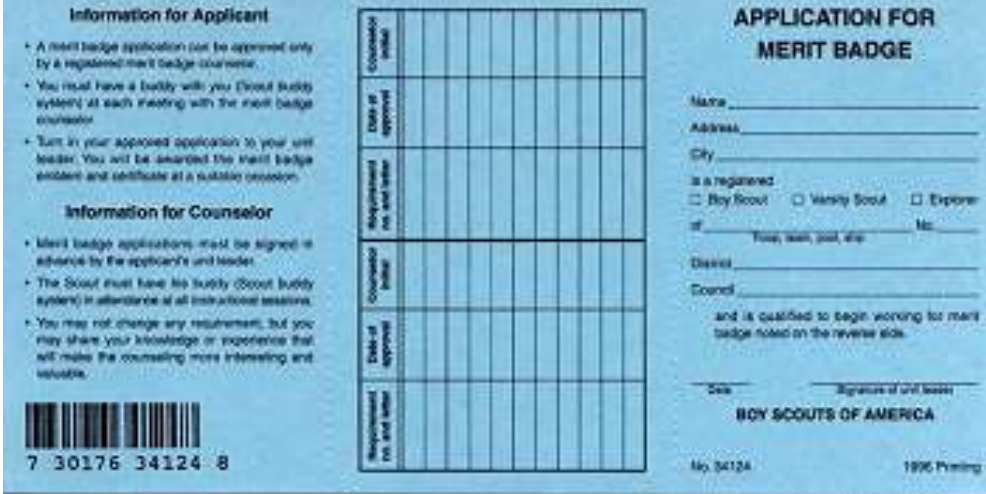




Merit Badge Protocol & Procedures

When it comes to Merit Badges, follow these steps and you will succeed.

Merit badges are required for ranks after First Class. A Scout can start earning merit badges as soon as he joins the Troop. Twenty-one merit badges must be completed for Eagle and twelve are "required": Camping, Citizenship in the Community, Citizenship in the Nation, Citizenship in the World, Communications, Cycling or Hiking or Swimming, Emergency Preparedness or Lifesaving, Environmental Science, Family Life, First Aid, Personal Fitness, and Personal Management. When a Scout is ready to start a merit badge, he should follow this procedure:

Step	Action	Description
1	Choose a Merit Badge to work on.	Go to the Orange Council Advancement website at: http://advan.counciltraining.net and select 'Merit Badge Program' from the menu. Then select 'MB Req Library' from the menu; then choose your Merit Badge. You can click on the Merit Badge name and the requirements will be displayed for you, which you can print to track your progress. This website always has the latest revisions.
2	Get a 'Blue Card'	 <p>Blue Card, BSA No. 34124</p> <p>Obtain "Application for Merit Badge", aka Blue Card, from your unit Advancement Coordinator or Scoutmaster and fill out the 'Blue Card' for the Merit Badge you want to earn.</p>
3	Find a Merit Badge Counselor	Have your Scoutmaster sign and date the 'Blue Card' and ask your Scoutmaster for the contact information of a Merit Badge Counselor for the Merit Badge you have selected (see page 187 of the Boy Scout Handbook). If there is not a Merit Badge Counselor for the Merit Badge you selected, discuss this with your Scoutmaster and he will help you find a Merit Badge Counselor.



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4	Completely fill out your 'Blue Card'	Completely fill out your 'Blue Card' with: 1. Your information, 2. Merit Badge Counselor's name and 3. name of the Merit Badge. NOTE: Print Legibly! The Eagle Board of Review will need to verify names and dates several years from now – so make it readable.
5	Get a buddy	Arrange for a buddy (another Scout, a parent or guardian, a brother or sister, or a relative or friend) to be with you at each meeting with the Merit Badge Counselor (this is a Youth Protection requirement).
6	Contact the Merit Badge Counselor.	The Scout calls the counselor and discusses how to proceed. The Merit Badge Counselor will tell the Scout what to do next. Things like: a) Scouts must wear the Official Scout uniform including Merit Badge Sash at all meetings with the Merit Badge Counselor unless specifically waved by the Merit Badge Counselor. b) You must have your buddy with you at all meetings with your Merit Badge Counselor. Some Merit Badge Counselors run classes, while others give instructions for the Scout to follow on his own. Merit Badge Counselors have limited times during the week to work with you or they may need a week or two to prepare to work with you. If you are unable to meet the Merit Badge Counselor's schedule, then ask your Scoutmaster for another Merit Badge Counselor's contact information and call that Merit Badge Counselor. Please keep in mind that Merit Badge Counselors may only have a certain amount of time during a given day or week to work with you - where another counselor may have more free time and it might make it easier to meet.
7	Study Guide	Get the Merit Badge Pamphlet for the Merit Badge you have selected from the Scout shop, the Troop library, or public library. This is not a requirement, but most all Merit Badge Counselors use them, so if you want to be on the same page as your Merit Badge Counselor, you had better get one.
8	First meeting with the Merit	Bring the following to your first meeting with the Merit Badge Counselor: "Blue Card" Your Boy Scout Handbook



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	Badge Counselor	Your Merit Badge Pamphlet for the Merit Badge you will be working on. Your Merit Badge Worksheet if you use one (Not required). Any additional documents relating to the Merit Badge requirements.
9	Work with your counselor to complete the Merit Badge	Work on the required components of the Merit Badge, regularly meeting with your Merit Badge Counselor, as indicated by your counselor, to complete the merit badge.
10	Counselor's Signature	Once the Merit Badge Counselor is satisfied that you have met all of the requirements of that Merit Badge, the counselor will sign off on the backside of the card on the left and center leaf.
11	Completed Merit Badge	Upon completion of the Merit Badge and if the Scoutmaster is satisfied that all of the requirements have been met to complete the Merit Badge, he will put the final signature on the rear center panel of the card.
12	Advancement Coordinator completes the documentation process	Once the Advancements Coordinator receives the Blue Card, it will be recorded in the computer. Blue Card will be divided into three parts, Troop Record, Applicants Record and Counselors record. Scout receives the applicants' record from the blue card. The Scout will receive the Merit Badge as soon as possible – the next Troop meeting. The blue card must be saved. Put it in a safe place, DO NOT LOSE IT !!!
13	Presentation of the Merit Badge	At the Court of Honor, following the completion of a merit badge, you will receive a White/Green card for each merit badge. This must be saved as well. Put it with the blue card. Note: Purchase a 3-ring notebook along with a number of plastic sheet protectors for 'Baseball cards'. Keep all of your Merit Badge cards in these. Also make a copy of each page of the Merit Badge cards to back up your originals.

NOTES:

- *MB Worksheets can be typed or hand written as long as they are legible.*
- *The work MUST be the Scouts work; parents should help but let the Scout earn it.*
- *It's not the badge that's important, but what is learned by completing the requirements.*
- *One or two word answers on the worksheet are not acceptable.*



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- *The Scout should clearly state what he means without the need for interpretation.*
- *Please feel free to attach ANYTHING to the worksheet, such as pictures, videos, documents from other parties etc.*

Feel free to ask any questions

The official source for the information shown is:

Boy Scout Requirements, 2009 Edition (BSA Supply No. 33216)

The requirements listed in this book are the official requirements of the Boy Scouts of America. They are effective for the year of the book.

If a Scout has already started working on a merit badge when the merit badge is revised in a subsequent year, he may continue to use the same merit badge requirements he started.

