[](http://www.ncacbsa.org/)

**RANGE & TARGET ACTIVITY EVENT APPROVAL REQUEST FORM**

***Please Read all appended*** [***Instructions***](#Instructions) ***before completing and submitting this form***

1. [***Who will be conducting this event***](#Who)
2. **Request submitter (will be primary POC for all follow-up):**

**Name:** **Email/Phone:** **Date:**

1. **Requesting Group (Unit, District, NCAC org., etc.): District:**
2. **Event Date(s) and any alternate (hazardous weather) date(s)**:
3. **Event Name:**
4. **Name & Contact Information for requesting group (1) lead uniformed leader (SM, ADV, Skipper; Dist. Commish.) & (2) Committee Chair:**
5. [***Details about this event***](#Details)
6. **Event Location (firearms events must be at Scout camp or established “commercial” range):**

1. **All Requested Range & Target Activities:**
2. **Estimated youth R&TA activity participant count by Scout program Level (Cubs, Scouts BSA, Venturing/Sea Scout/Exploring):**
3. **Is this a Merit Badge related activity (Y/N):**

**If Yes, provide NCAC registered MBC name and contact information:**

1. **Does MB activity involve more than one Unit (Y/N):**

**(If Yes, “group” MB may need to be approved by the NCAC Advancement Committee per “NCAC Group Merit Badge Instruction Policy” April 22, 2023)**

1. **Facilities Available on Site (ranges, layout, cover, storage, etc.):**

1. [***Safe, authorized equipment to be used at this event***](#Equipment)
2. **Type of equipment to be used at the event**

**Specify either the make/model (e.g., Savage MK II .22LR bolt action rifles), or type (e.g., recurve bows and target point arrows; bolt-action single shot .22 rifles and commercial .22LR ammo):**

1. **Secure equipment & ammunition storage plan when not in use:**
2. [***Qualified Event Supervision***](#Supervision)
3. **For UNIT events, provide (1) name (2) position and (3) training completion date of each registered adult who completed the required pre-event Range SAFEty Training in my.scouting.org and will be present at the event**:
4. **Qualified Supervision Staffing on each Range based on Scouting America Standards**

**For each range instructor or safety officer, provide:**

1. **Name and Scouting America ID# (if registered Scouter)**
2. **Certifications relevant to the R&TA activities being conducted at the event:**

**(a) For firearms ranges, list NRA ID#, certifications & expiration date**

**(b) For archery ranges, list USA Archery certification level, ID# (if any) & expiration date**

**(c) For Cub Scout ranges, list Rangemaster (or higher) certification & expiration date**

**(d) For throwing sport ranges, briefly explain prior experience and list any R&TA certifications**

**(3) Contact email & phone**

1. **Instructor-led Participant Training Plan for each activity prior to range activity:**

***Additional Notes***:

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***Pre-Submission District Review***

**Reviewed by District Representative to the NCAC R&TA Committee**

**Name:** **Date:**

**======================================================================================**

***NCAC Range & Target Activities Approval* (Yes/No): Date:**

**Reviewed By (Name):**

**Approved By (Name):**

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**RANGE & TARGET ACTIVITY EVENT APPROVAL REQUEST**

**(for NCAC Unit and District R&TA Activities)**

***INSTRUCTIONS and PLANNING CONSIDERATIONS***

**Thank you for including Range and Target Activities (R&TA) in your Scout program. They are among the most popular, fun, and safe activities in Scouting America. However, the activities must be carefully planned in advance. *NCAC and Scouting America require that all units and Districts obtain prior approval for Range and Target Activities events.* In NCAC, prior approval is obtained by submitting the attached event request form to the Council R&TA Committee. The Committee chair has been delegated authority to approve R&TA events on behalf of NCAC.**

**We strongly recommend working with your** [**District’s R&TA Committee representative**](https://public.3.basecamp.com/p/9NmfJmSCyiQ3ZzLYg9CWCACX) **to complete this form. After the District rep’s input and review, *please email the completed form to the Committee at*** [***ncac.rata@gmail.com***](mailto:ncac.rata@gmail.com) ***and cc the Committee chair at*** [***k4bsa@verizon.net***](mailto:k4bsa@verizon.net)**. Your request will be reviewed to ensure all requirements are met. Submit the form *at least* 2 months before the event date, 4 months if you need assistance to hold the event. If you’re unsure how to complete any part of the form, contact your District R&TA rep or the Committee at the email address above and we’ll help you.**

**R&TA events in NCAC for units and Districts include target archery, BB guns, firearms target shooting (firearms are defined by Scouting America to include air rifle, .22 cal. rifle, shotgun, black powder muzzleloading and pistol using the NRA First Steps Orientation course) and throwing sports (slingshots, tomahawks, knife throwing, catapults). Additional types of activities may be offered at National high adventure bases and some authorized Council summer camps.**

***Please read all General and Form Section-by-Section Instructions below***

**General Instructions**

* **Range and target activities must follow all current Scouting America policies with no deviation. Scouting America’s** [**National R&TA Manual**](https://filestore.scouting.org/filestore/pdf/430-938-24-Range-and-Target-Activities-Manual_8.30.pdf) **spells out specific requirements in detail (with** [**NCAP Standards**](https://www.scouting.org/wp-content/uploads/2024/10/430-05625-NCAP_WEB.pdf) **additionally governing NCAC short- and long-term camps). There were numerous changes to program and equipment requirements in 2024 and on January 1, 2025. The request form and these instructions and planning considerations do not address every rule or restriction, although they cover common major issues. You are responsible for compliance with all current requirements.**
* **The** [**Guide to Safe Scouting**](https://www.scouting.org/health-and-safety/gss/) **and all other general Scouting America activity and safety requirements also apply to R&TA events, including 2-deep registered leadership, Youth Protection Training for all participating registered leaders, hazardous weather and first aid training for leaders, an appropriate first aid kit, an emergency plan, etc.**
* **No event will be approved that includes R&TA activities that are not permitted for the Scouting program of the youth participants, or that fail to meet any Scouting America requirement. Unapproved events will be considered unauthorized programs, and can lead to negative consequences for units and leaders.**
* **Any request that asks for R&TS Committee event support must CLEARLY INDICATE the nature of the requested support on the form. Such requests take additional time; we need *at least* 4 months of lead time to help find instructors, equipment or a range location for you.**
* **As with other Scouting events, you should have a** [**permission form**](https://filestore.scouting.org/filestore/pdf/19-673.pdf) **executed by a parent or guardian for each youth participant. For R&TA events, the parent/guardian should be informed of the specific activities their youth will be participating in, and given an opportunity to opt them out if they choose.**
* **We apologize that the current interim version of the event approval form is a Word document. Please type your responses in the document after each question.**

**Form Section-by-Section Instructions**

1. ***Who will be conducting this event***
   * **Basic information about the group requesting the R&TA event.**
   * **In most instances, we will have follow-up questions and suggestions after receipt of your form. Please make sure the individual requesting the event approval is also available for follow-up emails or calls.**
2. ***Details about this event***
   * ***NEW LOCATION RESTRICTION:* Scouting America requires that firearms activities only be conducted at an authorized Scout camp or a “commercial range.”** 
     + **A “commercial range” is a supervised facility that at minimum provides established shooting lanes and targets, standard operating procedures for each firearms type used, and is operated by a licensed business, government entity or a non-profit organization. The full definition of “commercial range” is found at p.14 of the** [**National R&TA Manual**](https://filestore.scouting.org/filestore/pdf/430-938-24-Range-and-Target-Activities-Manual_8.30.pdf) **and the** [**National R&TA FAQ page**](https://www.scouting.org/outdoor-programs/range-activities/range-activities-faq/)**.**
     + **Archery, BBs and throwing sports may still be conducted in any safe and legal location that can be set up consistent with the applicable Scouting America** [**Design Guideline**](https://www.scouting.org/outdoor-programs/properties/resources/design-guidelines/)**.**
   * **List every R&TA activity that will be conducted at the event and how many Scouts in each program level will participate in the activity.**
   * **If the event include instruction in the** [**Rifle Shooting**](https://www.scouting.org/merit-badges/rifle-shooting/)**,** [**Shotgun Shooting**](https://www.scouting.org/merit-badges/shotgun-shooting/)**, or** [**Archery**](https://www.scouting.org/merit-badges/archery/) **Merit Badges, list all R&TA Merit Badge Counselors.** 
     + **The requirements for many Merit Badges, including all R&TA Merit Badges** [**changed in January 2025**](https://www.scouting.org/skills/merit-badges/all/)**. Please review the changes and use the current requirements (merit badges begun before Jan. 1, 2025 may continue to use previous requirements).**
     + **If you have a Merit Badge course with Scouts from multiple units or a District event such as a MB Jamboree, it may require** [**Council Advancement Committee approval**](https://ncacscouting.org/advancement/merit-badges/)**. Please consult with the Advancement Committee or your District Merit Badge Dean for details.**
3. ***Safe, authorized equipment to be used at this event***
   * ***THERE ARE NEW RESTRICTIONS ON PERMISSIBLE EQUIPMENT:* Please specify the equipment you are using. All equipment must comply with the requirements in the** [**National R&TA Manual**](https://filestore.scouting.org/filestore/pdf/430-938-24-Range-and-Target-Activities-Manual_8.30.pdf) **at pp. 14-18, 27-31, and the sections discussing specific activities.** 
     + **Equipment may be privately owned if used at commercial ranges, but all firearms and ammunition must be provided by the Scout Council if shooting on Council camp property.** [**NCAP Standard**](https://www.scouting.org/wp-content/uploads/2024/10/430-05625-NCAP_WEB.pdf) **PS-214.C.6.**
     + **For archery, list the type of equipment to be used (e.g., recurve or compound bows and target point arrows). All bows and other equipment must be correctly sized for the participants.**
     + **For privately-owned firearms, air rifles, and throwing sport equipment, please specify the make/model if possible (e.g., Savage MK-II .22LR bolt action rifles with box magazine; Stoeger Condor 20-gauge over-under shotguns; Cold Steel throwing ‘hawks; Daisy Wrist Rocket slingshots). If you are unsure of the makes/models at the time you complete the form, give as much information as possible, at least specifying the caliber/gauge and type of firearm action (e.g., bolt-action single shot .22 rifles; 20 gauge over-under shotguns). Confirm the ammo you will be using is of commercial manufacture in the correct caliber or gauge for the firearms to be used (and for shotguns, the shot size).**
     + **For Council-owned firearms and ammunition used at a Scout camp range, it is acceptable to simply list the caliber/gauge and type of firearm action.**
   * **There is required personal protection equipment for each R&TA activity, as discussed in the** [**National R&TA Manual**](https://filestore.scouting.org/filestore/pdf/430-938-24-Range-and-Target-Activities-Manual_8.30.pdf) **at pp. 27-31 (e.g., eye and ear protection for firearms; eye protection for BBs, air rifles and throwing activities; arm guards and finger tabs for archery).**
   * **Safe storage is necessary when the equipment is not in use so that unauthorized persons (including Scouts) cannot access it. Gun safes and locking cases are great but not always available; a locked vehicle usually suffices.**
4. ***Qualified Event Supervision***
   * ***NEW REQUIREMENT:* Unit Activities must have at least one registered adult unit leader complete the new Scouting America online Range Activities SAFEty training (available at my.scouting.org in My Training/Expanded Learning/Program Safety). This leader must be present at the event. We recommend taking this training before beginning R&TA event planning.**
   * **Qualified supervision: The event *must* have qualified supervision as detailed in Chapter 1 of the** [**National R&TA Manual**](https://filestore.scouting.org/filestore/pdf/430-938-24-Range-and-Target-Activities-Manual_8.30.pdf) **at pp. 7-13. *Please consult this list to ensure each activity has the required supervision.* List names and contact information for all adults who will be instructing and running each Range, and the relevant credential information for each. We may ask for a copy of an archery instructor’s USAA certificate if they are not already logged in our tracking system.**
   * **Specify the instructor-led participant training that will occur before any range activity occurs. The minimum required training is specified in the National R&TA Manual at pp. 14-18 and the chapters detailing each specific activity. PowerPoints to assist in presenting the minimum required training for Scouts BSA and higher levels are available on the** [**National R&TA web site**](https://www.scouting.org/outdoor-programs/range-activities/scouts-bsa-shooting-sports/)**.**

**If you have any questions, please contact your District R&TA representative for assistance. If your District doesn’t have an R&TA representative, please reach out to the Committee at** [**ncac.rata@gmail.com**](mailto:ncac.rata@gmail.com) **for assistance.**