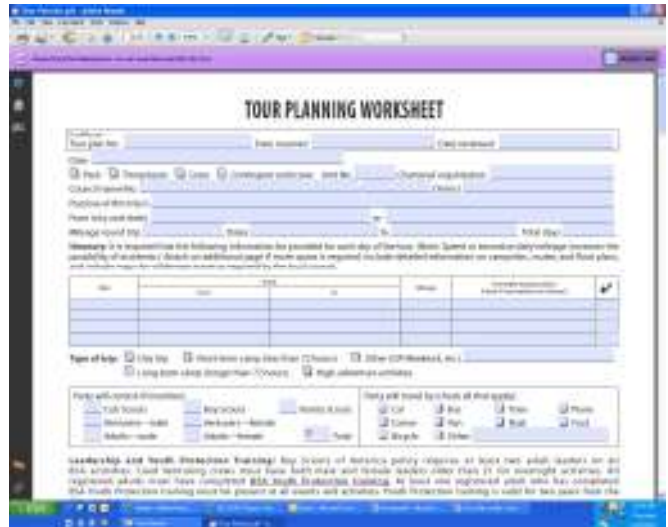


Using the New Tour Plan

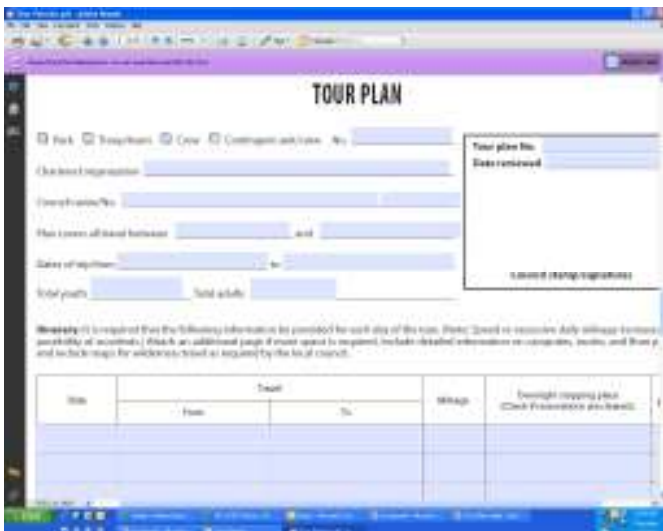
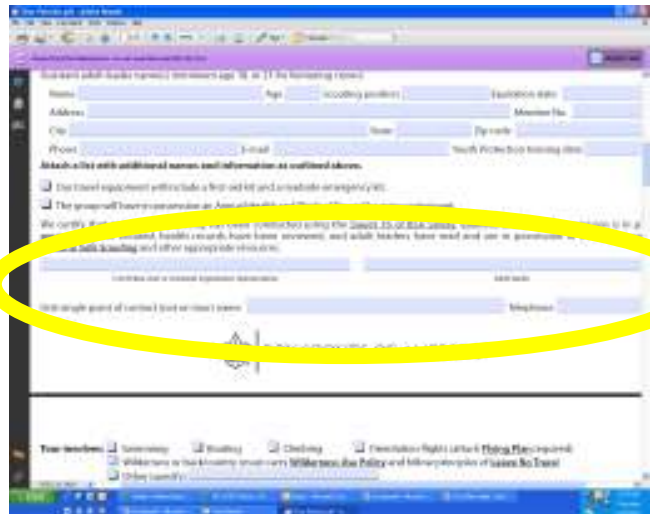
Effective March 1st, 2011

Fill out the TOUR PLANNING WORKSHEET and TOUR PLAN. Located at <http://www.samhoustonbsa.org> It is a fill-able Adobe document. If you need a free copy of Adobe Reader 10, download it at: <http://get.adobe.com/reader/>

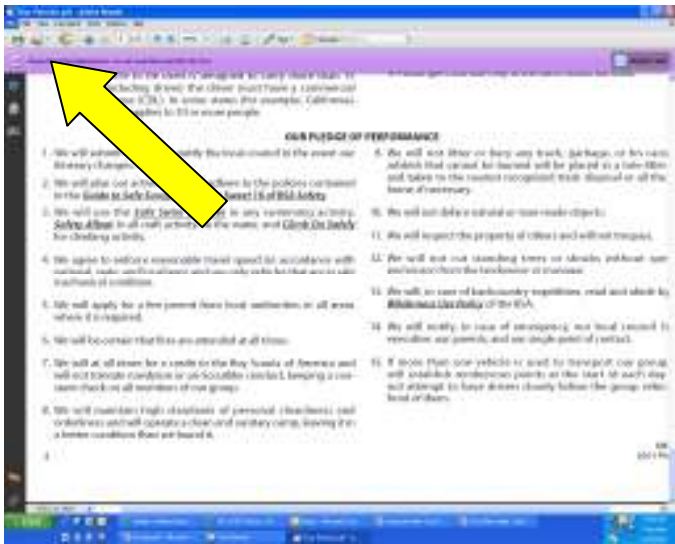
- Begin with the TOUR PLANNING WORKSHEET. All 4 pages of the form must be filled out completely.



- At the bottom of page 1, sign using Adobe Digital Signature. Use the sign document feature available in Adobe Reader 10.

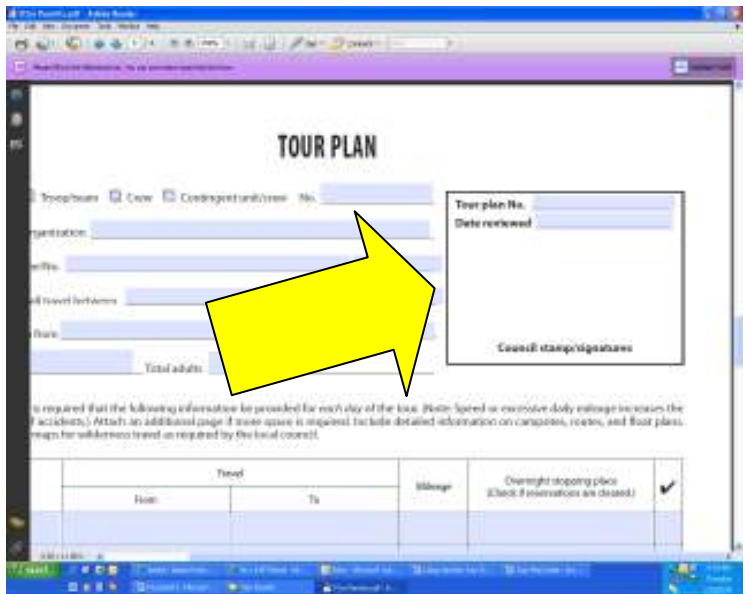


- As you enter information in the TOUR PLANNING WORKSHEET, the form will help you by filling out the TOUR PLAN. Make sure that the TOUR PLAN is completely filled out.



- ❑ Once all 4 pages are completely filled out with digital signatures, Save the document:
 - Click File
 - Click Save As
 - Use your Unit Type and Number
 - Example: Troop 123
 - and email to CARMEN.RODRIGUEZ@shac.org

- ❑ Once your TOUR PLAN is verified, it will be Digitally Signed by the Council Office and emailed back to the unit. Print out your Council Verified Tour Plan. Enjoy your Trip.



If you have any questions, please contact
 Carmen Rodriguez at 713-865-9123 or
Carmen.Rodriguez@shac.org