

## Merit Badge Process

### Steps Required of the Scout:

1. Scout makes decision to earn a merit badge (MB)
2. Scout contacts a Merit Badge Counselor (MBC) for assistance
3. The MBC or the Scoutmaster provides the Scout with a Blue Card. The Blue Card has 3 parts:
  - for the Scout/applicant
  - for the MBC
  - for the Scoutmaster
4. Scout becomes familiar with the requirements of MB by discussion with MBC and/or by reference to the Boy Scouts Requirement Handbook (a brief description of the rank advancements and merit badges) and/or the respective merit badge handbook.

The Scout keeps all 3 parts of the Blue Card until he has completed all requirements of the MB.

5. Scout works on and completes each of the multiple steps in the requirements.
6. As steps are completed, the MBC initials the Blue Card, noting the step as completed.
7. When all requirements are completed, the MBC signs the Blue Card, noting that all requirements are complete, and returns the card to the Scout, who in turn gives the Blue Card to the Scoutmaster.
8. The Scout has completed and earned the MB, but has not yet been formally recognized for the achievement. Recognition occurs at both a regular meeting, and at the semi-annual Court-of-Honor.
9. The Scout will receive the merit badge patch at the next regular meeting. The merit badge patch should be sewn on to a BSA sash as soon as possible.
10. The Scout will receive the signed & stamped Blue Card, and a formal BSA merit badge card at the next Court-of-Honor. The Blue Card is signed and stamped at the scout office (see below under Steps Required of Scoutmaster).
11. The Scout MUST keep the signed & stamped Blue Card as a permanent record of his completion of the merit badge requirements. (Suggestion: store the Blue Cards in a baseball card holder and keep a separate copy for the Scout's records).

### **Steps Required of the Scoutmaster**

1. The Scoutmaster keeps a set of blank Blue Cards.
2. The Scoutmaster will give the Blue Card to either the MBC or directly to the Scout.
3. The scoutmaster will not have the Blue Card returned to him until all requirements are completed.

However, in the case of summer camp and Merit Badge University (MBU) the partially completed Blue Card may be returned to the Scoutmaster, or the Scoutmaster himself may initial the completed requirements.

4. Partially completed Blue Cards - all 3 parts - are given back to the Scout. The Scout keeps the Blue Cards until all requirements are completed, and Blue Card is signed by the MBC.
5. When the Scoutmaster has the completed and signed Blue Cards, he must have 2 parts of the card signed and stamped by the Longs Peak Council Commissioner at the Scout Office (the Scout Office may use a stamp of the signature). The 2 parts to be signed and stamped are the Scout (applicant) part and the Scoutmaster part (Application for Merit Badge). The MBC part does not have to be signed and stamped; the MBC part may or may not be kept by the MBC.
6. Additionally, the Scoutmaster, or the Advancement Chair, must prepare an "Advancement Report" which lists the Scout's name, the merit badges completed, and the rank advancement, if any. The Advancement Report can list more than one Scout. The Advance Report is a 3-part form. The white and yellow parts go to the scout office, and the pink part stays with the Scoutmaster.
7. The Scoutmaster purchases the appropriate merit badge from the scout office. He also obtains a formal BSA card with the name of the merit badge.
8. The Scoutmaster keeps his part of the card. The Scoutmaster also keeps the Scout/applicant part of the Blue Card until the next Court of Honor. The MBC part of the card may be kept by the MBC or the Scoutmaster.
9. The merit badge patch is put into a small envelope.
10. At the next regular scout meeting, the scout is recognized as having earned the merit badge, and is given the envelope with the merit badge patch.
11. The Scoutmaster should compare his copy of the Advancement Form (the pink sheet) to the Court-of-Honor envelopes prior to the Court-of-Honor, to ensure that all merit badges earned will be presented at the Court-of-Honor.

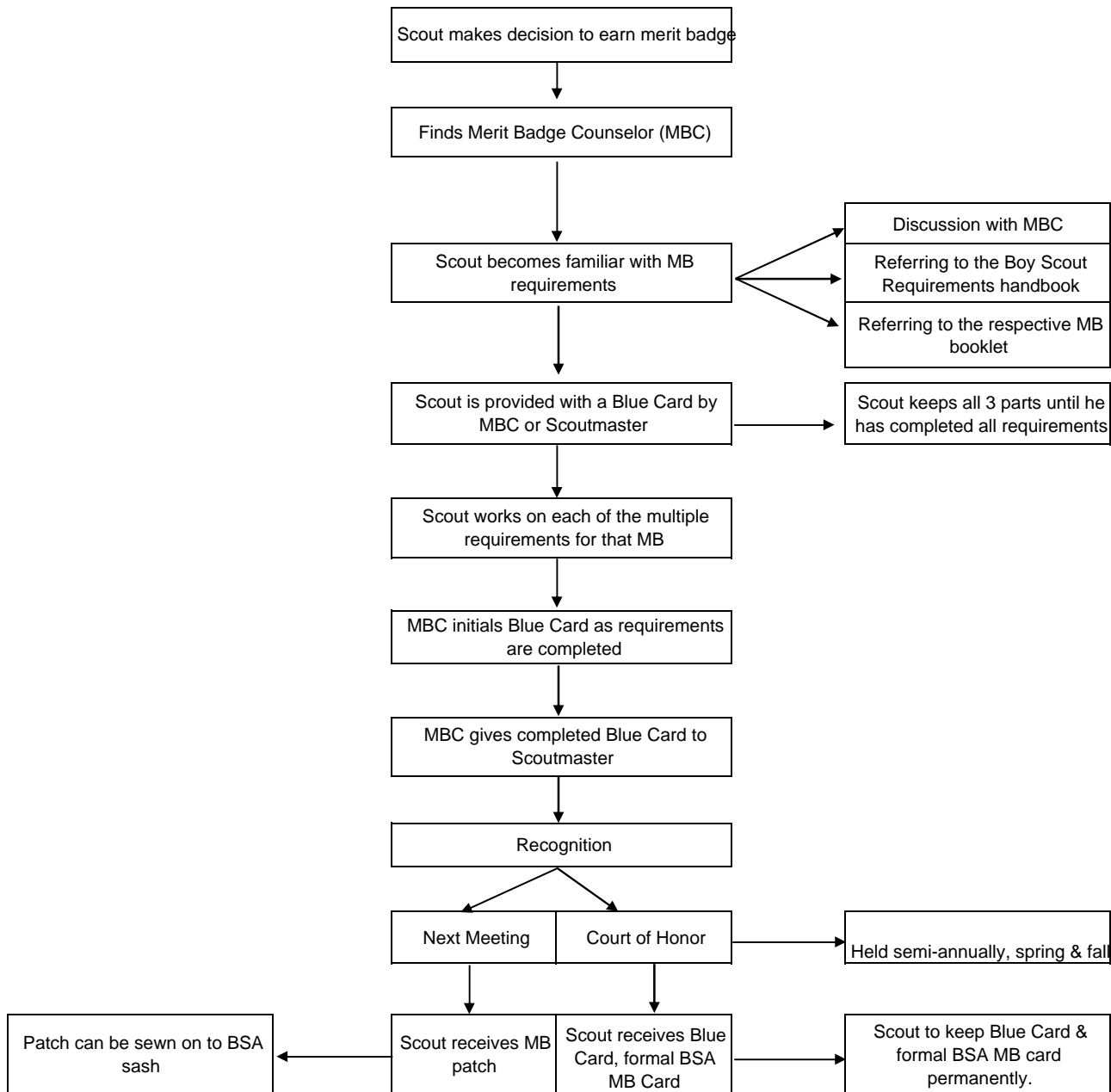
12. At the next Court-of-Honor (held semi-annually, in the fall and the spring), the Scout is presented with the signed & stamped Blue Card, and a formal BSA card with the name of the merit badge.
13. The Scoutmaster must input completed, and partially completed, merit badge requirements into the Troopmaster software. Additionally, the Scoutmaster should compare the Advancement Form (i.e., pink sheets) to the Troopmaster database to be sure that the Troopmaster database is accurate. It is advised that the Troopmaster database be updated and reviewed prior to the Court-of-Honor.

### **Merit Badges Requirements Earned at MBU & Summer Camp**

1. Scouts register for Merit Badge classes via the appropriate registration process. The selection of a MBC is not necessary.
2. Scouts attend the classes.
3. At the completion of MBU or Summer Camp the sponsoring group (MBU or summer camp counselors) will provide the Scoutmaster with a form showing all courses taken by each Scout. This form may look different for each event or sponsoring group, but will be the same in substance.
4. The Scoutmaster will complete the Blue Cards with the data from the form.
5. If the Blue Cards are complete, they are taken to the scout office to be stamped and signed.
6. If the Blue Cards are not complete, that is, not all requirements have been completed, then all 3 parts of the Blue Cards are returned to the Scout.
7. The Scoutmaster prepares the Advancement Report and turns it in at the scout office.
8. The merit badge patches, formal merit badge cards, and Blue Cards are presented at the next regular meeting and the next Court-of-Honor, as noted above.

# Merit Badge Process

## Steps Required of the Scout



## Merit Badge Process

### Steps Required of the Scoutmaster

