

## Steps in Completing a Merit Badge

1. Scout talks with the Scoutmaster (and others) to select a Merit Badge.
2. Scoutmaster determines the scout is ready for the Merit Badge and gives the scout a signed Blue Card.
  - a. Scoutmaster selects one or more counselors from District approved counselor list and gives names and phone numbers to scout.
  - b. Scoutmaster reminds scout to call counselor at a reasonable hour and address counselor courteously.
3. Scout contacts counselor to make an appointment at counselor's convenience.
  - a. Parent should not be making the appointment! Counselors will ask for the Scout to call them directly.
4. Scout keeps appointment and meets with counselor.
  - a. Make sure scout brings a buddy (scout, friend, parent, etc.). This is required.
  - b. Scout *must* be in uniform.
  - c. Scout *must* have Blue Card signed by the Scoutmaster.
  - d. Scout should have and read the current Merit Badge book with requirements. MB workbooks from sources like <http://meritbadge.org> are extremely useful but double check that requirements are current in it.
  - e. Scout *must* bring pen and paper to write down specific information.
5. At the meetings
  - a. Counselor goes over requirements with the scout so the scout understands what is required.
    - i. Scout must do exactly what the requirement states, NO MORE, NO LESS. If it says "show" or "demonstrate", that is what he must do. Just telling isn't enough. Similarly for "make", "list", "in the field", and "collect, identify and label", etc.
    - ii. Scout shows the counselor he has completed the requirement by:
      - demonstration to the counselor;
      - with a note from an adult stating the requirement was completed;
      - with pictures, a write up, etc.
  - b. Scout makes plan for how and when he will complete requirements.
  - c. Counselor coaches and advises scout.
  - d. Counselor tests scout and certifies completion of requirements.
  - e. Counselor signs off each requirement on the back of Blue Card as Scout completes them.
6. When all requirements are complete, Counselor signs the Blue Card.
  - a. Counselor tears off and keeps Counselor's copy at least until scouts 18<sup>th</sup> birthday.
  - b. Scout turns in remaining parts to Troop Advancement Chairman or Scoutmaster.
7. Troop and Scoutmaster should recognize achievement as soon as possible.
8. Merit Badges awarded at next Court of Honor.
9. Blue Cards:
  - a. One part remains with Counselor. The counselor will keep for 7 years or until Scout is 18.
  - b. One part remains in Troop records with Advancement Chairman who will keep for 7 years or until Scout is 18.
  - c. One part is returned to Scout. He needs to turn these in with his Eagle application. A handy way to save and protect them is to use card collector pages typically used with Pokemon or D&D cards.
  - d. Merit Badge earned date is the completion date on the Blue Card, not the date the award was presented.