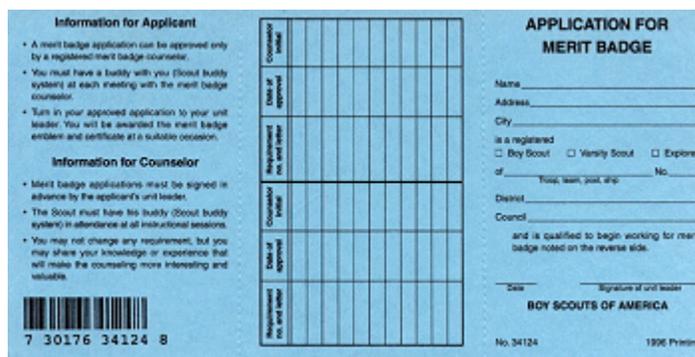


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## *Merit Badge Policies and Procedures*

### Troop 22 Merit Badge Process



The image shows a blue card titled "APPLICATION FOR MERIT BADGE". On the left, there is "Information for Applicant" and "Information for Counselor" with bullet points. In the center is a table with columns for "Requirements met (yes, no)", "Counselor Initial", and "Date of approval". On the right, there are fields for Name, Address, City, and registration status (Boy Scout, Varsity Scout, Explorer). At the bottom, there is a signature line for the unit leader and the text "BOY SCOUTS OF AMERICA". A barcode and number "7 30176 34124 8" are at the bottom left.

Boy Scout Merit Badge Blue Card

1. The Scout should first find a buddy who is also interested in the merit badge. They both should review the requirements for the badge.
2. The Scouts will need to meet with the Scoutmaster to review their interest in the MB and, if approved, will receive a signed Blue Card.
3. A Merit Badge Counselor (MBC) is assigned by the Scout Master.
4. It is recommended that the Scouts use the Merit Badge Worksheets, in agreement with the MBC. These worksheets can be downloaded by the Scout.

Once the Scouts have their signed Blue Card, they can reach out to the MBC.

1. At the first meeting, the Scout and his merit badge counselor review and set expectations for completing the requirements.
  - a. They discuss in detail what is required and expected for each and every requirement.
  - b. The MBC explains which part can be done at home and what is required for proof of completion.

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The MBC explains which parts have to be presented in front of troop or group.

- c. The MBC explains which parts need to be done in front of the MBC.
  - d. This is all done so everything is understood before going in to each endeavor.
  - e. At this time it is explained what the expectations will be for any written work required.
2. In some cases, the Scout may share with the merit badge counselor the work he has already started or accomplished with another MBC. It will be up to the new MBC to accept, or revisit, the prior approvals.
  3. The merit badge counselor and the Scout work out a tentative schedule for completing the merit badge. They should consider both short-term and long-term goals, keeping other obligations (school, Scouting, sports, and so on) in mind, and set dates, times, and a location for future meetings.
  4. The number of meetings will depend on the difficulty of the requirements and the preparation and ability of the Scout.
  5. Remember, the Scout must always have a buddy with him at these meetings.
  6. The MBC duty is to be satisfied that each Scout who comes to you, meets all the requirements for the merit badge you are coaching. You do this by helping Scouts overcome the different hurdles of the requirements and making them aware of the deeper aspects of the subject through their learning experience.
  7. The MBC may tell about their experiences to help positively reinforce the subject matter. However, they may not tack on new requirements or extra work.
  8. While the MBC may guide and instruct a Scout on the subject matter, he must do the work himself.
  9. As each requirement is completed, the MBC will test the Scout individually, with his buddy present. Update the blue card as the Scout completes each requirement.

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10. When the Scout has completed all the requirements, the MBC signs off on the Blue card and the Scout returns the completed card to his unit leader.

Once the Scout has received signoff from the MBC, he returns to his Scoutmaster.

11. The Scoutmaster will review the Blue card to verify all is in order.
12. Final Troop signatures will be added to the blue card.
13. Blue Card is divided into three parts, Troop Record, Applicant's Record and Counselor's Record.
  - a. Scout receives the applicant's record from the blue card.
  - b. The Advancement Chairman will receive the Blue Card's Troop Record and an entry will be made into the tracking software (a Troop 22 requirement).
  - c. The Counselor will receive the Counselor's Record section
14. Scout receives the badge he has earned at the earliest Troop meeting.
15. Scout is officially recognized (presented MB Card) at the next Court of Honor in front of peers, parents and leaders

## **NOTES:**

- *All written work, if used, can be typed or hand written as long as it 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 required written work are not acceptable.*
- *The scout should clearly state what he means without the need for interpretation.*
- *Please feel free to attach ANYTHING to the written work, such as pictures, videos, documents from other parties etc.*
- *Feel free to ask any questions.*