



Lakeview District

Merit Badge Counselor Orientation and Training

Updated by Larry Dew

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Merit Badge Orientation

- Scout Buddy System
- Purpose of the Merit Badge Program
- The Merit Badge Process
- The Role of the Counselor
- Registration Process

Why do we have this Training?

- “All Merit Badge Counselors must be trained in the aims of Scouting and in advancement procedures.”
- “The district or council advancement committee should train counselors either as a group or individually.”

Advancement Committee Policies and Procedures, 2002

Reasons for Training?

- Knowledge
- Understanding
- Uniformity
- Vision

Buddy System

- A Scout must have a buddy with him at each meeting with a Merit Badge Counselor (MBC)
- Buddies may be:
 - Another scout working on the same merit badge
 - A parent, guardian, brother, sister, or relative
 - A friend
- Review the “Guide To Safe Scouting”

Purpose of Merit Badges

- Basic character-developing tool
- Scouts learn career skills
- Scouts develop physical fitness and hobbies that give a lifetime of healthful recreation
- **Contact with adults with whom they might not be acquainted**

Purpose of Merit Badges

- **“To the fullest extent possible, the merit badge counseling relationship is a counselor-Scout arrangement in which the boy is not only judged on his performance of the requirements, but receives maximum benefit from the knowledge, skill, character, and personal interest of this counselor.**
- **Group instruction and orientation should be followed by attention to each individual candidate's projects and his ability to fulfill all requirements.”**

The Merit Badge Process

- **Scout selects a merit badge**
 - **Subject that interests the Scout**
 - **Eagle required merit badge**

The Merit Badge Process

- **Scout indicates interest to Scoutmaster who interviews and signs application**
 - **Scoutmaster evaluates whether the Scout is prepared (by age, experience, prerequisites) to work on the particular Merit Badge.**
 - **If so, the Scout is referred to the person(s) that maintain the Counselor lists.**
 - **Scoutmaster also encourages the Scout to wear his uniform while working on his merit badge.**

The Merit Badge Process

Blue Card

Requires SM signature for a scout to begin a Merit Badge.

Requirement no. and letter	Counselor initial	Date of approval	Counselor initial

Information for Applicant

- A merit badge application can be approved only by a registered merit badge counselor.
- You must have a buddy with you (Scout buddy system) at each meeting with the merit badge counselor.
- Turn in your approved application to your unit leader. You will be awarded the merit badge emblem and certificate at a suitable occasion.

Information for Counselor

- Merit badge applications must be signed in advance by the applicant's unit leader.
- The Scout must have his buddy (Scout buddy system) in attendance at all instructional sessions.
- You may not change any requirement, but you may share your knowledge or experience that will make the counseling more interesting and valuable.

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APPLICATION FOR MERIT BADGE

Name _____

Address _____

City _____

is a registered
 Boy Scout Varsity Scout Explorer
of _____ No. _____
Troop, team, post, ship

District _____

Council _____

_____ and is qualified to begin working for merit badge noted on the reverse side.

Date _____ Signature of unit leader _____

BOY SCOUTS OF AMERICA

34124
1997 Boy Scouts of America
10 9 8 7 6 5 4 3 2

The applicant has personally appeared before me and demonstrated to my satisfaction that he has met all requirements for the (please print)

Merit badge _____

Name of counselor _____

Address of counselor _____

City _____ ZIP code _____

Telephone number of counselor _____

Signature of counselor _____ / / _____ Date

Checked and recorded: _____

Date _____ Initials _____

Certificate and badge presented _____ Date _____

Applicant will turn in this portion to his unit leader for record posting.

APPLICANT'S RECORD

Name _____

has given me his completed application for the _____

Merit badge _____

Completed on _____ / _____ / _____ by _____

Signature of counselor _____

Signature of unit leader _____

COUNSELOR'S RECORD

Applicant _____

Troop Team Unit number _____

Post

Merit badge _____

Date completed _____ / _____ / _____

Remarks: _____

It is suggested that the counselor keep this record for at least 1 year in case any question is raised later in regard to this award.

NOTE TO BOY SCOUT, VARSITY SCOUT, OR EXPLORER: Retain this copy for your permanent records.

The Merit Badge Process

- **The Scout obtains the name & phone number of MBC.**
 - **Scouts can use counselors outside or inside the Troop.**
 - **Scouts should use as many different counselors as possible.**

The Merit Badge Process

- **Scout gets MB book**
 - **Purchase at the Scout Shop**
 - **Scouts may “recycle” used books**
 - **Troop Library**
- **Regardless where the book is obtained ...
It must be the current edition!**
**BUT you can put old MB books to use as
reference material.**

The Merit Badge Process

- **Scout and his buddy calls counselor**
 - **Contact should be initiated by the Scout.**
 - **Skills learned in this process could make job interviews easier.**
 - **Scout should use appropriate language.**
 - **Use “yes sir/maam”**
 - **Slang and other loose language should be discouraged.**
 - **These meetings should be handled in a business-like, or professional manner.**

The Merit Badge Process

- **Counselor sets date, time and place, encourages Scouts to bring:**
 - **MB book**
 - **A buddy**
 - **Signed application “Blue Card”**
 - **Started projects**

The Merit Badge Process

At first interview decide upon

- **Preparedness**
- **Knowledge**
- **Interest**
- **Goals**
- **Projects**
- **Planning future interviews/sessions**

The Merit Badge Process

- **Scout does work on his own with help from the counselor**
 - Some “homework” should be done to prepare
 - Some work with the counselor should be done to perfect work and refine technique
- **Testing of Scouts is done individually**
 - If more than one Scout is working on the merit badge at the same time, evaluation of each Scout should be done independently of other Scout’s efforts.

The Merit Badge Process

Just the Requirements (No more - No less)

– With the exception of accommodation made for handicapping conditions, ALL requirements must be completed.

Counselors MAY NOT add requirements. Scouts MAY do more if THEY wish to.

– Consult the BSA's published guidelines for accommodating Scouts with special needs.

The Merit Badge Process

- **Test as you go**
 - **Scouts need not meet all requirements at one time. They may be signed off as they complete each one.**
- **Merit Badge Counselor helps the Scout**
 - **Be a judge or evaluator.**
 - **Be a friend, advocate, resource, teacher.**

The Merit Badge Process

- **The Merit Badge Counselor should not keep the blue card**
- **The Scout should keep the blue card**

Once the merit badge work has been completed, the counselor will give the signed blue card (two parts) back to the Scout

The Merit Badge Process

Boy Scout Advancement Procedure

1. Learning
2. Testing
3. Reviewing
4. Recognition

The Merit Badge Process

- **Scout turns in completed blue card**
 - **Scout returns both portions (unit and applicant) intact for advancement record keeping.**
 - **Blue card is given to Scoutmaster for his signature, then given to the Advancement Chairman**
- **Scout keeps his copy**
 - **When the Scout gets his portion of the blue card, he should find a safe place to keep it.**

The Merit Badge Process

- **Youth Protection**
 - **Don't overlook this!!**
 - **Require the buddy system.**
 - **Will keep the counselor out of trouble.**

The Role of the Counselor

The counselor should not be learning the badge with the Scout. Be Prepared!

The Role of the Counselor

- 1. Make Scout feel welcome**
- 2. Review Requirements**
- 3. Test & Retest**
- 4. Encourage practice**
- 5. Follow up**
- 6. Atmosphere for questions**
- 7. Genuine interest**

The Role of the Counselor

A Merit Badge Counselor needs to possess:

- (1) Knowledge**
- (2) Skill**
- (3) Character**
- (4) Interest**

The Role of the Counselor

- Duties as a Coach
 - Teach required skills
 - Opportunity to practice
 - Genuine interest
 - Enthusiasm

The Role of the Counselor

- Duties as an Examiner
 - Current Requirements
 - NO MORE, NO LESS
- Duties to the Troop and BSA
 - Renew registration
 - Youth Protection Training -now available online
 - Follow BSA policies

Administrative

- **The Forms**
- CURRENT Adult Application Form
- Merit Badge Counselor Information Form (#34405)

Administrative

All merit badge counselors *must* be registered through the District

- The merit badge counselor candidate must completely fill out and sign an Adult Application and a Merit Badge Counselor Information Form.
- The Troop Committee Chair and COR are responsible for checking references and “vouching for” the candidate.
- The Council Advancement Committee reviews the forms (completeness and clarity.) The information is then entered into “The Database.”

Administrative

Reasons for Registration Process

- The MBC information form states, "Renew my registration annually if I plan to continue as a merit badge counselor"
- Unless requested the counselor will remain registered, however YPT must be maintained.
- The bottom of the MBC Information form states, "Note: The BSA Adult Registration Application must be attached" and copy of the current YPT card.

Are There Exceptions to the Rule

Swimming & Lifesaving MB DO

NOT require BSA Lifeguard Certificate...

BUT ...

Rifle and Shotgun Shooting MB

DO NOT require NRA Course Certificate
to teach ... BUT is a MUST to run a

RANGE

What happens with my Application

- Candidate turns in MBC form and Adult App
- Troop approves (signs)
- Troop forwards MBC form, Council and Charter Org copy to Dist Adv Comm.
- District creates MBC list, online on Dist website
- Dist files MBC form & Charter Org copy of App
- Dist turns in MBC list & Council copy of App for DE signature & approval by Council Adv Comm.

What about my Personal Information

- The District keeps the Chartered Org copy of the Adult App which does NOT have your SS# on it.
- Only the Council gets your Adult App with the SS# on it.

District Goal

- Publish updated MBC List online at our District website.

Administrative

BOY SCOUTS OF AMERICA

Be a Volunteer Leader

In a Cub Scout pack, Boy Scout troop, Varsity Scout team, Venturing crew, or Sea Scout ship—or in any position in a district or council—your leadership is a service to your community and helps youth become better citizens.

Quality leadership is important in the training of youth as members of the Boy Scouts of America. This application helps select the best individuals for leadership roles. Thank you for completing all items in this application. See instructions on inside cover.

BY SUBMITTING THIS APPLICATION YOU ARE AUTHORIZING A CRIMINAL BACKGROUND CHECK OF YOURSELF. THIS CHECK WILL BE MADE FROM PUBLIC RECORD SOURCES. YOU WILL HAVE AN OPPORTUNITY TO REVIEW AND CHALLENGE ANY ADVERSE INFORMATION DISCLOSED BY THE CHECK.

THANK YOU FOR GIVING YOUR LEADERSHIP TO THE YOUTH OF AMERICA.

CRIMINAL BACKGROUND CHECK ADDED, EFFECTIVE 1 APRIL 2003



The mission of the Boy Scouts of America is to prepare young people to make ethical choices over their lifetimes by instilling in them the values of the Scout Oath and Law.

Scout Oath

On my honor I will do my best
To do my duty to God and my country
and to obey the Scout Law;
To help other people at all times;
To keep myself physically strong,
mentally awake, and morally straight.

Scout Law

A Scout is:
Trustworthy Obedient
Loyal Cheerful
Helpful Thrifty
Friendly Brave
Courteous Clean
Kind Reverent

Adult Application

- Provides important information about an adult
- This information must be filled out carefully and completely.

Administrative

Adult Application

BOY SCOUTS OF AMERICA
ADULT APPLICATION
 The information obtained in this form is for the internal use of the BSA only.

UNIT SCOUTERS
 Check one:
 Troop
 Team
 Crew
 Ship

OR

COUNCIL/DISTRICT/DIVISION SCOUTERS
 Council/District/Division position
Merit Badge Counselor
 District name
Lakeview District

EXPIRE DATE _____ TERM _____ MONTHS
 New leader Former leader

If applicant has an unexpired membership certificate, registration may be accomplished in this unit by paying \$1 for processing the transfer. Check the box and attach certificate. It will be returned by the council.

TRANSFER FROM: COUNCIL NO. _____ UNIT TYPE _____ UNIT NO. _____

Please print one letter in each space—press hard; you are making two copies.

First name _____ Middle name _____ Last name _____ Suffix _____
 Social Security Number (required) _____ Country _____
 Address _____ City _____ State _____ Zip code _____
 Home phone _____ Business phone _____ Training Code (see cover) _____ Date _____
 Date of birth _____ Ethnic background: AA—African American AI—American Indian AS—Asian CA—Caucasian HI—Hispanic/Latino OT—Other
 Sex _____ Occupation _____ Employer _____ Are you an Eagle Scout? Yes No Date earned _____
 Business address _____ City _____ State _____ Zip code _____
 Program _____ Position code **042** Merit Badge Counselor Position (Description) _____ Boys' Life
 E-mail address _____
 Business Home Home Page

1. Scouting background. Position _____ Council _____ Year _____
 2. Experience working with youth in other organizations. _____
 3. Previous residences (for last five years). City _____ State _____
 4. Current memberships (religious, community, business, labor, or professional organizations). _____
 5. References. Please list those who are familiar with your character as it relates to working with youth. References will be checked when necessary.
 Name _____ Telephone () _____
 Name _____ Telephone () _____
 Name _____ Telephone () _____
 Registration fee \$ _____ Boys' Life fee \$ _____
 Retain on file for three years.

6. Additional information. (circle each answer)
 a. Do you use illegal drugs? Yes No
 b. Have you ever been convicted of a criminal offense? (If yes, explain below.) Yes No
 c. Have you ever been charged with child neglect or abuse? Yes No
 d. Has your driver's license ever been suspended or revoked? (If yes, explain below.) Yes No
 e. Other than the above, is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance, and care of young people? (If yes, explain below.) Yes No

I understand that:
 a. The information that I have provided may be verified, if necessary, by contacting persons or organizations named in this application, or by contacting any person or organization that may have information concerning me, or by conducting a criminal background check. I hereby release and agree to hold harmless from liability any person or organization that provides information. I also agree to hold harmless the chartered organization, local council, Boy Scouts of America, and the officers, employees, and volunteers thereof.
 b. In signing this application, I have read the attached information and apply for registration with the Boy Scouts of America. I agree to comply with the Charter and Bylaws, and the Rules and Regulations of the Boy Scouts of America and the local council. I affirm that the information I have given on this form is true and correct.

APPROVALS FOR UNIT SCOUTERS
 We are unaware of anything contrary to the information stated in this application. This application has been reviewed according to BSA procedures and this applicant meets the leadership qualifications of the Boy Scouts of America.
 Signature of unit committee chairman _____
 Date _____
 Signature of chartered organization head or chartered organization representative _____
 Date _____

ACCEPTED.
 Signature of Scout executive or designee _____
 Date _____

APPROVAL FOR COUNCIL, DISTRICT, AND DIVISION SCOUTERS
 We are unaware of anything contrary to the information stated in this application. This application has been reviewed according to BSA procedures and this applicant meets the leadership qualifications of the Boy Scouts of America.
 Signature of Scout executive or designee _____
 Date _____

LOCAL COUNCIL COPY

28-501Y

•Position Code = 042

•In Top right corner fill in MERIT BADGE COUNSELOR and LAKEVIEW DISTRICT.

Administrative

MBC Information Form

•collects information about a counselor and the merit badges to be counseled.

•The level of involvement the candidate has with the subject matter.



Boy Scouts of America
MERIT BADGE COUNSELOR INFORMATION
(Please type or print legibly.)



Name: _____ Primary phone: _____ Home Cell Work
 Address: _____ Other phone: _____ Home Cell Work
 City/state/zip: _____ Other phone: _____ Home Cell Work
 Email address: _____ I do not have email. Age _____
 District: _____ Unit: Troop Team Crew Ship No. _____ BSA ID _____
 I am not affiliated with a district. I am not affiliated with a unit.

***Required field. Primary phone and email address indicate how Scouts should contact you.**

To qualify as a merit badge counselor, you must

- Be at least 18 years old and of good character.
- Be registered with the Boy Scouts of America, (position code 40).
- Complete Youth Protection training.
- Be recognized as having the skills and education in the merit badge subjects covered and hold any required qualifications and training as outlined in the Guide to Safe Scouting or the Guide to Advancement or use others so qualified.
- Be able to work with Scout-age boys.

As a merit badge counselor, I agree to

- Follow the requirements of the merit badge, making no deletions or additions, ensuring that the above-mentioned standards are fair and uniform for all Scouts.
- Have a Scout accompanied by his buddy during all instructional sessions.
- Keep my Youth Protection training current.
- Renew my registration annually if I plan to continue as a merit badge counselor.

Merit Badges For more than eight merit badges, attach additional sheets.	Add (A) Drop (D)	For each merit badge, list qualification(s) that support your request. Qualifications could include college degrees, formal training, certificates, positions held, and specific life experiences.
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

A = Adding a new merit badge that you will counsel to the roster. D = Removing your name from the roster for this merit badge.

Complete the following:

This is a new application. (First time to register as a merit badge counselor).
 Attach: 1) a form to the BSA Adult Application, indicating position code 42.
 This is an update to an existing list of merit badge subjects.
 I no longer wish to serve as a merit badge counselor.

Youth Protection training date: _____
 (Attach copy of the current certificate.)

I agree to work with:
 All Scouts
 All Scouts in these districts: _____
 Only with Scouts in these units (indicate whether Troop, Team, or Crew): _____

Counselors are encouraged to be available to work with any Scout in any unit.

I plan to serve as a merit badge counselor for this event or outside organization: _____

Signature: _____ Date: _____

Changes

- If during the year you change Merit Badges which you are a counselor then just complete a new MBC Information form.
- Turn it into your troop.
- Your troop will forward a copy to the District Advancement Committee.
- The District will update the MBC List.

QUIZ TIME

LAKEVIEW DISTRICT

MERIT BADGE

COUNSELOR QUIZ

ANSWERS



LAKEVIEW DISTRICT MERIT BADGE COUNSELOR QUIZ

1. A Merit Badge Counselor may only be a counselor for four Merit Badges. T F
2. A Merit Badge Counselor may only be a counselor for six Merit Badges. T F
3. A Merit Badge Counselor may not coach his own son or close relative unless he is part of a group of Scouts all working on the same Merit Badge. T F
4. A Merit Badge Counselor who works only with a single unit needs only the unit committee chairman's and chartered organization representative's approval before being approved by the Scout Executive. T F
5. Persons serving as Merit Badge Counselors must be registered as a Merit Badge Counselor with the Boy Scouts of America. T F



LAKEVIEW DISTRICT MERIT BADGE COUNSELOR QUIZ

6. Registered Scoutmasters and Assistant Scoutmasters who also serve as Merit Badge Counselor do not need to separately re-register as a Merit Badge Counselor. T **F**
7. A Scout may earn no more than six Merit Badges from the same Merit Badge Counselor. T **F**
8. Once an adult is approved as a Merit Badge Counselor, s/he is approved for life and never has to be re-approved again. T **F**
9. A unit Board of Review may approve the awarding of a Merit Badge in lieu of an approved Merit Badge Counselor. T **F**
10. A Scout must complete all the requirements for a Merit Badge within 12 months or he must start over. T **F**



LAKEVIEW DISTRICT MERIT BADGE COUNSELOR QUIZ

11. A Merit Badge Counselor may take the Scout beyond the specific requirements of the Merit Badge, so he may discover more about the subject and continue the learning process. T F
12. Due to the BSA policies related to child protection and two deep leadership, a Merit Badge Counselor must have another adult present during all Merit Badge Counseling sessions. T F
13. A Merit Badge Counselor for areas such a Pioneering Cooking, Hiking, and Camping must accompany the Scout on these activities; therefore, it is usually more appropriate for the Scoutmaster or an Assistant Scoutmaster to be the Merit Badge Counselor. T F
14. There is a training program for Merit Badge Counselors . T F
15. A unit Board of Review, at the option of the Advancement Chairman, may examine a Scout on any part of a completed Merit Badge. T F



LAKEVIEW DISTRICT MERIT BADGE COUNSELOR QUIZ

16. If because of the weather, locale, or some other condition makes meeting all of the conditions of the Merit Badge requirements impractical, the Merit Badge Counselor with his greater pool of skill and knowledge in the area may substitute requirements for those stated for the Merit Badge. T F

17. Merit Badge Counselors must be at least **18** years old.

18. The four steps in the advancement and Merit Badge program are:

- (1) **Learning**
- (2) **Testing**
- (3) **Reviewing**
- (4) **Recognition**



LAKEVIEW DISTRICT MERIT BADGE COUNSELOR QUIZ

19. The requirements for a Merit Badge on the Eagle required list has one set of requirements in the scout's Boy Scout Handbook, a different set in the Merit Badge Pamphlet, and a third set in the Boy Scout Requirements, current edition. What should the Merit Badge Counselor do? (Circle letter corresponding to correct answer)
- a. Use the set in the Scout's **The Boy Scout Handbook** because those are the ones in effect when the Scout joined the Boy Scouts.
 - b. Use the set in the **Merit Badge Pamphlet** since that is the official publication for the Merit Badge.
 - c. Create an optimum set of requirements by combining the requirements of all three publications.
 - d. Use the requirements as listed in the Boy Scout Requirements, current edition..**
20. A Merit Badge Counselor must possess:
(1) **Knowledge** (2) **Skill** (3) **Character** (4) **Interest**
21. Have you completed the Merit Badge Counselor form and turned it into your troop? **YES**
22. Have you completed an adult application for the position of Merit Badge Counselor? **YES**

Thank you

- After turning in the Adult Application and MBC form you are MB Counselor through April. You will be notified if there is a problem with your application
- **THANK YOU** for volunteering your time, and sharing your skills.