first trip overseas. Another related consideration is whether your group will do any tent/sleeping bag camping. The cost would be less but you must carry extra equipment and locate places to pitch tents. One additional idea is to add a service project to the trip.
7. **Check the World Scout Bureau list of Upcoming International Events at <http://www.scout.org> and click on “International Events,” if you are looking for specific events.** This list is updated every May and December. For the period 18 to 20 months before your planned trip, the December update will contain a limited number of events of interest to you. For the period 13 to 15 months before your trip, the May update will contain a more complete list of events. If you can wait until 6 to 8 months before your trip, the December update will include the most complete listing of events. One of the best overall opportunities will be in the United Kingdom. They usually have 5 to 8 events scheduled every summer and they usually all include home hospitality. Other advantages of the UK are that language is the same and

there are plenty of flights available. Another country you may wish to consider is Canada, which offers an easier transportation effort and a favorable exchange rate.

8. **Check <http://scout.org/europe/wtsie/index.html> if you are looking for Scout camps in Europe.** Get on the website and then click on the country you are interested in. There are 320 Scout camps in Europe. Many of these camps have bunkhouse type facilities. Some of the larger facilities that offer lodging, meals, and numerous activities are:

- Kandersteg International Scout Center in Switzerland, [www.Kisc.ch](http://www.Kisc.ch)
- Merkenveld in Belgium, [www.vvksm.be](http://www.vvksm.be)
- Pfadfinderdorf Zellhof in Austria, [www.zellhof.at](http://www.zellhof.at)
- Rieneck Castle in Germany, [www.burg-rieneck.de](http://www.burg-rieneck.de)
- Gilwell Park in England, <http://www.scoutbase.org.uk/gilwellpark>

See “Large European Scout Facilities” listed in Annex B for more information.

9. **Check [www.scouts.ca/media/documents/Cancamp06.pdf](http://www.scouts.ca/media/documents/Cancamp06.pdf) if you are looking for Scout camps in Canada.** This 11-page listing has general information for visiting units as well as an alphabetical-by-province listing of all Canadian Scout camps.

10. **Consider youth hostels as other places to locate good lodging.** The national headquarters of Hostelling International (HI-USA) is located in Silver Spring, MD, telephone (301) 495-1240, web site address [www.hiayh.org](http://www.hiayh.org). Membership for Scout units is free. HI-USA is also part of an international booking network (IBN) in which members can make reservations for a \$5 fee at hostels in many major cities around the world. Their website also has a wealth of travel planning information, including links to hostels by country.

11. **Decide how long to spend on your trip.** The maximum length will probably be determined by the time that your adult leaders are willing and able to commit. The minimum should be 16-17 days (two weeks plus a weekend). Three weeks would be better since once you are there, additional days generally do not add that much cost to the trip. Remember that, for many of the Scouts, this trip may be a once-in-a-lifetime experience.

## **SUMMARY: At 18 Months**

The following decisions should have been made and the following information obtained:

- A trip committee has been formed.
- Trip will be in (month) (year).
- Scout's minimum age is ( ); Scout's minimum rank is ( ) as of (date).
- Adult leaders available to go are.....
- ( ) Scouts have indicated that they are interested in going on the trip.
- Trip will be built (around an event plus some sightseeing) and a list of available international events should be prepared, **OR**
- Trip will be built around sightseeing or high adventure in several regions/countries and a list of available/desirable Scout camps should be prepared.
- Based on the above, the size of the group going on the trip will be ( ). This is still subject to change.
- Trip will be ( ) weeks long (can be changed but should generally be listed as 2 weeks, 3 weeks, etc.).



## 18 MONTHS TO 12 MONTHS

This is the intermediate time period. Until now, everything has been in generalities. By the end of this period, you should have a desired itinerary, travel plans, leaders' and Scouts' commitments, a budget with plans on how to raise the necessary funds, and have forwarded your travel plan and budget to the BSA International Division, through the Piedmont Council Scout Executive.

1. **Finalize your choice of camp if you are going to center your trip around one.** It may be wise to select a first and second choice. Try to select an event that offers home hospitality. The opportunity to live with Scouts of another country is generally one of the highlights of all international trips. Item #7 in Section 1 on 24 to 18 months tells you how to get the current list of available international events. Most of these listed events have e-mail addresses as well as web sites and addresses for information. You may contact them for **general information only**. At this point, you **MAY NOT** deal with them directly **on specifics or to make reservations**. The initial contact **must** come from the BSA International Division (to be explained later in item #6).
2. **Make a general outline of your trip.** Day 1, Day 2, etc. Each day should have four components:

### Travel, Activities, Meals, Lodging

**Travel** requirements would include any mode of transportation that the entire unit needed to take on that day to accomplish its activities of the day. Obviously, on the first day it would consist of the airline flight to their destination. On other days, you may merely list "use metro" or "no requirement - unit in camp all day". Be complete since it will affect your budget calculations later. **Activities** include everything you plan to do that day (less meals and travel). In a camp, you may just list "camp activities," and if you are going sightseeing you can initially list "sightseeing," but you should continue to refine this to specific places for both time and cost purposes. **Meals:** list each meal and who is providing it. It could be "camp-provided", "home hospitality", unit-prepared, or "restaurant". Again, it is important for time, cost, and perhaps transportation. **Lodging** is self-explanatory; you need to list where you are spending each night. <http://www.scout.org/europe/wtsie/index.html> is the best source for information on camps in the European Scout Centre Network, [www.scouts.ca/media/documents/Cancamp06.pdf](http://www.scouts.ca/media/documents/Cancamp06.pdf) is the best source for

Scout camps in Canada, and Hostelling International at [www.hiayh.org](http://www.hiayh.org) lists potential lodging sites for the rest of the world. Many of these camps have bunkhouse type facilities. When listing lodging on this general outline, try to include address, telephone number, and e-mail address. That information can then be provided to all parents for emergency communications purposes (see sample lodging lists and itineraries in Annex G).

3. **Try to avoid “a day here and a day there” when sightseeing.** It is better to stay in one place for two, three, or four days at a time. There are plenty of things to see, and a slow day will be welcome in the middle of a trip to do such things as, laundry, writing and mailing postcards, changing money, buying stamps, shopping, etc. Try to vary your plans from day to day. Scouts will get tired of castles and cathedrals day after day. Don't forget to check guidebooks to find the hours that the events you want to see are open. Many major museums in Europe are closed on Mondays, and some on Sundays, so you will need to plan accordingly.
4. **Talk with a travel agent, preferably one whom you have dealt with before, about your general outline.** The agent should be able to give you suggestions for your flight overseas and provide you with a realistic cost estimate. You can also check different air travel options online yourselves using <http://travelocity.com>, <http://www.orbitz.com>, <http://www.expedia.com>, and <http://www.travelhub.com/airfares/intl.html>. There are several low cost airlines flying within Europe. One option you should consider is to fly on one airline between the U.S. and Ireland or England and then take one or more of these airlines the rest of the way to and from your destination. For flights to and from London, check <http://www.flybmi.com>, <http://easyjet.com> and <http://www.ryanair.com>. For flights to and from Ireland, check <http://www.aerlingus.com> and <http://www.ryanair.com>. Cheap Flights (<http://www.cheapflights.co.uk>) offers one of the most extensive selections of fares for flights within Europe. You can also check the European Low Fares Association at [www.elfaa.com](http://www.elfaa.com) (go to “about us”, then click on “members”, then check whichever airline you are interested in). If you have 10 or more in your group, always check directly with each airline, asking for their group desk. For groups of 20 or more persons, highly discounted group fares (APEX fares) are often available. U.S. airlines will not book reservations until 11 months prior to the requested flight. One on-line travel agency that specializes in group travel to Europe is at <http://www.eurogroups.com/us/>.
5. **Use trains if you will be traveling long distances in Europe.** Unless you are familiar with train travel in Europe, you should consider Rick Steve's Guide to European Railpasses, which details bargains by country and provides rough fare maps. Also included are tips on purchasing options and making the most of your pass. The best internet source for rail timetable information in Europe is the web site of the Deutsche Bahn, the German national railroad, <http://www.bahn.de/pv/index.shtml>. Begin by clicking on the

International Guests icon. In the “Travel Service –Tickets” section on the left, enter the two cities you want to travel between, the day you want to travel, with the day, month (2 digits), and year (4 digits) in order, each separated by a period, and the approximate time you want to depart using the 24-hour clock. Leave “Return Journey” blank and click “Search”. On the next screen, check to make sure your information is correct. Don’t worry about entering the number of passengers. At this point you are just interested in the schedule. Click on the “Search Connection” at the bottom. A screen will appear that shows you the available train transportation between those two cities and lists Date, Time (both departure and arrival), Duration, and Chg (the number of times you change trains). To find more options, click on “earlier” or “later”. You will want to select a point-to-point itinerary with the shortest duration and the fewest train changes. Additional links that may be useful: the European Railway Server (<http://www.railfaneurope.net>) provides links to the timetables of most of Europe’s national railways, and <http://www.raileurope.com> provides information on all types of passes by country. <http://www.europebytrain.com> and <http://europeonrail.com> are also good information sites. As Scouts tend to become bored on trains, either select destinations that are closer together or select destinations that are far enough apart that you can use an overnight train. Scouts do not get a normal amount of sleep on an overnight train, but a trip to Europe is probably the only opportunity they will ever have to sleep in a couchette (a sleeping car with compartments that have six bunks, three on each side) in a train. It is an experience they will enjoy talking about later. One leader on a trip to Europe recommended purchasing one second-class group train ticket for the entire train portion of the trip from your travel agent. At the same time, purchase seat reservations. (Travel agents can best provide advice on this.) Make sure you specify “No Smoking” cars.

- 6. Provide your travel plan and budget through the Piedmont Council Scout Executive to the BSA International Division.** The BSA International Division will make the initial contact with Scout associations in the areas to be visited. The Piedmont Council will approve the travel plan and budget prior to passing it on to the BSA International Division at:

International Division, S221  
Boy Scouts of America  
1325 West Walnut Hill Lane  
P.O. Box 152079  
Irving, Texas 75015-2079

The International Division **Policy and Procedure** document for Unit Scouting Officials organizing an International Tour for Scout groups states: Ask the International Division of the Boy Scouts of America to “open a door” with Scout Associations of other countries. International Scouting protocol requires that all initial communication be through the International Commissioner of each association. Each request must have the written approval of the local

council Scout Executive. Requests should be made as early as possible. The BSA International Tours and Exchange Booklet lists exactly what you need to put in the letter (see Annex A). It includes the tentative number of youth members, both male and female, and age range; tentative number of adult leaders, male and female; arrival and departure dates for each location; desired activities during the trip – home stays, Scout events, sightseeing, special interests; and a list of countries and cities to visit.

7. **Commence direct contact with Scout organizations you hope to visit to make reservations and work out details as soon as BSA International Division advises you that approval has been received from the Scout association(s) involved.** You should send copies of all correspondence with other Scout associations to the BSA International Division and to the Piedmont Council.
8. **Estimate your budget items on the high side.** Always add a contingency fund. Ten per cent of all EXCEPT TRAVEL expenses for this fund is about right. You will always use some of it and probably always some will be left over. It can be refunded or used to support a meeting after the trip at which everyone shows pictures they took on the trip.
9. **Use the following suggested budget items:** (you should reference your general outline of the trip from item #2 for many of the items, especially meals).
  - AIRFARE – check with travel agent
  - DEPARTURE TAXES – some countries have these; your travel agent should know if there is a tax and if it is included in the ticket price.
  - OTHER TRAVEL – Train or Bus
  - LOCAL TRANSPORTATION – Bus, Subway, Tube, Airport Shuttle, etc.
  - LODGING –
  - ADMISSIONS – Consult guide books. Some major cities have 1, 2, or 3-day cards that you can purchase for free or discounted tickets to tourist sites and unlimited use of mass transit in the city. Check also at [www.ticketsto.com](http://www.ticketsto.com).
  - FOOD – Plan on about one restaurant meal a day. Depending on where you are staying, you may be able to purchase food supplies locally. If traveling in Europe, carry restaurant sections of Let's Go: The Budget Guide To Europe and Europe On \$70 A Day to select interesting low-cost restaurants.
  - CAMP FEE – for the camp or event you will be attending.
  - IDENTITY ITEMS – Nameplates with name in English AND language of country you are visiting. Maybe special neckerchiefs, T-shirts, patches.
  - GIFTS: for home hospitality families, host troops, individuals who assist the unit in any way, Scout camps you stay at, etc.
  - MISCELLANEOUS – postage, phone calls, guidebooks, maps, etc.

- **CONTINGENCY FUND** – suggest 10% of budget less airfare and other travel. See # 8 above. Do not hesitate to use this fund if some unique opportunity presents itself.

A payment schedule should be prepared (purchase of your plane and train tickets will come early, so schedule payments accordingly). List a refund policy – generally any amount not already committed to a non-refundable event. One of the adults going should be designated Treasurer. That person will pay all group expenses. In restaurants, a good solution is to give everyone a maximum amount they can spend, with the treasurer paying the bill.

10. **Schedule fund raising events to enable the Scouts going on the trip to help pay for their trip.** Common suggestions are car washes, yard cleaning, selling a product such as donuts, pancake breakfasts, etc.
11. **Finalize individual commitments to the trip.** One way to do this is by preparing a flyer outlining the trip. Cover everything in as much detail as possible, i.e., travel plans, activities, lodging, sightseeing, home hospitality, etc. List the cost per person and the payment schedule. Have a tear-off section that they can complete and return to the unit to indicate their interest/non-interest. If interested, their reply should be accompanied by an initial payment of \$100 (or whatever amount you wish to designate). Adults and Scouts should respond to this flyer. (NOTE: see item #7 in 6 Months to Trip section before preparing flyer requesting initial payment.) This should be done as soon as you have the majority of the trip information. A major presentation to all Scouts and their parents with slides and brochures is highly recommended and may relieve concerns of some parents.

### **SUMMARY: At 12 Months**

- The itinerary should be finalized, at least for travel plans and lodging. A daily cost for meals should be established. Specific sightseeing locations can still be modified.
- The budget should be VERY near completion. You should have the cost per person narrowed down to within \$50-\$100; a payment schedule and some fund raising events should have been scheduled.
- You should have sent your travel plan and budget through the Piedmont Council Scout Executive to the BSA International Division and received your approval (item #6 above).
- You should have a very good indication of the number of Scouts/adults going on the trip.

## 12 MONTHS TO 6 MONTHS

Fundraisers should be a big part of this period along with periodic meetings of the group. You should continue to get all the information possible about where you are going.

1. **Finish your budget or itinerary as soon as possible, if you haven't already done so.** For the sightseeing portion of your trip, you might consider breaking the group into two or three groups (each with one adult). Ask each group to come up with a sightseeing plan for a given portion of the trip. They each should have all available guidebooks plus any other material they wish to obtain on their own. Then at a complete group meeting, each of the groups could present its ideas. After discussion, you will probably end up with a plan that has elements of all the groups and everyone should be satisfied. If you have a sizable group, like two patrols, there could be two separate sightseeing tours each day, each with a slightly different itinerary.
2. **Purchase your plane and train tickets, if applicable.** Also, nail down how you will get from airport or train station to your lodging, making reservations if necessary. When you make your plane reservations, be sure to obtain the maximum sizes for duffel bags and carry-on bags (but try to keep them small and lightweight). If any part of your trip involves seagoing vessels, hard-sided luggage may be prohibited. One troop has reported that duffel bags with wheels are very useful (some said it was a necessity) when walking back and forth between train stations and their overnight accommodations. Wheels are not indestructible, so these bags should be carried up and down stairs in train stations. Large school backpacks or similar bags can be used as carry-ons.
3. **Make sure that you screen all potential participants.** All individuals (adults and youth) must be physically prepared for their planned activities to ensure the health and safety of both themselves and their group. Besides observing the Scouts at unit meetings and on campouts, you should find out how extensively they have traveled before, any dietary restrictions they have, what medications they are on, and any side effects of those medications. If a Scout takes regular medication, you must be confident that he will remember to take his medicine while on the trip without relying on others to remind him. There should be one adult in charge of ensuring that required medications are taken. If possible, that adult also should carry extra medications or prescriptions in case a Scout loses his supply. If you have problems with a Scout overseas, you can't just call his parents and have them come and get

him. Screen adults as well to ensure they have completed appropriate training, to include “Youth Protection” training.

4. **Consult <http://www.cdc.gov/travel> and <http://www.who.int/ith> for the recommendations of the Centers for Disease Control about immunizations and health concerns for the areas you plan to visit.** Be sure that all vaccinations are recorded on everyone’s medical forms. Also check the State Department website at <http://www.state.gov> and click on “travel warnings”.
5. **Ensure that EVERYONE understands that ALL major travel and ALL unit sightseeing will be done in full Boy Scout uniform.** Establish exactly what items of the Scout uniform and how many of each MUST be taken. The respect you get will be great; American tourists will stop and talk with you everywhere, and you are likely to get some unexpected bonuses along the way. At the leader’s discretion, a class B uniform (usually a unit T-shirt with Scout trousers) may be suitable for certain types of travel and sightseeing. **[NOTE: A 2003 memorandum from the International Division of BSA National Headquarters stated that “while touring public places abroad, it is suggested that BSA members not wear the BSA uniform. This is to avoid calling unnecessary attention to their group. However, BSA members should feel free to wear their BSA uniform while engaging in Scout-sponsored activities with other Scouts.”** One troop avoided large airports by flying into the UK via Glasgow instead of into major London airports. The same troop designed a T-shirt with a logo that identified the troop with a generic fleur-de-lis without flag, for wear on certain days when they expected to encounter large crowds.]
6. **Apply for passports during this period.** See <http://www.state.gov> and click on “passports for U.S. citizens” for information on obtaining a U.S. passport. Note that Western Hemisphere countries (including Canada, Mexico, Bermuda, Caribbean nations), previously had agreements with the U.S. allowing travel to/from the United States using lesser means of identification. **Passports are now required for all international travel** as a security measure. **Any Scout or Scouter holding a current passport must check to be sure that it will not expire until at least six (6) months after the end of the trip.** Many countries will not honor a passport which expires in less than six (6) months. Most countries still do not require U.S. citizens to obtain visas. To learn if any of the countries you plan to visit require visas and/or immunizations of U.S. citizens, check the website of that country. Other important information is on the State Department website, so be sure to check it out for all countries you plan to go through. Each participant should make four (4) photocopies of the page of the passport that includes the passport number, expiration date, and photo, along with photocopies of any visas. One copy should be a color copy. One black & white copy should be turned in to the trip leader, one black & white copy should be left with the participant’s

family, and one black & white copy and the color copy should be carried on the trip with the participant BUT KEPT SEPARATE FROM THE PASSPORT. Each participant should obtain two (2) extra passport pictures and give them to the trip leader along with his photocopy of his passport. There are two ways to handle passports on the trip. One way is for the leader to carry all passports in a locked briefcase, issuing them to all participants as needed. The second way is to have each participant be responsible for his own passport. A neck type wallet is excellent for carrying the passport plus money, and other IDs, etc. All of these items should be kept in a zip lock bag in the wallet.

7. **Try to get a list of host families and make pairings if possible, if your unit has home hospitality scheduled and hosting arrangements are made early enough.** This will allow letter or e-mail correspondence prior to the trip. This is also a good time for participants to begin learning about the countries they will visit. Learn some phrases in a relevant foreign language, read a book about the country, visit that country's embassy or consulate, or have a unit presentation. As a minimum, the leader should know where he is staying in order to have an emergency contact telephone number for the troop.
8. **Realize that itineraries involving travel on seagoing vessels require special planning.** Chartered vessels must file float plans, and your itinerary must match the float plan, and vice-versa. Contact information should be nailed down to include how the vessel can be hailed while at sea. (For example, boats near the Bahamas can be hailed on VHF-FM frequencies 16 or 21.) Boat captains may require soft-sided luggage. And your medication lists should include seasickness prevention medication and water-resistant sunscreen. Eyeglasses with neck straps to prevent loss overboard would be wise.

#### **SUMMARY: At 6 Months**

- The itinerary, budget, and payment schedule should be complete. Your airplane and train tickets (if applicable) should have been purchased. You should know who is going and all participants should have at least submitted their application for their passport.
- You should have started doing a series of fundraisers.



## 6 MONTHS TO TRIP

This is the period for checking and rechecking final details, continuing fundraisers, and molding your group into a smooth running patrol(s). The below guidelines/suggestions are in no particular order.

1. **Obtain a parental permission form for each Scout to travel internationally.** This is a MUST requirement. The adult leader should carry with him the parental permission form for each Scout, signed by both of his parents, giving their permission for him to accompany the leader out of the country, and listing the countries to be visited. **The form must be notarized and must be signed by both parents, even if they are separated or divorced.** Check the U.S. State Department's web page <http://travel.state.gov> on travel requirements to each country you will be visiting. There is a sample parental permission form in Annex E. Additionally all Scouts should have an "Activity Permission/Waiver of Responsibility/Medical Information" form. The adult leader will also carry this form. There is a sample of this form as well in Annex E.
2. **Have each participant execute an up-to-date BSA Health Form Class 3, No.34412A.** The adult leader should have this form for every person on the trip with the emergency treatment authorization section filled in and signed. Don't forget to check that all required immunizations have been listed. In addition, each participant should carry a copy of this form. If you are going to a jamboree or camp, the leader should have a third set in case camp officials ask you for one. The form may be downloaded from the Piedmont Council website, <http://www.piedmontcouncilbsa.org/>.
3. **Take out special trip insurance for your trip.** Such insurance, highly recommended, generally covers trip cancellation/interruption/delay, emergency evacuation, accident and sickness medical expenses, and baggage loss or delay. Online sources for travel insurance include <http://travelguard.com>, <http://accessamerica.com>, <http://www.travelex-insurance.com>, <http://www.globalalerttravel.info>, and <http://www.travelinsured.com>. It is also available through AAA. At <http://www.insuremytrip.com>, you can see side-by-side comparisons of over 100 different travel insurance plans from companies. Also, check out <http://www.squaremouth.com>. Look for policies which will pay for medical evacuation back to the United States.

4. **Know what medical service each participant's health insurance will cover overseas.** All persons on the trip should be covered by health insurance, and the information on how to use the insurance must be known by the adult leaders. Many health insurance companies will pay "usual, customary and reasonable" hospital costs abroad, but some will not pay for your medical evacuation back to the United States. Medical evacuation can easily cost \$10,000 and up, depending on your location and medical condition. Parents of trip participants should be made aware of this information.
5. **Ensure that each Scout on the trip provides the leader with (a) a copy of their parents family health insurance card, (b) a list of procedures to use to make a claim overseas, (c) a list of participating providers in the countries to be visited, and (d) two copies of claim forms.** Adults must have the same information and provide it to the leader. If you are participating in a jamboree or going to a Scout camp, ensure you understand the arrangements for treatment of illness and injury, and the insurance coverage there. All Piedmont Council units are covered by the Piedmont Council Accident and Sickness Insurance Plan. You should understand this plan. You may obtain a copy of the plan by calling the Council office at (704) 864-2694.
6. **Check the swimming ability level of your Scouts and leaders if you will be swimming and/or boating anywhere on the trip.** Maintain a list of those ability levels signed by a qualified individual. Review the requirements contained in the BSA "Tours and Expeditions" booklet. All Scout leaders supervising water activities must complete BSA Safety Afloat and Safe Swim Defense Training and rescue training for the type of watercraft to be used in the activity, and at least one must be trained in CPR.
7. **Obtain a list of phone numbers from each Scout where his parents (or relative, if parents will be unavailable) can be reached in case of an emergency for each day of your trip.** Each Scout should also keep in his possession a copy of the list. Each adult should provide the trip leader a similar type list of phone numbers, and keep a copy in his or her possession. There is a sample "Emergency Contacts at Home" Form in Annex E.
8. **Check the travel guidebooks to see if there are any problems with drinking water in areas you plan to visit.** If there are problems, make sure your Scouts know to use bottled or purified water for activities like brushing teeth as well as for drinking. In such cases, you should also bring a hand pump water filter. Traveling in Siberia, water was filtered, iodine added, AND then boiled.
9. **Review with your troop the fact that many customs and laws in foreign countries are different from ours.** In Europe, for example, many Scout groups are coed and smoking and drinking ages are typically much lower

than in the U.S. In Germany, the smoking age is 14 and the drinking age is 16. Scouts might encounter smoking and drinking in their host families and host troops at ages at which such behavior would be unacceptable in the U.S. Make sure you establish rules of conduct for those situations and give some thought to the action you might take if one of those rules is violated by one or more of your Scouts. One troop had a very simple set of rules: "Participants may not use tobacco, alcohol, or drugs during the trip; no sexual contact or misconduct; no warnings; no second chances. ANY infraction will result in the person immediately being sent home at his/her own expense." In another troop, each Scout was asked to turn in with his initial deposit an application form signed by the Scout and his parents on which a list of key behavioral expectations is followed by the statement: "I agree to abide by all the rules of behavior established for this trip. I understand that a serious violation of these rules might result in the decision to send me home and that, in such a situation, it would be the responsibility of my family to pay the additional expense of that trip home and to arrange for adult supervision during that trip." Another statement a troop used was: "We are a BSA unit from the USA. We observe BSA policies and USA laws." As a final reminder to all Scouts, mention that if they did get in trouble, local laws would apply and there was not much the troop could do to help them.

- 10. Establish a policy before you depart on the use of items like CD players and electronic games.** You might decide to prohibit them entirely or to allow their use only on long rides, i.e., planes, trains, buses, etc., and in hospitality homes. At jamborees or other national camps, make sure your policy is consistent with their policies.
- 11. Remind everyone that the electrical system is different overseas.** Europe uses 240 volts, not 110, and the outlets have different arrangements of pins than ours. An adapter/transformer will be needed to step down the voltage to 110, and to fit in the outlet. Other regions may use different adapters. Adapters/transformers and charts showing what is needed where are available at many travel supply stores.
- 12. Be sure that Scouts and their parents are aware of the time difference between your home and the country you will be visiting.** If Scouts plan to call home frequently, they should investigate the possibility of purchasing prepaid phone cards that will work in the countries that you will be visiting. Major U.S. long distance companies have access numbers that can be used in some countries in combination with a credit card to save money on long distance calls.
- 13. Ensure that Scouts and their parents understand emergency procedures.** If a Scout has to return home early because of an accident, illness, or emergency at home, a plan must be developed for his trip home that takes into consideration the needs of the Scout and his family, the needs

of the rest of the group, and BSA Youth Protection guidelines.

- 14. Arrange before your trip for one of your adults to have an e-mail account that is accessible through the Internet.** Then, while on your trip, have that person send e-mail reports on your trip to one designated individual back home and have that person forward those reports to families of participants, families of other troop members, and your council office. You can find locations of Internet cafes in other countries at <http://www.cybercafes.com>.
- 15. Complete the National Tour Permit Application, No. 4419B, at least three months prior to departure.** Submit it to the Piedmont Council Scout Executive, who will in turn submit the application to Region, the next level above Council, for certification and authorization to issue an International Letter of Introduction. The Application may be downloaded from the Piedmont Council website, <http://www.piedmontcouncilbsa.org/>.
- 16. Remind all members of your group that they are ambassadors of goodwill for their community, country, and the Scouting movement.** The group should be in COMPLETE uniform while traveling on a plane, train, or bus, and when sightseeing as a group. (But see item #5 in 12 Months to 6 Months section.) You should review with all participants everything that should be on their uniform.
- 17. Inform all participants that, if they intend to take any relatively high priced piece of equipment such as a laptop computer or digital camera, they should register it with customs prior to leaving the U.S.** This will avoid any questions by customs upon returning as to “did they buy it while overseas” (and thus possibly owe duty).
- 18. Remind everyone of the following minor but important preparations.** Put new shoelaces in your boots. Re-waterproof your boots. Carry a neck-type wallet for carrying passport, money, ID, etc. (pickpockets in Europe are VERY GOOD). All items in the wallet should also be kept in a zip lock bag. Carry one ID card that has your picture on it.
- 19. Remind all Scouts that most of the rest of the world uses the metric system.** They should brush up on meters, kilometers, deciliters, Celsius, and how to convert these metric units into something they are familiar with.
- 20. Provide the group with the average temperatures in the regions where they will be traveling.** In the Alps, it can snow year-round. A review of expected temperatures can materially affect the required clothing list for the trip.
- 21. Schedule at least one prior campout with all Scouts going on the trip.** At

the end of that campout, it would be a great time to elect Scout leaders for the trip. It is a great time to learn to work together, practice skits, discuss rules, review where you are going and what you know about where you are going, discuss appropriate host gifts, elect leaders, and answer questions. This could also be an excellent time to do a shakedown inspection to ensure everyone has all of his gear and clothing to be taken (and nothing else).

22. **Have some games, skits, and songs ready for use at any time.** You should rehearse these so that all Scouts know what to do and you have all the materials needed (and remember to take them with you). Remember that your humor may not be funny to people who are unfamiliar with your unique expressions, cultures, and politics, and vice versa. Foreign humor is different.
23. **Take a simple gift if you have home hospitality.** One group used coffee table books of their State as a gift to the family; some also took Scout sun catchers to hang in windows. One had a picture of the whole group taken – had it laminated, made several of these, and used them to thank anyone who helped the whole group, i.e., bus driver, tour leader, etc. Another gift or trading material could be a special patch made just for the trip. There are a lot of suggestions for patches in the Scout catalog.
24. **Take some language lessons if you are going to a country that does not speak English.** You should know how to say Hello, Thank You, Goodbye, Please, Yes, No, etc., as well as other commonly used words.
25. **Consider having the Scouts design a special T-shirt for the trip.** In many instances, it can become the top half of your Scout class B uniform. It also helps the leaders in identifying members of their unit. Extra ones can be taken as special gifts or purchased by the Scouts to use for trading material if you will be at some camp or jamboree.
26. **Appoint a trip historian to keep a record of the trip.** This historical record, combined with suitable photos and mementos, will be the perfect item to pass among the parents of participants and display at troop functions to interest younger Scouts in future international trips. One unit took a laptop and transferred all digital camera pictures to it. They returned with over 1000 pictures that they could cheaply give parents on CDs.
27. **Let the trip treasurer serve as a banker for Scouts on the trip.** Scouts can deposit their personal funds with the banker and withdraw them as needed.
28. **Use the Document Check Sheet in Annex C.** This sheet shows what and how many documents are required, together with who should be carrying them.

29. **Read the advice on Spending Money Overseas in Annex D.** Following the suggestions there can reduce spending hassles, keep your money safer, and make it go farther. Discuss individual spending budgets with all participants. Scouts should make a list of family members and friends for whom they may wish to purchase gifts. Remember costs of film, extra snacks, etc.
30. **Note the several different equipment lists in Annex F.** Time of year, climate, type of activities, and amount of home hospitality all affect what to take.
31. **Obtain the address and phone numbers of the nearest American Embassy, Consulate, or Mission in case of an emergency.** One unit put all emergency contact information to include contacts for each place they were staying on a laminated 3x5 card that each Scout carried.
32. **Remind everyone of the latest airport rules.** Check the Transportation Security Administration web site (<http://www.tsa.gov>) for prohibited items. Consider using a special TSA-approved padlock (sold in luggage stores) for your luggage. This will allow security personnel to inspect your checked and locked luggage without having to break your lock. Otherwise, require luggage to be unlocked when checked with the airline. This means that luggage is subject to potential pilfering. Do not put valuables in checked luggage. Instead, keep them in your carry-on luggage. But remember that items that can be used as weapons (such as Scout knives) cannot be in your carry-on luggage.

### **SUMMARY: At Trip Time**

- YOU SHOULD BE READY TO GO!

## THE TRIP

The thing to do now is have a good time. “Be Prepared.” If some things don’t happen as you had envisioned them, just move on. If you have an opportunity to do something really cool, DO IT even if it is not on your itinerary. Don’t push the itinerary; i.e., if the Scouts want to stay doing something longer than planned, LET THEM even if it forces you to miss something else (you may want to remind them of what they will be missing). Remember that this is their trip. Don’t be afraid to use your contingency funds if a great opportunity presents itself.

1. **Emphasize to your Scouts that they MUST use the buddy system at ALL times, even when they are just going to a public restroom.** They must check with an adult leader and make sure that it is OK to leave the group and that the leader knows where they are going before they leave the group. Sometimes, if they want to do some shopping in a certain area, you can put them in groups of four and let them shop in a specified store or area for a specified period of time.
2. **Note that public restrooms are much more common in large foreign cities than they are in the U.S.** Public water fountains, however, are very rare. In many places, you have to pay to use public restrooms and some are not as clean as they should be. One suggestion if walking in a large city is to stop for a soft drink at a McDonalds or other American fast food restaurant and then use the free restrooms there. Toilet paper should probably be carried by all in their day packs. (Some countries don’t provide any; others charge for it.)
3. **Be prepared for possible flight delays and cancellations.** In such situations, if at all possible, keep your unit together. If someone is to meet you, keep him informed of your status.
4. **Try to get everyone to send at least one postcard home during the first week.** As mentioned earlier, try to get someone to send internet messages back home as often as possible. Make sure, however, that only one person is sending back messages so that there will be no conflicting views back home.
5. **Look ahead to where you will be on the weekend and try to locate places where your Scouts can worship.** Give them the opportunity to attend the church of their choice, and do not schedule a troop activity during this period of time. If your chartered organization is a church, you might

consider having the entire troop go to a church of the same denomination if one is convenient.

6. **Try to have a “Thorns & Roses” session as often as possible.** Every night is not too often if it is convenient. Write down the comments for future reference.
  
7. **Ask the Scouts to answer some questions relating to the trip.** This can prove very interesting. This should be done near the end of the trip – a good time to do it is on the plane returning home. You can probably have sheets prepared with the questions so that you can just hand them out at the proper time. Do not ask that they be signed. Some suggested questions follow:
  - “What are you going to do first when you get home?”
  - “List things that you took that you didn’t need.”
  - “List things that you didn’t take that you wished you had.”
  - “What did you learn about (list country(s) visited)?”
  - “List three things you liked best about the trip.”
  - “List three things you liked least about the trip.”
  - “What are your thoughts on the trip?”
  - “What did you learn about yourself on the trip?”

You can compile the answers and publish the results. It should be very interesting and provide a great subject of conversation at a post-trip get-together. It might also give you some ideas about what to do and what not to do on your unit’s next trip.



## TRIP TO 3 MONTHS POST-TRIP

**After** you have showered, eaten a good American meal, and slept around the clock, you can think about what to do next.

1. **Consolidate the books and prepare a short summary of the trip expense, comparing it to the income received for the trip.** This is the trip treasurer's job. If there are funds left over, they can be refunded to each participant, used for a group get-together after the trip, donated to the troop, donated to the chartered organization, donated to a charity, or put towards some specific project. If you are overspent, you should request funds from each participant to make up the difference. If the amount is relatively small, you can consider asking the unit committee to absorb the remaining outstanding bill.
2. **Call a meeting of the trip group about one month after returning home.** Everyone should be asked to bring pictures they took and anything they may have purchased that may interest the rest of the group. A final "Thorns & Roses" session could be held at this meeting. Maybe have pizza and soft drinks.
3. **Ask some members of the trip to make a presentation to the entire troop at a troop meeting.** Hopefully, this will spur the interest of some of the younger Scouts to push for an overseas trip of their own. The troop should offer to make a presentation to the District Roundtable.
4. **Meet with all the leaders, preferably within a month of returning, to discuss the trip, its good points, its GREAT points, its problem areas and general lessons learned.** These MUST be written down, not just discussed, since these leaders may move on and not be around when the next trip is scheduled. The new leaders will need every bit of information possible to make future trips a success.
5. **Provide feedback to the Piedmont Council International Committee so that other Council units can benefit.** First, give the Committee a list of your unit's lessons learned. Second, let the committee know how the guidelines in this publication can be improved. Point out any errors, missing items, different forms that you found useful, and general comments. Third, write a short (400-600 words) article with one or two photos about your trip, and provide it to the Committee for "Smoke Signals", the Council newsletter.

## INTERNATIONAL TRIP PLANNING OVERVIEW

(Shown below is a concise outline of what is required to take an international trip. It is taken **verbatim** from the BSA International Tours and Exchange Booklet.)

### Laying a Foundation

The local unit will design a travel plan based on the interest and budget of the troop's membership. To make a long-range plan, start at least a year in advance. Follow these steps:

1. Secure a copy of Tours and Expeditions, No 33737C, from the local council service center. This contains valuable information and the necessary application form for a national tour permit.
2. Prepare a preliminary plan that includes the following:
  - The purpose of the trip
  - The countries the group would like to visit
  - The dates of the trip
  - Leadership and membership participation
  - A general itinerary for the event
3. With this preliminary plan, contact a reliable travel agency for advice on the practical aspects of the plan. Such guidance would include available transportation and tour accommodations and a factual cost estimate. The agency also will give advice about passports, immunizations, visa requirements, and other details.

### Finalizing the Plan

After reviewing the preliminary plan on the basis of the travel agency's advice:

1. Develop a more specific plan and budget based on that advice.
2. Have the travel plan reviewed by:
  - The local council Scout Executive
  - The International Division at National Scout Headquarters

3. Contact the International Division to make the initial contact for approval per international agreement between national Scouting associations. Send written approval from the local council. Include the following in the travel plan:

- Tentative number of youth members, both male and female, and age range
- Tentative number of adult leaders, male and female
- Arrival and departure dates for each location
- Desired activities during the trip--home stays, Scout events, sightseeing, special interests
- A list of countries and cities to visit

4. Submit the National Tour Permit Application to the local council. Allow approximately six weeks for processing.

### **Implementing the Plan**

No direct contact should be made until advised by the International Division that approval has been received from the Scout association involved. This is the agreement between national Scout associations. The International Division makes the initial contact on your behalf.

When the plans have been approved by both national associations, the designated leaders in both countries are put in direct contact with each other to work out the many details. Copies of all letters should be sent to the Scout associations involved, your local council, and the International Division.

## **LARGE EUROPEAN SCOUT FACILITIES**

### **Kandersteg International Scout Center (Switzerland)**

Located in Kandersteg, 65 km south of Bern, it is like arriving in the Yosemite Valley of the Swiss Alps. A beautiful river winds through the center of forests and meadows surrounded by the beauty of waterfalls, cliffs, snow-capped peaks, etc. It is situated at approximately 1,300 meters above sea level and is often the starting point to go up to the snow and ice covered peaks. There are many trails for hiking. They also provide for all types of skiing in the winter. There is a wide variety of both summer and winter programs.

The Scout Center owns or operates various houses and a fairly large campsite. The Main Chalet has over 22 rooms with 3 to 22 beds in each room. Five kitchens enable cooking for different groups. The Tower sleeps 54 people and is ideal for groups. The tree-covered campsites offer space for up to 1500 people. [www.Kisc.ch](http://www.Kisc.ch)

### **Merkenveld (Belgium)**

Merkenveld is situated in the Dutch-speaking part of Belgium, 10 km outside of the historic city of Brugge, 100 km from Brussels, and 20 km from the North Sea. It has a campfire site and sports ground. The main building accommodates 130 people and can be divided into three separate and independent sections, each accommodating a minimum of 20 people and a maximum of 40 to 50, with a meeting room, fully-equipped kitchen, sanitary block and toilets. Merkenveld also has 15 campsites for 30 people each. Self-catering and full-board are possible in the building and on the campsites. Meals are served in the new refectory. The program offers organized trips to important cities, excursions with a local Sea Scout troop, bike-trips using Merkenveld's bikes, sightseeing (castles, abbeys, promenades), sports activities. [www.vvksm.be](http://www.vvksm.be)

### **Padfinderdorf Zellhof (Austria)**

It is located in the pre-Alps, in the middle of a nature reserve near the town of Mattsee, at Grabensec Lake, close to Salzburg. It has three large

houses with self-catering facilities, a campsite (for 800) with a 300 m<sup>2</sup> storm hut, toilet/shower blocks, chapel, pioneering poles and planks, areas for football, badminton, volleyball, table-tennis, boating, canoeing, and swimming in the warm lake. Tent hire is available. Campfires, games, sports, excursions and sightseeing trips, mini van hire, etc. are available. There is an extensive network of cycle paths leading to many places of interest. Cycle hire is available. Hiking is largely in unfrequented mountain woodland and, for those who wish to stay overnight, there are guides, campsites, and mountain huts available upon request. Nature walks are available. Excursions to local environmental facilities may be enjoyed. There is a vast range of cultural activities offered by the city of Salzburg. [www.zellhof.at](http://www.zellhof.at)

### **Padfinderburg Rieneck (Germany)**

Rieneck Castle is really a castle, built before 1168. It is an ideal base from which to make tours and hikes through the surrounding woods, or to make a wild-water tour along the Sinn. Interacting and scenic excursions can be made in the Franken region with its castles and picturesque towns. There are 40 rooms with a total of 125 beds. There are various types of rooms, either with washing facilities or with showers. Each group is provided with their own meeting room. The castle has a knights hall with an open fireplace for more festive occasions and a medieval vault cellar for special events. Services can be held in one of the castle's chapels. There is a photo laboratory, and a playing field for different types of sports and table tennis. During the summer you can hire canoes from the center. [www.burg-rieneck.de](http://www.burg-rieneck.de)

### **Gilwell Park International Scout Campsite (United Kingdom)**

It is located in the Essex countryside, on the edge of Epping Forest, yet only 20 km from central London. Toilets, showers and drinking water are provided on all camping fields, and a swimming pool is available for visitors' use. There is a range of activities for groups to take part in. Basic food supplies are delivered to the site on a daily basis and there are food shops nearby. There are five buildings available for rent. They contain 34 rooms with a total of 104 beds. <http://www.scoutbase.org.uk/gilwellpark>.

## DOCUMENT CHECK SHEET

(WHO CARRIES WHAT)

<u>Document</u>	<u>Each Participant Scout and Adult</u>	<u>Trip Leader</u>	<u>Parent/Spouse</u>
National Tour Permit		X	
Passport	Original	Copy of page that shows PP#, exp date & photo	Copy of page that shows PP#, exp date & photo
2 extra PP pictures		X	
Itinerary (complete w/phone #'s)	X	X	X
Emergency Home Telephone #'s	X (personal #'s)	ALL	
Medical Form	Copy	Original + 1 copy	
List of Prescription Medications	X	X	
Parental Permission For International Travel	Copy	Original	Copy
Parental Permission for Activity/Waiver of Responsibility/ Medical Info	Copy	Original	Copy
Health/Travel Insurance	Original	Copy	
Claim Forms (Health Ins)	X	X	
Plane/Train/Bus Tickets		X	
Any Group Reservations		X	

**Notes:** Ensure that required shots (if any) are recorded on Medical Form.  
If available, list health insurance providers in countries to be visited.

## SPENDING MONEY OVERSEAS

Please keep in mind the recent change from national currencies to Euros when reading this section. Countries that no longer have national currencies are: Austria, Belgium, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Netherlands, Portugal, and Spain.

- 1. Look at a guidebook to find the recommended best place to change money in each country.** The best place is usually in banks but, in some countries, the American Express office or Post Office will change money. Small money change bureaus seem to be available everywhere but they offer the worst exchange rates and should be avoided except in an emergency. Exchange offices in most major train stations keep long hours. In airports, it is generally better to exchange money on the “international” side rather than the “street” side of customs. Institutions that exchange money will usually display a buy price, a sell price, and a commission. If you look at the symbol for the US\$, the buy price will tell you the amount of local money they will give you for each U.S. dollar. The sell price will tell you how much local money it will take to get one U.S. dollar. Often there is a commission for each transaction. Keep all receipts for money you change. If you are going to be in a certain country for only a few days try to estimate how much you will spend there and make only ONE buy transaction. This will save on commission costs since there usually is a minimum commission cost for each buy order. While it saves money when you find the best exchange rates, searching for the best rates can be time consuming, and it is sometimes better to simply change money at the most convenient location.
- 2. Use web site <http://www.oanda.com/convert/cheatsheet> to print out currency conversion charts for Scouts and leaders for each country you will be visiting.**
- 3. Spend any coins that you do not want to keep as souvenirs before you leave a country.** Coins can rarely be changed to another country’s currency.
- 4. Keep all receipts for items you intend to bring home.** There is an \$800 limit on bringing into the U.S. items purchased overseas before you have to start paying taxes. In some countries, if you spend a certain minimum amount, the value added tax is refundable to you when you leave the country. Check your guidebooks to see if this pertains to the countries you are visiting. Generally, you can obtain the refund at the airport when you are leaving the country.

**5. Use credit cards to obtain the best rate for GROUP expenses.** The best applications of this would be anywhere you are paying for something that affects the entire group, i.e., at a restaurant where the entire group is eating, purchase of train tickets, or for admission of the entire unit to some event. Traveler's Checks are the best bet to obtain cash for the unit's miscellaneous costs. Unused Traveler's Checks can be turned in when the unit returns home with the funds distributed to the persons who used their credit cards on the trip.

**6. Use these six options for spending money overseas, in preferential order.**

**Credit Cards** – Visa and Master Card are widely accepted everywhere. Advantages are that you don't have to handle local money and you get the best available exchange rate. Some U.S. banks add a 1% or 2% currency conversion fee, while others do not. Many foreign countries are now changing to the Dynamic Currency Conversion (DCC) process in which the cash register receipt for your credit card purchase will show how much you paid in US\$, including the conversion exchange rate. This was designed to provide the currency conversion fee to the seller and not to the credit card company. Some credit card companies still charge a conversion fee on top of the DCC fee. You should check with your credit card company before the trip to determine what their current fee policy is on foreign purchases and DCC purchases. Parents of Scouts in the group might consider giving their sons/daughters credit cards with low credit limits to use in buying souvenirs and gifts. Discover cards can't be used overseas. You may wish to alert your credit card issuer to your intended whereabouts to avoid having your account frozen for "abnormal" use.

**Automatic Teller Machines (ATMs)** -- For a small charge (usually \$1.50 - \$3.00), you can use your ATM card from your bank or credit union in the U.S. to obtain cash in local currency in many countries. This is convenient, lessens the need to carry cash and traveler's checks, and gives you a good exchange rate. The Master Card/Cirrus system is probably the most widely used system in Europe, but there is also VISA/PLUS. These machines are not commonly called ATMs in Europe. If you can't find one on your own, describe it to someone and they will usually be able to direct you to one. Or go to Visa's <http://www.usa.visa.com>, scroll to the very bottom of the page, and click on the ATM Locator. You can conduct searches by country/city. At <http://www.mastercard.com/cardholderservices/atm> is the Master Card site. Some countries, like Switzerland, are not connected to international systems and their ATM machines are therefore unusable. Some banks such as the Bank of America have entered alliances that allow you to use select ATMs in several foreign countries – including Australia,



the United Kingdom and Germany – without being charged a fee. Again, check the guidebooks before you go, since things change. Occasionally, you may find an ATM with numbers only on its keypad; if you remember your password only in letters, work out the numeric equivalent beforehand. You can access cash (in U.S. dollars, Euros, or British pounds) at select ATMs with the American Express TravelFunds card. This prepaid, rechargeable card isn't linked to a bank account and can be replaced within 24 hours if lost or stolen (<http://www.americanexpress.com/travelfundscard>, \$14.95 for a three-year card).

**Traveler's Checks** – Traveler's Checks are safe, i.e., replaceable if lost or stolen, but there is a commission charged on each transaction. There is often a minimum commission, so changing small dollar amounts will result in a higher percentage commission. The exchange rate is not as good as for credit cards and ATMs.

**U.S. Dollars in Cash** – Carrying large amounts of cash is not advisable, but a few 20s might be good. The exchange rate is not as good as for credit cards and ATMs. Commission charges may vary with each country.

**Cash Advance on Credit Card** – This will require you to pay interest.

**Purchase Foreign Currency in U.S.** – This is probably the most expensive way to obtain foreign currency. However, depending on what your schedule is for the first day or so, it may be advisable to purchase a small amount of local currency before you leave the U.S. to help meet immediate expenses in a foreign country before you can get to an ATM or bank.

## FORMS

This annex contains copies of forms that are needed to prepare for your trip. The first two forms can be directly downloaded from the Council web site and filled out in pen and ink. The latter four are examples developed by other units that have been successfully used for their international trips. Use these examples to make your own for your unit's trip.

- National Tour Permit Application
- Personal Health and Medical Record Form—Class 3
- Sample Parental Permission Form
- Sample Emergency Contacts at Home Form
- Sample Activity Permission / Waiver of Responsibility / Medical Information Forms (2)

BSA VENTURE CREW 535  
**ONE AMERICA PROGRAM**

Created by the not-for-profit

**Tree-Land Foundation, Inc.**

P. O. Box 535  
Myersville, Maryland 21773

PARENTAL PERMISSION FOR INTERNATIONAL TRAVEL  
IS REQUIRED FOR ALL TRAVELERS UNDER 18 YEARS OF AGE

The following named youth: \_\_\_\_\_  
is traveling to Mexico with the ONE AMERICA Program from (dates):

\_\_\_\_\_ to \_\_\_\_\_  
accompanied by Leaders and U.S. Citizens Robert J. Martin, Jr., and Ruth Connoley. This youth has the permission of BOTH parents and/or legal guardians to be on this trip.

**BOTH parents' or guardian's signatures are required and MUST be notarized**

Mother's Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Father's Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

**Required**

Notary Signature, Statement, Date, and Seal: \_\_\_\_\_

**NOTE:** This "form" is required by many foreign countries to indicate that young people from the U.S. are NOT "kidnap" victims and have parental permission to travel.

Version 02-28-02

**Emergency Contacts at Home  
Troop 50  
Kandersteg Trip**

**Scout Name:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

		<b>Mother:</b>		<b>Father:</b>		<b>Backup Emergency Contact</b>	
<b>Day</b>	<b>Date</b>	<b>Location</b>	<b>Telephone</b>	<b>Location</b>	<b>Telephone</b>	<b>Name</b>	<b>Telephone</b>
Wed	28-Jun						
Thu	29-Jun						
Fri	30-Jun						
Sat	1-Jul						
Sun	2-Jul						
Mon	3-Jul						
Tue	4-Jul						
Wed	5-Jul						
Thu	6-Jul						
Fri	7-Jul						
Sat	8-Jul						
Sun	9-Jul						

**BSA TROOP 50**  
**SPONSOR: Holy Spirit Catholic Church**

**ACTIVITY PERMISSION/WAIVER OF RESPONSIBILITY/MEDICAL INFORMATION**

**ACTIVITY: Trek to Kandersteg International Scout Centre, Switzerland**

**SCHEDULE:** Wed., June 28, 4:15 pm to Tues., July 18, 6:35 pm (scheduled). Meet at Dulles Airport.

**ACTIVITY LEADER:**

**USA POINT OF CONTACT:** \_\_\_\_\_, \_\_\_\_\_  
\_\_\_\_\_

I recognize that some scouting activities can expose my son(s)/ward(s) to life threatening hazards. 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 confidence that reasonable precautions will be taken to ensure the safety and well-being of my son(s)/ward(s), namely:

\_\_\_\_\_ and \_\_\_\_\_

on the activity named above, I hereby agree to his (their) participation and waive all claims against the leaders of Troop 50 and officers, agents, and representatives of the Boy Scouts of America and Holy Spirit Catholic Church, the chartered organization. In case of an emergency, the Boy Scout leader(s) have permission to obtain treatment for my son(s)/ward(s) at the nearest hospital or physician, at my expense.

The medical insurance covering my son(s)/ward(s) is with (attach copy of insurance card):

\_\_\_\_\_, policy number \_\_\_\_\_, Emergency phone \_\_\_\_\_  
\_\_\_\_\_

The medical insurance company's procedures for obtaining coverage for emergencies in Europe are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My scout(s) is highly sensitive or allergic to:

Poison Ivy or sumac \_\_\_\_\_ bee sting \_\_\_\_\_ medication (type) \_\_\_\_\_ other \_\_\_\_\_  
\_\_\_\_\_

My scout takes the following prescription medications: \_\_\_\_\_  
\_\_\_\_\_

My scout wears eyeglasses or contacts: \_\_\_\_\_ Yes \_\_\_\_\_ No

Other medical conditions the activity leader should be aware of: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any other situation the activity leader should be aware of: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ANY MEDICATIONS, WITH FULL INSTRUCTIONS FOR ADMINISTRATION, MUST BE GIVEN TO THE ACTIVITY LEADER AT THE BEGINNING OF THE ACTIVITY**

Signature of parent or guardian: \_\_\_\_\_ Date: \_\_\_\_\_



# Troop 111 Activity



## Parental Permission/Release Form

PLEASE COMPLETE ALL FOUR PARTS

1. My son \_\_\_\_\_, has my permission to participate in all activities associated with the Troop 111 **Swiss High Adventure trip** from **July 15, 2003, to August 4, 2003**, including the period at the International Scout Center in Kandersteg, Switzerland, and all activities en route to and from Switzerland. I authorize the Adult Leaders of the Crew to sign in loco parentis any liability waivers needed for these activities. In the case of injury or illness, the Adult Advisors of Troop 111 are authorized to render emergency first aid and/or seek all necessary medical attention. In such cases, I understand that I will be notified as soon as possible. I agree to hold harmless and blameless the leadership of Troop 111 (including any additional adults participating in or providing assistance to any activity associated with crew preparation), St. Agnes Church, the BSA/National Capital Area Council, and Kandersteg International Scout Center from any injury or illness resulting from my Scout's participation in this activity. I waive all rights to any civil action against the above-mentioned parties. I specifically acknowledge my understanding that the activities associated with this trip may result in serious injury or death. Finally, I have noted any medical or other special consideration(s) on the Troop 111 medical form and/or in the blank space provided below. I also agree to provide all necessary medical information required by the Kandersteg International Scout Center by their deadline(s).

\_\_\_\_\_  
(Printed Name of Parent or Guardian)

\_\_\_\_\_  
(Signature of Parent or Guardian)

\_\_\_\_\_  
(Date)

2. If you have a permanent alternate emergency telephone number (relative, trusted friend or neighbor, etc., who can act in your stead), please list that number (and the name of contact person at that number):

\_\_\_\_\_

3. If you will be out of town (away from your home) for a significant period anytime during this trip (July 15-August 4), please give the location(s) and phone number(s) where you will be (use the back of this sheet for additional space if needed).

\_\_\_\_\_

4. If your son has any serious illness, injury, or medical treatment during the next six months (prior to departure) that the troop/trip leadership should be aware of, please detail it in the blank area below and/or on the back, if needed:

\_\_\_\_\_

## **SAMPLE EQUIPMENT LISTS**

Use these examples to make your own for your unit's trip.

## Personal Equipment Checklist—Troop 50—Kandersteg—Summer 2000

- Scout Uniforms*
  - 2 official BSA short sleeve scout shirts with correct badges sewn (not glued) in the proper places.
  - 2 (or more) green Troop 50 tee shirts or golf shirts
  - 2 (or more) Kandersteg trip tee shirts (at least 1 short sleeve and 1 long sleeve)
  - 3 Pairs Official BSA Pants: 1 or 2 pairs of shorts and 1 or 2 pairs of long pants
  - 1 Official BSA scout belt
  - 4 Pairs Official BSA socks, green with red tops
  - Troop 50 neckerchief, or other official scout neckerchief
  - Neckerchief slide
- Other Clothing*
  - 4 (or more) tee/golf shirts. Ones that represent BSA, scout camps, jamborees, high adventure treks, etc. are recommended. Ones that show your school, state, sports events, or areas of the US are also good. Shirts that show cigarette or beer ads, foul language, or non-scoutlike activities are prohibited.
  - Non-scout pants and/or shorts (no jeans) (rugged pants if climbing Alps)
  - 1 pair of hiking (over the ankle) boots
  - 1-2 pairs of comfortable walking shoes
  - 1-2 pairs of sock liners
  - 3 pairs of non-scout socks (for a total of 7 pairs of socks)
  - At least 7 pairs of underpants
  - A medium weight jacket suitable for the Glacier hike (with a sweater or sweatshirt underneath)
  - 1 (or more) sweater or sweatshirt (See tee shirt rules above)
  - Pajamas/sleepwear
  - Rain coat and rain pants (no poncho)
  - Warm hat and gloves
- Personal Items*
  - Soap, washcloth, face towel, bath towel. Recommend quick-dry, chamois type. Prefer thin to thick towels
  - Toothpaste and toothbrush
  - Shampoo (travel size)
  - Deodorant
  - Comb
  - Medications, properly labeled, with copies of prescriptions; give to Medicine Woman
  - An extra pair of glasses if you wear glasses or contacts
  - Swimsuit
  - Sunscreen
  - Pen/pencil/notebook
  - Scout knife (as checked baggage, not carry-on!)
  - Watch
  - Canteen or water bottles
  - Camera with extra film
  - Dirty/wet clothes bags
  - Small flashlight with extra batteries
  - Names and addresses of people you want to write, perhaps on mailing labels
  - Deck of cards, other games, reading material for airplane and train rides
  - (optional) Toilet paper
  - (optional) Badges, neckerchiefs, slides, tee shirts, etc. for trading
  - (optional) Sunglasses



## Personal Equipment List for Scout Trip To Europe

### SCOUT UNIFORMS

3 Official BSA Short Sleeve Scout Shirts with correct badges sewn in the proper places.  
2 Pairs Official BSA Scout Shorts  
1 Official BSA Scout Belt  
5 Pairs Official BSA Socks, Khaki with Red Tops  
Your Troop Neckerchief

1 Pr Official BSA Long Pants  
1 Official BSA Baseball Style Cap  
Neckerchief Slide

### OTHER CLOTHING

Non Scout Shirts and Shorts for Time with Host Families and in Camp

At least 4 T Shirts – Ones that represent the BSA, Scout Camps, your city or state, or local universities are recommended. T-Shirts are often traded at Jamborees, so you might bring ones you would like to trade. T-Shirts that show cigarette or beer ads, foul language, or non-Scoutlike activities are prohibited.

2 pairs comfortable walking shoes.  
A Red Jacket  
A Sweatshirt (see T-Shirt rules above)  
(You should use a laundry marker to place your name on all your clothing)

At least 4 pairs of underpants  
Possibly a pair of thongs or moccasins  
Rain Coat/Rain Suit/Poncho

### PERSONAL ITEMS

Soap, Washcloth, and Face Towel  
Shampoo (small size)  
Prescription Medication in Correctly Labeled Container  
Swim Suit  
Sunglasses  
Sleeping Bag  
Ground Cloth  
Pen/Pencil/Notebook  
Personal First Aid Kit  
Scout Knife  
Canteen or Water Bottle  
Toilet Paper  
Duffel Bag Lock  
Gifts for Host Families  
Small Calculator to convert prices to U.S. Dollars  
Badges, Neckerchiefs, slides, T-Shirts, Etc., for Trading  
An Extra Pair of Glasses if you wear Glasses  
Names and addresses of people you want to write, perhaps on Mailing Labels.

Toothbrush and Toothpaste  
Deodorant  
Comb  
Beach Towel  
Sunscreen  
Sleeping Pad  
Pajamas/Sleepwear  
Knife, Fork, Spoon, Plate, Bowl, Cup  
Sewing Kit  
Watch  
Camera with Extra Film  
Dirty/Wet Clothes Bag  
Flashlight with Extra Batteries  
Fanny Pack

### HAVE EVERYTHING ON THE EQUIPMENT LIST THAT YOU ARE NOT WEARING PACKED INTO A CARRY-ON BACKPACK AND A DUFFLE BAG

Your carry-on backpack should contain everything you want on the plane plus enough to survive on for a day or two. Your duffel bag will be checked as luggage. You must leave enough room in it to carry a U.S. flag or other group items.

## **2003 SWISS HIGH ADVENTURE TREK**

### **Troop 111 Updated Swiss Trek Clothing and Gear List**

Note that you will pack in three bags: your backpack (packed with gear to be used during the backpacking portion of trip, and in which some crew gear will be packed), a duffel (generally for clothes and gear not needed during the backpacking hike), and a daypack (school-type backpack) as carry-on luggage. Unlike Philmont trips, however, many clothing items taken for the backpacking trek will also be used for day or overnight activities based at KISC. Each traveler will check two bags with maximum weight of 70 pounds each, maximum size each (length + width + depth) of 62 inches. **NOTE: baggage exceeding the limits will either be refused or will be subject to high penalty fees!**

#### Clothing

The *average* temperature in Kandersteg in July is 55 degrees. On sunny days high will be around 75; cloudy or rainy days in the 60s; lows can go into 30s but are usually in the 40s. Remember, this is the equivalent of October in Arlington. For mountain and glacier outings it will be colder. Accordingly, the Philmont clothing list has been modified to increase warmth and layers of clothing. All clothing should be medium to lightweight except where noted. For regular clothes, use synthetics or mixed cotton/synthetics (but no more than 50% cotton) except where indicated. For hiking clothes, synthetics are highly recommended; when you have a choice, final decisions should be based on the best combination of warmth and weight; the lighter the better, of course. **All items should have your name marked in them!**

- 2 pair lightweight nylon hiking shorts (can have mesh bathing-suit-type liners) OR 2 pair lightweight synthetic gym shorts
- 2 pair synthetic long hiking pants with internal belt (one pair of the long pants can be fleece)
- 4 pair 50/50 cotton/synthetic blend underwear
- 2 very light synthetic T-shirts
- 2 light synthetic long-sleeve T-shirts
- 1 lightweight fleece pullover
- 1 medium to heavy fleece pullover
- 3 pair polypropylene sock liners
- 3 pair thick 50/50 wool/polyester socks
- 2 travel uniform shirts
- 2 pair khaki pants: at least one long pair, one can be shorts. No baggy or cargo-style pants.
- 1 lightweight belt
- 2 pair regular weight sneakers or travel shoes (comfortable for walking)
- 2 pair 50/50 cotton/synthetic gym socks (for use with sneakers)
- F-4
- 1 set lightweight thermal underwear ("silks" are lightest weight possible)
- 1 lightweight rainsuit (top and bottom), waterproof and breathable (GoreTex or similar water barrier fabric); jacket should have hood.
- 1 waterproof bush-hat, or (at least) a wide-brim cap (can use a baseball cap, not as effective)
- 1 fleece or lightweight knit pullover hat (for warmth, especially useful for sleeping)
- 1 pair lightweight fleece gloves
- 1 pair waterproof gloves (ideally can be worn over fleece gloves)
- 1 full Scout uniform, including socks and bolo tie; all patches correct.
- 2 bandanna's (to wipe sweat off while hiking; also for use as ultra-lightweight washcloths)
- 6 - 8 clear plastic bags (large Washington Post bags or equivalent) to store all clothing; can also be used for washing clothes)

### **Backpacking Gear**

- 1 pair of hiking boots (broken in on your feet!)—waterproof, sturdy ankle support and firm sole (for comfortable walking on rocky trails)
- 1 super-light pair of sneakers as “camp shoes” on the trail (use “marathon flats” or similar). Note: open-toed sandals (“Texas,” etc.) are not allowed on the trail.
- 1 large size backpack, including a quality padded hipbelt, padded shoulder straps and (most importantly) adjusted to your current physical size. External frame packs are recommended for novices or beginners; experienced backpackers - your choice. External frame backpackers should use straps (not bungee cords) to attach items to their frames. 4000 c.i. minimum size for external frames; 4500 c.i. minimum size for internal frames.
- 1 waterproof pack cover, Large or X-Large (XL preferred); if old, re-coat before trek
- 3 one-liter, wide-mouth water (Aqua Fina or similar) bottles (or can use 3 standard 1 quart canteens)

### **Eating/Sleeping Gear**

- 1 plastic bowl (any soft-margarine type bowl, about 1 1/2 pint capacity, will do)
- 1 wide-mouth deep-dish type cup (1 pint, plastic, handles are nice to help avoid burns (if prefer, can just use two large wide-mouth cups and delete the bowl.)
- 1 heavy-duty plastic soup-spoon (Lexan or equivalent in strength)
- 1 toothbrush (better to store with your eating gear which you'll use most often)
- 1 sleeping bag, in a stuff-sack (Note: use a trash bag to line the stuff sack and provide absolute rain protection). Your sleeping bag should be rated to 20 degrees and should weigh no more than 4 pounds (3 pounds preferred). However, **DO NOT USE ULTRALIGHTS!**
- 1 “sleeping sack”—cotton or nylon sheeting sewn into sack shape with foldover flap to stuff and use as pillow (required by youth hostels)—can be used as liner for sleeping bag (adds about 5 degrees warmth)
- 1 “backpacker’s pillow” (or a small woolen or cotton stuff sack to fill for a pillow; can use sleeping sack’s foldover when sack is used as a bag liner)
- 1 ultralight Therm-a-Rest (can be full length or 3/4 length—3/4 length recommended for shorter Scouts)

### **Personal Cleaning Gear for Backpacking Trek**

- 1 large “backpacker’s towel,” or a medium, very thin bath towel (former preferred for weight)
- 1 disposable razor, new (optional)
- 1 lightweight comb

### **Other Necessary or Highly Recommended Personal Gear**

- 1 hiking stick or matched set of hiking poles (very useful, especially for adults/larger Scouts)
- 15 ft of the lightest weight parachute cord (for clothes line); use pieces of yellow or blaze orange surveyor’s tape to tie on as visible markers
- 8 to 12 mini binder clips as clothes pins.
- 4-6 diaper pins (for pinning wet clothing to the backs of packs for drying while hiking; diaper pins are preferred over safety pins because they have safety locks and their bright plastic heads make them much easier to find if dropped)
- 1 medium size daypack (taken as carry-on luggage; very useful for carrying clothes and gear for day outings)
- 1 duffel (maximum length + width + depth = 62 inches)
- Personal grooming kit (soap, deodorant, shampoo, razor & shave cream). Note: Use small size (travel or sample size) containers, do not bring large, heavy containers!
- 1 swimsuit—lightweight nylon recommended, avoid extra long “jams”
- 1 mosquito netting “head net”
- Sunglasses (prescription if necessary), plastic, in a hard-shell case. Note: wrap-around style recommended for eye protection when on or near glaciers.
- Micro-LED light or quality very small flashlight—plastic case only!

### **Possibly Necessary Personal Gear**

- If long pants do not have an internal belt, an ultra-lightweight belt, with velcro or plastic buckle
- If needed, extra pair of prescription eyeglasses, plastic, in a hard-shell case
- If wear contacts, two extra pairs, including separate small containers of washing/cleaning solutions
- If needed, Prescription Medications, including 2nd set to be carried by 1 of the Adult Advisors

At this point: A) minus one set of hiking clothes (which you will be wearing), and your boots (ditto), all 3 water bottles empty, your pack and the clothes and gear needed for the backpacking portion of the trip should weigh between 22 - 28 pounds, depending on how large you are (larger Scouts' and Adults' clothes weigh more, of course) and how many optional items you are taking; and B) you should still have plenty of room left in your pack - if not, your pack is far too small and you should get a replacement backpack as soon as possible, because you still have to fit a crew gear and food into your pack.

**Personal and Tent-Share Items NOT to bring:** These are the kinds of things that are routinely tossed out during the shakedown:

- Replacement Batteries (install new batteries, use properly/frugally on the trail)
- Extra Shoelaces (install new when departing, both boots and sneakers)
- Metallic, porcelain, or otherwise heavyweight personal eating gear, utensils, and canteens
- Forks or Knives
- Large (2 "D" or 3 "C" cell) *or metal-case flashlights* (e.g., Mag-Lites)
- Glass eyeglasses or sunglasses (uncomfortably heavy to wear when you're sweaty and hot.)
- Rubberized ponchos (they weigh a ton)
- "Disposable" ponchos or rain-gear (they'll rip to shreds on the first branch)
- Except for Polar Pure, anything packed in glass
- Any "aerosol" sprays in cans
- Any 100 % cotton clothing, including blue-jeans, blue-jean jackets, sweatshirts, etc.
- Heavyweight air mattress or inflatable pillow
- Leather or otherwise heavyweight belt
- Personal cameras
- Texas or any other open-toed sandal-type footwear
- Junk food
- Anything illegal

Finally - Everything else that you're not sure if you'll use - *"If in doubt, chuck it out!"*

## Gear for the Crew 1519 Miami/Bahamas Sailing Trek

The following is a list of the gear each crew member will need for the trip. One thing to remember is to not bring too much. Here is a note the outfitter wanted to pass along:

*All the stuff you bring except pad and sleeping bag should fit into a bag the size of a **pillow case**. If it does not fit, you're bringing too much!!!*

This list covers our time touring Florida as well as time aboard the boats. There is no place to leave the clothes we fly in or tour Florida in. We have to bring it all aboard. So, pack light.

### Clothing

Class A Scout shirt  
Tan or khaki shorts  
Class B Crew shirt (crew will provide)  
2 pairs shorts, preferably with nylon mesh liner  
2 swimsuits  
3 T-shirts (*optionally* CoolMax)  
Hat, wide brimmed  
1 pair deck shoes with traction, Tiva-types are okay, flip flops are not recommended  
1 pair walking shoes for touring  
3 pairs of socks  
2 bandanas or handkerchiefs  
Rain gear (lightweight)  
Pair of long pants (nylon, not blue jeans) for warmth (*optional*)  
Fleece jacket or long sleeved shirt for warmth (*optional, its summer in the Bahamas*)

### Miscellaneous

Personal medicines  
Passport  
Snorkeling gear  
30 SPF sunscreen (16 ounce), bring your favorite flavor  
Sunglasses with strap (*optionally* polarized)  
Duffel bag to hold your stuff  
1-quart water bottle(s)  
Mess kit (spoon, large plastic mug)  
Ditty bag (toothbrush, soap, small shampoo, deodorant, lip balm, comb or brush; **the crew will provide toothpaste and bug repellent**)  
2 towels  
Sheet and light sleeping bag or blanket in a stuff sack  
Sleeping pad (youth only, for sleeping on the deck, under the stars)  
10 clothespins  
Small flashlight (with new batteries)  
Money for souvenirs (about \$60)  
Entertainment: water gun, book, cards, Frisbee, football, small games  
Camera or disposable waterproof camera (*optional*) (**I will bring a digital camera (it works underwater too) that I will let others use. The photos will be shared with all.**)  
Small knife for fishing (*optional*)  
Watch (*optional*)  
Log and pen (*optional*)

## Packing List—Russian Exchange Trip—July 1992

### CLOTHING

2 Pr Scout long trousers  
2 Scout shirts  
1 pr Scout shorts  
Web belt  
Scout socks long/short  
Rain suit or poncho  
Warm jacket  
Windbreaker—preferably Scout red jacket  
Scout hat (provided)  
Scout T-shirts (provided) min of 2  
Extra socks  
Underwear  
Swim trunks  
Tennis shoes  
Hiking boots  
1 pr long trousers (civilian)  
1 shirt  
1 sweatshirt  
1 nametag (provided)  
Handkerchiefs

### OPTIONALS

Watch  
Camera w/ film  
Dark glasses  
Musical instrument (small)  
Religious book  
Air mattress/foam pad  
Air pillow  
Small solid fuel stove w/ fuel  
Plastic washbasin  
Snack food  
Scout Handbook  
Scout Fieldbook  
Water filter

### EQUIPMENT

Toilet kit—soap, toothbrush/paste, comb  
Towel  
Pocketknife  
Compass  
Notebook w/ pencil  
Canteen  
Mosquito repellent (DEET)  
Flashlight (extra batteries)  
Sleeping bag  
Matches in waterproof case  
Wallet (neck type recommended)  
    In wallet—passport, visa, money,  
    one other picture ID  
Toilet paper (large quantity)  
Soap for laundry  
Ground cloth  
Water purification tablets  
Knife, fork, spoon, plate, bowl, cup

Hand trowel—for digging latrine  
Personal first aid kit  
Sunscreen/chapstick  
Nylon cord—50 ft  
Work gloves  
Trading material (pins, patches)  
Home hospitality gift  
Duffel bag (provided)

**Medical List—Russian Exchange Trip—July 1992**  
(items to be carried by each Scout)

1. 16 days supply of any prescription medication you are taking in an individual bottle with a childproof cap. Each container must have the original pharmacy label on it identifying the drug and the directions
2. Acetaminophen (Tylenol) for headaches, fevers etc.
3. Pepto-Bismol (please get tablets) for upset stomach, diarrhea, **OR** Immodium A-D for diarrhea and Di-Gel tablets for upset stomach
4. Hydrogen peroxide (the smallest bottle you can find. Please buy new and it's not good after it has been open for 30 days.)
5. A small tube of triple antibiotic cream (Neosporin, polysporin, or house brand)—if you are allergic, a small tube of Vaseline will do
6. ½ dozen sterile, wrapped 4 x 4s
7. 2" roll of Kling or Kerlix gauze
8. 2" Ace bandage
9. 1 dozen Band-aids
10. A small zip-lock baggie of cotton balls
11. Several packages of Moleskin adhesive
12. Pair of pointed nose tweezers (not flat or slant nose type)
13. Small pair of sharp scissors

## **SAMPLE LODGING LISTS AND ITINERARIES**

Use these examples to make your own for your unit's trip.



## Kandersteg Itinerary—Troop 50—Summer 2000

Day	Date	Itinerary	Activities	Accommodations
Wed	28-Jun	Depart Dulles 6:15 pm on British Airways #216.	Watch movie. Play cards. Sleep.	Your seat on the plane
Thu	29-Jun	Arrive <b>London</b> Heathrow 6:30 am (1:30 am Virginia time). Take Tube into City with Visitor Travelcard.	Tour London. Visit Gilwell Park, Baden-Powell House	Docklands Scout Project. Bunkbeds
Fri	30-Jun	Tube and buses using Visitor Travelcard.	Tour London. Possibilities include: Tower of London, Changing of the Guard, Parliament, Big Ben, London Bridge, Buses, Globe Theatre, St. Paul's, British Museum, etc.	Dolphin Hotel, 100 m from Paddington Station
Sat	1-Jul	<b>Arise 4:30 am.</b> Heathrow Express from Paddington to Heathrow Airport. Depart Heathrow 7:15 am on BA 710. Arrive Zurich 10:10 am. Train from Zurich to Bern, 1.5 hrs, Arrive <b>Bern</b> 12:44 pm.	Tour Bern	Jugendherberge / Youth Hostel Bern
Sun	2-Jul	Train from Bern to <b>Kandersteg</b> International Scout Center, 1 hour	Sunday Mass. KISC Activities. Climbing workshop. Leaders – overnight at Upper Hut.	Kandersteg Chalet, Upper Hut
Mon	3-Jul		KISC Activities. Overnight at upper hut.	Kandersteg Chalet
Tue	4-Jul		KISC Activities. Cheesery hike	Kandersteg Chalet
Wed	5-Jul		KISC Activities. Abseiling. Visit to Oeschinensee and sledge run	Kandersteg Chalet
Thu	6-Jul		KISC Activities. Simme rafting.	Kandersteg Chalet
Fri	7-Jul		KISC Activities. Overnight glacier hike	Glacier Hut
Sat	8-Jul		KISC Activities. Overnight glacier hike	Kandersteg Chalet
Sun	9-Jul		Sunday Mass. KISC Activities.	Kandersteg Chalet
Mon	10-Jul		KISC Activities. Adelboden hike.	Kandersteg Chalet
Tue	11-Jul		KISC Activities.	Kandersteg Chalet
Wed	12-Jul	Depart KISC. Train to <b>Munich</b> , 7.5 to 8 hours. Arrive 4:15 pm to 7:11 pm.	Tour Munich.	Euro Youth Hostel
Thu	13-Jul	Munich U-Bahn and S-Bahn	Tour Munich. Possibilities include: Old town, Marienplatz square, Rathaus, Glockenspiel, Olympic park, Frauenkirche, Residenz, BMW museum, bike tours, parks, Dachau, Deutsches Museum. Kuchen!	Euro Youth Hostel
Fri	14-Jul	Overnight train to Paris. Leave Munich 8:55 pm, arrive Paris 7:00 am.	Tour Munich. Possible side trips include: Salzburg, Berchtesgaden, Eagle's Nest, salt mine tour, Neuschwanstein.	Your couchette on the train
Sat	15-Jul	Paris Metro	Tour Paris. Possibilities include: Pariscope, Eiffel Tower, Arc de Triomphe, Champs Elysees, Seine boat ride, Louvre & pyramid, outdoor markets, Sacre-Coeur, sidewalk cafes, Pompidou Museum-inside out-street entertainers, sewers, etc.	Leo Lagrange Hostel, Clichy
Sun	16-Jul	Paris Metro	Sunday Mass at Notre Dame. Tour Paris	Leo Lagrange Hostel, Clichy
Mon	17-Jul	Paris Metro	Tour Paris. Possible side trips include: Caen and Normandy, Chartres, Versailles Palace, Ile de France	Leo Lagrange Hostel, Clichy
Tue	18-Jul	Paris Metro to Charles De Gaulle Airport. Depart on British Airways 307 @ 12:20 pm. Arrive Heathrow @ 12:40. Depart Heathrow on BA 223 @ 3:30. Arrive Washington Dulles @ 6:35.	Watch movie. Play cards. Sleep.	Your bed in your room

### Kandersteg Lodging/Emergency Contact Plan—Troop 50—Summer 2000

Day	Date	Itinerary	Accommodations	Telephone, Fax, and e-mail Address
Wed	28-Jun	Depart Dulles 6:15 pm on British Airways #216.		
Thu	29-Jun	Arrive <b>London</b> Heathrow 6:30 am (1:30 am EDT). Tour London	Dockland Scout Project. HQTS Lord Amory Dollar Bay 631 Manchester Road London E14 3NU	T - 011-44-20-7363-0323 T - 011-44-20-7987-1757 F- 011-44-20-7363-0388 tford8910@aol.com or dsp@amory.f9.co.uk
Fri	30-Jun	Tour London	Dolphin Hotel 32-34 Norfolk Square, Paddington W2-1RT London UK	T - 011-44-20-7402 4943 F - 011-44-20-7723 8184 info@dolphinhotel.co.uk
Sat	1-Jul	Depart Heathrow 7:15 am on BA 710. Arrive Zurich 10:10 am. Train from Zurich to Bern. Arrive <b>Bern</b> 12:44 pm.	Jugendherberge / Youth Hostel Bern Weihergasse 4 CH-3005 Bern Switzerland	T - 011-41 31 311 63 16 F - 011-41 31 312 52 40 info@jugibern.ch or bern@youthhostel.ch
Sun	2-Jul	Train from Bern to <b>Kandersteg</b> International Scout Center. Arrive KISC about 11:24 am	Kandersteg International Scout Centre 3718 Kandersteg Switzerland	T - 011-41 33 675 82 82 F - 011-41 33 675 82 89 kandersteg@world.scout.org
Mon	3-Jul		Kandersteg Chalet	Same
Tue	4-Jul		Kandersteg Chalet	Same
Wed	5-Jul		Kandersteg Chalet	Same
Thu	6-Jul		Kandersteg Chalet	Same
Fri	7-Jul		Kandersteg Chalet	Same
Sat	8-Jul		Kandersteg Chalet	Same
Sun	9-Jul		Kandersteg Chalet	Same
Mon	10-Jul		Kandersteg Chalet	Same
Tue	11-Jul		Kandersteg Chalet	Same
Wed	12-Jul	Depart Kandersteg @ 8:35 am. Train to <b>Munich</b> . Arrive Munich @ 4:15 pm.	Euro Youth Hotel Senefelderstrasse 5 80336 Munchen, Germany	T - 011-49 89 599 0880 F - 011-49 89 599 088 77 info@euro-youth-hotel.de
Thu	13-Jul	Tour Munich	Euro Youth Hotel	Same
Fri	14-Jul	Overnight train to <b>Paris</b> . Leave Munich @ 8:55 pm, arrive Paris @ 7:00 am.	Your couchette on the train	
Sat	15-Jul	Tour Paris	Auberge de Jeunesse Leo Lagrange 107 Rue Martre 92110 Clichy, France	T - 011-33-1-41 27 26 90 F - 011-33-1-42 70 52 63 paris.clichy@fuaj.org
Sun	16-Jul	Tour Paris	Leo Lagrange Hostel	Same
Mon	17-Jul	Tour Paris	Leo Lagrange Hostel	Same
Tue	18-Jul	Depart Charles De Gaulle Airport on British Airways 307 @ 12:20 pm. Arrive Heathrow @ 12:40. Depart Heathrow on BA 223 @ 3:30. Arrive Washington Dulles @ 6:35 pm.		

## Itinerary—Troop 1131—2002 Kandersteg Trip

Day	Date	Leave	Arrive	Travel	Visit/Stay
Sun	4-Aug	Home	London	Plane	
Mon	5-Aug	London	London	Public Transport	Training Ship Lord Amory, River Thames
Tue	6-Aug	London	London	Public Transport	Tower of London, British Museum/Gilwell
Wed	7-Aug	London	London	Public Transport	Windsor Castle, Piccadilly Circus, Play
Thu	8-Aug	London	Calais	Motorcoach	Visit Mont Saint Michel
		Calais	Bayeux	Motorcoach	Drive to Family Home Hostel, Bayeux
Fri	9-Aug	Bayeux	Beaches	Motorcoach	Visit Omaha Beach and American Cemetery
		Beaches	Paris	Motorcoach	Drive to Maison des Clubs UNESCO, Paris
Sat	10-Aug	Paris	Paris	Motorcoach	Eiffel Tower, Notre Dame, Louvre
Sun	11-Aug	Paris	Strasbourg	Motorcoach	Visit the Church, CIARUS Hostel, Strasbourg
Mon	12-Aug	Strasbourg	Kandersteg	Motorcoach	Drive to Switzerland, Chalet, Fondue Dinner
Tue	13-Aug	Kandersteg	Kandersteg	N/A	Chalet, Sledge Run
Wed	14-Aug	Kandersteg	Glacier Hut	N/A	Overnights (1)Loetschenpass (2)Mutthorn- Snow & Ice
Thu	15-Aug	Glacier Hut	Kandersteg	N/A	Chalet, Return from Hike, International Barbecue
Fri	16-Aug	Kandersteg	Glacier Hut	N/A	Chalet, Day Trip, International Campfire
Sat	17-Aug	Kandersteg	Kandersteg	N/A	Overnights (1) Frueden Hut Glacier Workshop (2) Loetschenpass
Sun	18-Aug	Kandersteg	Luzern	Motorcoach	Return from Hike, Drive to Youth Hostel Luzern
Mon	19-Aug	Luzern	Garmisch	Motorcoach	Drive to Garmisch-Partenkirchen Hostel
Tue	20-Aug	Garmisch	Garmisch	Motorcoach	Drive to Neushwanstein, Fussen
Wed	21-Aug	Garmisch	Garmisch	Motorcoach	Drive to Eagle's Nest, Berchtesgaden
Thu	22-Aug	Garmisch	Garmisch	Motorcoach	Drive to Dachau, Munich
Fri	23-Aug	Garmisch	Garmisch	Motorcoach	Munich, Nymphenburg, Residenze
Sat	24-Aug	Garmisch	Munich/Home	Plane	Fly Home

### **Lodging—Troop 1131—2002 Kandersteg Trip**

- 5-8 Aug The Dockland Scout Project - Her Majesty's Training Ship Lord Amory  
POC: Tony Ford, 53 Kingdon House, Galbraith Street, London, E14 3LP, UK  
Phone: 44-0-207-515-8910/ 44-0-795-624-5728  
[www.amory.force9.co.uk](http://www.amory.force9.co.uk)
- 8-9 Aug Family Home Hostel  
POC: Madame Helene LeFevre, 39 rue de General de Dais, 14400 Bayeux, Normandy, France  
Phone: 02-31-92-15-22  
[www.fuaj.org](http://www.fuaj.org)
- 9-11 Aug Maison des Clubs UNESCO  
POC: Madame Milouda Lamoine, 43 rue de la Glaciere, 75013 Paris, France  
Phone: 01-43-36-11-23  
[www.clubs-unesco.asso.fr](http://www.clubs-unesco.asso.fr)
- 11-12 Aug CIARUS  
POC: Marie-Eve Haller-Dudick, 7, rue Finkmatt,  
F-67000 Strasbourg, France  
Phone: 33-03-88-15-27-88  
[www.ciarus.com](http://www.ciarus.com)
- 12-18 Aug Kandersteg International Scout Centre  
POC: Reception, CH-3718, Kandersteg, Switzerland  
Phone: 41-33-675-82-82  
[www.kisc.ch](http://www.kisc.ch)
- 18-19 Aug Youth Hostel Lucerne  
POC: Georg Zimmermann, Sedelstrasse 12, 6004 Luzern, Switzerland  
Phone: 0041 041 420 88 00  
[www.youthhostel.ch](http://www.youthhostel.ch)
- 19-24 Aug Jugendherberge Garmisch-Partenkirchen  
POC: Manfred Fellendorf, Jochstrasse 10, 82467 Garmisch-Partenkirchen, Bavaria, Germany  
Phone: 08-821-2980  
[www.djh.de](http://www.djh.de)