

T158 Merit Badge Process

Scout identifies a merit badge that he is interested in



Scout discusses interest with merit badge coordinator (**Jodi Kuwashima**) and identifies a merit badge counselor



Scout gets approval to start merit badge from Scoutmaster (**Andre Salas**) and receives a **signed** blue card



Scout obtains merit badge book from Troop librarian



Scout contacts merit badge counselor and begin working on merit badge requirements



Scout completes all the requirements



The signed merit badge card is your only record that you completed the merit badge. If you lose the card, you can not be awarded the merit badge.

Scout receives merit badge at or after next Troop Court of Honor ceremony



Advancement chair (**Vel Periasamy**) will report the advancement to council and obtain badge for presentation



Scout gives signed and completed blue card to advancement chair (**Vel Periasamy**) for reporting



Scout gets the blue card signed by the Scoutmaster (**Andre Salas**)



Merit badge counselor approves completion and keeps their portion of the blue card

MERIT BADGES AT BOY SCOUT RESIDENT CAMPS: At Boy Scout resident camps the counselors keep the blue cards during the week and turn them in at one time to a Troop adult leader at the end of camp. The Troop will attempt to review all the merit badge applications with the Scouts before leaving camp, so that we have a chance to fix anything missing with the counselor before leaving camp.



Troop 158 Merit Badge Process

- **IDENTIFY MERIT BADGE**
 - Scout identifies a merit badge he wants to start working on. Merit badge requirements can be reviewed at www.meritbadge.com.
 - Talk to your merit badge coordinator (Jodi Kuwashima) about the merit badge and identify a counselor to work with
- **REQUEST A MERIT BADGE APPLICATION (BLUE CARD)**
 - Scout notifies Scoutmaster (Andre Salas) that he wants to start a merit badge and obtains merit badge application (Blue Card).
 - The application card is signed by the unit leader which approves the Scout to begin working on the merit badge.
 - Cards can be picked up at regular Troop meetings or by contacting the Scoutmaster by phone to arrange for pickup of the blue card at their house.
 - Review the instructions for **completing** the Merit Badge Blue card which is a separate document.
- **REQUEST A MERIT BADGE BOOK**
 - Obtain a merit badge book from the Troop Librarian (Michael Kuwashima). If Troop does not have one on file, the Librarian can order it from the local Scout Shop.
- **CONTACT A MERIT BADGE COUNSELOR**
 - Contact the merit badge counselor before you start and get their agreement to be your counselor. Review any details or special instructions that the counselor may require for the merit badge.
- **COMPLETE THE MERIT BADGE REQUIREMENTS**
 - Work with the counselor to obtain sign-off for all the requirements. The counselor will inform the Scout how the communications should work between the two of you. All counselors work differently.
- **SET APPOINTMENT TO MEET COUNSELOR**
 - Meet with the merit badge counselor and be prepared to review each of the requirements. **All meetings in Scouts are "Two Deep", so verify whether you need to bring a second person with you.**
 - Obtain the counselor's signature in multiple locations on the Merit Badge Application (Blue Card) when the requirements are completed.
 - The Blue Card is separated into 3 parts: Application for Merit Badge (Troop), Applicants Record (Scout), and Counselor's Record.
 - When completed, the Counselor keeps the Counselor's Record portion of the card.
 - The Scout takes two parts with him, the Application for Merit Badge (Troop) and Applicant's Record (Scout). Do not let the counselor keep these sections.
 - **The signed merit badge card is your only record that you completed the merit badge. If you lose the card, you can not be awarded the merit badge.**
- **UNIT LEADER SIGNATURE**
 - Obtain the signature of the Scoutmaster (Andre Salas) to verify that you completed the merit badge
- **SUBMIT MERIT BADGE CARD TO ADVANCEMENT CHAIR**
 - Arrange to turn in the Blue Card (the Application for Merit Badge and Applicant's Record to Troop Advancement Chair (Vel Periasamy) when the Merit Badge has been completed or at least one week before the Court of Honor.
- **RECEIVING THE MERIT BADGE**
 - Each Scout will receive the merit badge and the Applicants Record (scout part of the Blue Card) at next Court of Honor.
 - There are three Courts of Honor each year so it is important to complete your merit badge in advance of the next Court of Honor, so plan ahead.
 - Store your part of the Blue Card in a safe place. In the event the application is lost in the Troop record keeping, the Scout has his Applicant's Record which indicates that the counselor signed off on the merit badge and the application was properly turned in. A copy of your Applicant's record can be resubmitted to verify that you completed the merit badge.
- **FOLLOW UP IF MERIT BADGE WAS NOT AWARDED.**
 - Sometimes a Scout is expecting to receive a merit badge at a Court of Honor and does not receive it which can be disappointing. Please check with the Advancement Chair if you did not received your merit badge at the Court of Honor.
 - It is important that the Blue Card be handed in the Advancement Chair (Vel Periasamy) at least one week in advance of the Court of Honor. If a Scout hands the blue card in late, there may not be time to process it and purchase the merit badge.
 - As a Troop we need to use a consistent procedure so that we reduce these problems and make it easier for our Advancement Chairs who have a very important and difficult task of keeping the Scout's advancement records.
 - One of the important life skills we are trying to teach our Scouts is personal record keeping and accountability. The whole concept behind the three part merit badge application is just for this reason. Ultimately the record keeping is the responsibility of the Scout, and all the steps followed for obtaining a merit badge should be driven by the Scout.

Note: There is NO DEADLINE for earning Merit Badges, except the Scout's 18th Birthday. Once a Scout has started working on a Merit Badge (i.e. obtained a signed "Blue Card" Application for Merit Badge from his Scoutmaster, had an initial discussion with a merit badge Counselor, and started working on the requirements), he may continue using those requirements until he completes the badge or turns 18.

THERE IS NO ONE YEAR LIMIT ON SO-CALLED "PARTIALS".

In contrast to the rule for rank advancements, which imposes a specific deadline for using the old requirements, The rule for Merit Badges is basically as follows: **If the requirements change while a Scout is working on the badge, he should continue to use the same merit badge pamphlet and fulfill the requirements therein to earn the badge. He need not start all over again with the new pamphlet and possibly revised requirements. If he wishes, he may also decide to use the new requirements. It is HIS choice, and his alone.**