



# Boys Scouts of America National Capital Area Council



## Conducting Quality Merit Badge Counseling



## University of Scouting Course 206 February 25, 2006



Linda Nosalik  
Tayac District Merit Badge Dean  
301-868-6826  
Nosalik@comcast.net

## NATIONAL BSA POLICIES RELATED TO MERIT BADGES

### Responsibility for Merit Badges

*Clause 13.* The responsibility for merit badges shall rest with the merit badge counselor approved by the local council and district advancement committee. Merit badge counselors shall be registered adult members of the Boy Scouts of America. The merit badge counselor shall prepare and qualify youth members. There shall be no board of review procedure for merit badges, but public recognition may be given at a unit court of honor or other suitable occasion.

### Approving Merit Badge Counselors and Publishing List of Counselors

The council advancement committee is responsible for approving merit badge counselors.

The council advancement committee reviews the district merit badge list and has it published at least once a year by the council service center. The list should include the current counselors' names, addresses, and telephone numbers. It should be mailed to every unit leader and commissioner, as well as printed in the council bulletin.

**Recruiting and Training Merit Badge Counselors and Publishing Lists.** The essence of quality Scouting is having sufficient qualified adult leaders. Nowhere does this become more apparent than in the recruitment of adults to serve as merit badge counselors. Because counselors must be knowledgeable in specialized areas as well as able to have a good rapport with Scout-age boys, the district advancement committee has a challenging task in recruiting, approving, and training merit badge counselors, and in helping units to do the same.

All counselors must have an understanding of their role in Scout advancement. The district advancement committee is responsible for making the appropriate counseling material available to the counselors and for providing the essential training to the counselors recruited by the units and by the district.

**The Merit Badge Counselor and the Scout.** The merit badge plan is based on the concept that a boy works with an adult knowledgeable in one or more fields, an experience invaluable to a Scout. The counselor introduces the Scout to subjects that may lead to a career choice or to a lifetime hobby.

**Merit Badges for Eagle Palms.** Any merit badges beyond those used to earn the Eagle Scout award, and earned before or after a Boy Scout earns the Eagle Scout award, may be applied toward requirement 4 for Eagle palms.

**Recruiting Merit Badge Counselors.** Setting up a district list of merit badge counselors may seem at first like a staggering job, considering that more than a hundred merit badges are offered. But it is not so difficult if the job is approached logically.

Step 1: Begin by using the *Work Sheet for Building a Merit Badge Counselor List*, noting the badges required for the Eagle Scout Award since they obviously are "musts".

Step 2: List the merit badges most popular in the district or council, referring to the copies of the past few council charter renewals. List the subjects that will require few counselors in the district or council, perhaps counselors for these merit badges can be shared with a neighboring district, or a counselor can be requested at the council level to service all districts. Troops and teams should provide as many counselors as they can. Do not add troop or team merit badge counselors' names to the district list unless the individuals agree to be included on the list.

Step 3: Merit Badges are grouped into logical fields of activity. The district advancement committee should appoint a head counselor for each group. The head counselor recruits individual counselors, using knowledge of his or her field and suggestions or qualified candidates obtained from the district advancement committee.

As the district advancement or council advancement committee works down the list in choosing head counselors, record the names of prospective counselors for specific subjects.

*A Guide for Recommending Merit Badge Counselors* is used to obtain names of prospective counselors at parents' meetings and from schools and universities, service clubs, religious institutions, government agencies, industries, armed services, and the chartered organizations.

Special attention must be paid to areas within a district or council where qualified counselors are scarce.

**Qualifications of Counselors.** Persons serving as merit badge counselors must be registered as a merit badge counselor with the Boy Scouts of America. They must be men and women of good character, age 18 or older, and recognized as having the skills and education in the subjects for which they are to serve as merit badge counselors, as well as the ability to work with Scout-age boys.

Register merit badge counselors by using the basic adult leader registration form. All merit badge counselors must be approved by the council advancement committee. Merit badge counselors are not required to pay a fee if they are only registered as merit badge counselors.

- There is no restriction or limit on the number of merit badges an individual may be approved to counsel for.
- There is no limit on the number of merit badges a Scout may earn from one counselor.
- An approved counselor may counsel any Scout, including his or her own son, ward, or relative.

**Training Merit Badge Counselors.** 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.

A head counselor is an excellent position to coach the persons he recruits by having a conference with them. This is perhaps the most effective training a counselor can receive.

If a formal course can be arranged through letters and phone calls from head counselors, the dividends are great. The counselors in each subject group will have much in common despite their different backgrounds, and they will enjoy meeting each other and discussing mutual interests and problems. They also will enjoy meeting professional and volunteer Scouters with whom they will be associated.

*Merit Badge Counseling* is a valuable booklet for all counselors and should be made available to them by the district or council advancement committee.

A unit of training, *Merit Badge Counselor Orientation*, is available for training merit badge counselors. It can be used for a one-on-one session with a new counselor or adapted to a group session. If desired, the orientation also can be conducted as part of other Boy Scout training.

**Maintaining a Current List of Merit Badge Counselors.** The district or council advancement committee's responsibility does not end with the recruiting and training of merit badge counselors.

The district or council advancement committee (or one member selected to oversee counselors) will follow through to be sure that the merit badge counselors are working effectively and that boys seeking merit badges are finding the help they need. The committee will give on-the-job coaching if a counselor is not doing well, and will be alert for signs of difficulty that might be mentioned by unit commissioners, Scoutmasters, Varsity Scout Coaches, or unit committee members. District advancement committee members should attend district roundtables and huddles to update the list of merit badge counselors and to receive feedback.

The district or council list of counselors should be reproduced for distribution to troops and teams. When changes are made, these should be sent promptly to the units (or listed in the council bulletin) so that all units have readily available the names, addresses, and phone numbers of counselors. Lists are updated at least once a year, usually when councils and districts reregister.

With good word-processing equipment or computer capabilities, these merit badge counselor lists can be easily maintained and updated so that units can use current information.

Merit badge counselors (Code 42) are registered with the local council. As with all council members, their registration must be renewed annually.

As part of the local council charter renewal process, the council advancement committee sends a letter to existing merit badge counselors who are to continue for another year. This provides the council an opportunity, at least annually, to

assure their merit badge counselor lists are updated. This also is an excellent opportunity to not reregister those persons identified as not following the policies and procedures of the Boy Scouts of America.

Suggested items for the letter include:

- Thank them for serving.
- Tell them it's time to reregister.
- Tell them the merit badges they are approved to counsel in.
- Ask them if they wish to continue.
- Enclose a response card or form for them to use.

**Troop and Team Merit Badge Counselors.** As a practical approach to providing merit badge counselors, troop and team committees may establish their own lists of counselors, if necessary, at least for the required and more popular merit badges. The Troop Resource Survey, available from the council service center, can be used to identify parents and others in the neighborhood who can serve as merit badge counselors.

All merit badge counselors, even those who serve only one unit, must be approved by the council and district advancement committee, and counselors must register as a merit badge counselor (see "Qualifications of Counselors" above). However, it is essential that a district have the most complete list of merit badge counselors that is possible. Thus, troops and teams should be encouraged to share lists of counselors willing to assist districtwide or councilwide.

### Merit Badges

Earning merit badges gives a Scout the kind of self-confidence that comes from overcoming obstacles to achieve a goal. Through the merit badge program, a Scout also learns career skills, develops socially, and may develop physical skills and hobbies that give a lifetime of healthful recreation.

The steps to follow in the merit badge program are outlined in the current *Boy Scout Requirements*. This book lists the requirements a Scout meets to earn each of the more than 100 merit badges that are available. Scouts must be tested individually, and they must meet all the requirements.

No additional requirements may be added.

A merit badge cannot be taken away once it has been earned, provided the counselor is a registered counselor for the merit badge.

**Scout Buddy System.** A Scout must have a buddy with him at each meeting with a merit badge counselor. A Scout's buddy can be another Scout, a parent or guardian, a brother or sister, or a relative or friend. From his Scoutmaster, the Scout obtains a signed merit badge application and the name of the appropriate merit badge counselor. The Scout sets up his first appointment with the counselor. The counselor should explain the requirements to the Scout. The Scout and his buddy then

meet as appropriate with the counselor until the Scout completes the badge's requirements.

**Group Instruction of Merit Badges.** The question arises as to whether it is permissible to have Scouts earn merit badges in groups. Many subjects may be presented to groups of Scouts without defeating one of the purposes of the merit badge plan -- working closely with a qualified Scout.

The National Executive Board has approved this policy statement on merit badge counseling:

"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 his counselor. Group instruction and orientation are encouraged where special facilities and expert personnel make this most practical, or when Scouts are dependent on only a few counselors for assistance. However, this group experience should be followed by attention to each individual candidate's projects and his ability to fulfill all requirements."

In harmony with this policy, a troop or team may use merit badge counselors in unit meetings. The merit badge counselor can make a presentation covering the highlights of a merit badge subject. Scouts should then be given an opportunity to try some skill related to the badge. This introduction to a merit badge can spark an interest in the subject.

### **Advancement in Summer Camp**

In developing council procedures for handling Advancement Reports and distributing badges, remember that many Boy Scout advancement opportunities take place in summer camp. Special attention should be given to ensure that the procedures include summer camp.

The procedures for advancement in summer camp are established by the council advancement committee in cooperation with the committee responsible for summer camp, the camp director, and the program director. These procedures must be approved by the council advancement committee prior to the opening of camp. This procedure must include the four processes of advancement -- learning, testing, reviewing, and recognition.

The camp director will organize program staff, specialists, commissioners, and department heads in such a way that the program in camp is completely operative from the beginning of the camp season. These procedures should be given to each troop as part of precamp orientation.

The program director is responsible for assuring that all program equipment relating to advancement is available for use.

Camp staff members should be prepared and available to assist unit leaders in teaching and testing Scouts on Tenderfoot, Second Class, and First Class requirements.

Camp merit badge counselors must be qualified (see "Qualifications of Counselors" above). Camp staff members who are qualified in the subject and are younger than age 18 may assist the merit badge counselor with instruction. The merit badge counselor or instructor in a particular subject should be available to both individuals and groups. Because of the need for continued practice in some subjects, it will be necessary to meet candidates at a certain time each day. For other subjects, it may be necessary to meet as a group once or twice during the week.

Each counselor must maintain the exact standards as outlined in the merit badge requirements -- **nothing deleted, nothing added** -- and make himself or herself available at the time most convenient to the Scouts. Partial completion of merit badges should be credited to a Scout on the Application for Merit Badge and given to the Scoutmaster at the end of the week.

**There is no time limit for completion of merit badges other than age 18.**

## Merit Badge Counselor Orientation SUPPLEMENTAL ADULT LEADER TRAINING

### PURPOSE

The purpose of this training unit is to provide council- or district-approved and registered merit badge counselors with understanding of the methods of counseling and their role in the advancement program of the Boy Scouts of America.

The merit badge counselor's role is to bring about learning on the part of the Boy Scout.

As a "coach" the counselor advises the Scout concerning steps he should take to fulfill the requirements for the merit badge.

As a "counselor" he evaluates the Scout's performance and determines whether or not the Scout has met the prescribed objectives in the requirements.

### OBJECTIVES

As a result of this unit of training, the merit badge counselor should be able to

- State the purpose of the merit badge program for Scouts.
- Explain the role of the merit badge counselor.
- List some methods of counseling and coaching.
- Use the buddy system for counseling.

### REFERENCES

- Boy Scout Requirements
- Advancement Policies and Procedures Committee Guide
- Merit Badge Counseling
- Application for Merit Badge
- Boy Scout Handbook

### SCOUT BUDDY SYSTEM

A Scout must have a buddy with him at each meeting with a merit badge counselor. A Scout's buddy could be another Scout, or be a parent or guardian, brother or sister, relative or friend. The Scout obtains a signed Application for Merit Badge and the name of the appropriate merit badge counselor from his Scoutmaster. The Scout sets up his first appointment with the counselor. At this first meeting with the Scout and his buddy, the counselor should explain to the Scout what is expected to start meeting the requirements. When the Scout knows what is expected, he can start to learn and do the things required. The counselor will help the Scout learn the things he needs to know or do.

When the Scout is ready, he should call the counselor again and make an appointment for him and his buddy to meet with the counselor and begin to meet the requirements. He should take along with him the things he has made to meet the requirements. The counselor will ask him to do each requirement to make sure he knows his stuff and has done or can do the things required.

When the counselor is satisfied that the requirements have been met, he or she will sign the Application for Merit Badge, keeping the third section and returning the first two sections to the Scout. The Scout turns in both sections of the Application for Merit Badge to his Scoutmaster so the merit badge can be secured.

### STATEMENT

A Scout earns a merit badge by working with a council/district-approved and registered adult counselor, an expert in the chosen subject, who is on the list provided to his troop from the district. The Scout, along with a buddy, makes an appointment with the counselor and works on the merit badge with the counselor during one or more visits. When the counselor approves the Scout's application, the Scoutmaster submits it to the council service center and obtains the badge. As with rank awards, the Scout is awarded the merit badge at the next troop meeting, and later at the next court of honor.

Any registered Scout, regardless of rank, may work on any merit badge and receive the award when he earns it.

The merit badge program is one of Scouting's basic character-developing tools. Earning merit badges gives boys the kind of self-confidence that comes only from overcoming obstacles to achieve a goal.

Through the merit badge program, boys learn career skills that might help them choose their lifework. Some merit badges help boys develop physical fitness and provide hobbies that give a lifetime of healthful recreation.

Working with a merit badge counselor gives the Scouts contact with an adult with whom they might not be acquainted. This is a valuable experience. The Scouts could be shy and fearful in this new situation, so the counselor must see that the counseling session is relaxed, informal, and friendly.

Although at times two Scouts will be working as buddies on the same merit badge, each Scout is judged on his own performance of the requirements and should receive the maximum benefit from the knowledge, skill, character, and personal interest of the counselor. Group instruction and orientation are encouraged where special facilities and expert personnel make this most practical or when Scouts are dependent on a few counselors for assistance. However, this group experience should include individual attention to each candidate's projects and his ability to fulfill all requirements.

**READ AND DISCUSS.** The pamphlet, *Merit Badge Counseling*

### DISCUSS THESE POINTS WITH THE MERIT BADGE COUNSELOR

1. Merit badge requirements in the merit badge pamphlet.
2. Merit badge pamphlets are available in each subject and
  - a. May be purchased by the Scout.
  - b. May be available at a library.
  - c. May be in the troop library.

3. The Scout indicates his interest in a merit badge to his Scoutmaster, who gives him

- a. An interview to determine interest, enthusiasm, preparedness.
- b. A signed Application for Merit Badge.
- c. The name and phone number of the council/district-approved counselor.
- d. Encouragement to wear the official uniform when he visits the counselor with a buddy.

4. The Scout calls the merit badge counselor and makes an appointment.

5. The merit badge counselor sets the date and time for the Scout and his buddy and suggests the Scout bring the following:

- a. Merit badge pamphlet
- b. Merit badge application
- c. Any projects he may have started
- d. Any other indication of preparedness

6. At the first interview, the merit badge counselor and the Scout decide upon

- a. Projects.
- b. Short-term and long-term goals with dates of completion in mind.
- c. Dates and times for future sessions.

7. The number of counseling sessions depends on the difficulty of the subject and the presentation and ability of the Scout.

8. The Scout is counseled with a buddy present.

9. The Scout is always tested individually but with a buddy present, and as each requirement is completed the counselor marks it on the application.

10. The Scout is expected to meet the requirements as stated -- no more and no less.

11. The merit badge counselor assists the Scout to meet the requirements and certifies when he has completed them.

### COUNSELING TECHNIQUES

1. For the Scout to get the most benefit from the counseling session, he must feel welcome and relaxed. One way for the counselor to put him at ease is to ask a simple question. For example, "How long have you been in Scouting?" or "What got you interested in the astronomy merit badge?"
2. Another way to put a Scout at ease is to show him something related to the merit badge subject. For example, a Coin Collecting merit badge counselor might show the Scout his coin collection. However, don't overwhelm the Scout. Remember, he is probably a beginner.
3. A third way to put a Scout at ease is to ask him to do a simple skill. For example, a Woodwork merit badge

counselor might say, "Would you sand this piece of wood while I get some tools ready?"

4. At the first meeting with the Scout, the merit badge counselor should carefully review each requirement to be sure the Scout understands what he must do.
5. Before the merit badge counselor signs the Scout's Application for Merit Badge, he must insist that the Scout do exactly what the requirements call for. If it says, "show or demonstrate," that is what he must do. Just telling isn't enough. The same things hold true for words such as "make," "list," "in the field," and "collect, identify, and label."
6. On the other hand, you cannot require more of a Scout than stated. You must not, for example, say, "I want to be sure you really know your stuff, so instead of the 20 items you need for the collection, you must have 30 to get my signature."
7. It is, of course, acceptable for the Scout on his own initiative to do more than the requirements call for.
8. When reviewing the requirements with a Scout or testing him, the merit badge counselor may find that the boy needs help in learning a particular skill. One of the jobs of a merit badge counselor is to teach the Scout the skills required.
9. The most effective way to teach a skill is to get the Scout to practice while learning.

### AS A COUNSELOR

1. A Scout is interviewed with a buddy present to determine
  - a. His preparedness.
  - b. The amount of knowledge he already has in the subject.
  - c. His interest in the subject.
2. Short-term and long-term goals are set by the Scout with encouragement from the counselor.
3. Counselor follows up with the Scout on his goals -- projects, collections, written work.
4. Counselor helps the Scout evaluate his progress.
5. Counselor encourages the Scout to ask for any help he needs to gain more knowledge or skill in the subject.

### A COACH

1. Teaches the Scout the skills required
2. Gives the Scout an opportunity to practice the skills under his or her guidance
3. Takes a genuine interest in the projects and encourages completion

### REQUIREMENTS

Check over the requirements for the merit badge(s) each counselor will be using. (Have the counselors do this individually.)

### MERIT BADGE LIBRARY

A listing of all merit badge pamphlets can be found on the inside back cover of the current Boy Scout Requirements.

## MERIT BADGE COUNSELING

The merit badge program is part of the advancement plan of the Boy Scouts of America. It has guided the interests and energies of Boy Scouts for 85 years and is one of the most unusual educational programs ever devised. A merit badge is an award that is presented to a Boy Scout or Varsity Scout when he has completed the requirements for one of more than 100 subjects in a wide variety of art, craft, hobby, sport, trade, profession, agribusiness, service, or self-improvement areas. The badge is only a small piece of cloth with a design embroidered in color -- but its significance is as large as the interest of the merit badge counselor who helps a Scout earn it.

This could not have happened without the service of thousands of merit badge counselors -- like yourself -- expert in a particular subject and interested in helping Scouts grow into men of character, ready to take their place in the world of work as participating citizens. You're probably saying, "That's all great, but what do I do, and how do I do it?"

### WHAT'S MY JOB?

Your job is to satisfy yourself that each Scout who comes to you meets all the requirements for the merit badge. In this sense you are an examiner. But, your larger opportunity lies in coaching -- helping the Scout over the different hurdles of the requirements and making him aware of the deeper aspects of the subject from your knowledge and experience.

### WHAT DO I AGREE TO?

As a merit badge counselor, I agree to:

- Follow the requirements of the merit badge, making no deletions or additions, ensuring that the advancement standards are fair and uniform for all Scouts.
- Have a buddy present with each Scout at all instructional sessions.
- Renew my registration as a merit badge counselor annually if I plan to continue serving as a merit badge counselor.

### EARNING A MERIT BADGE

These are the steps that a Scout takes to earn a merit badge, as outlined in the Boy Scout Handbook.

- Gets a signed merit badge application from his Scoutmaster or Varsity Scout Coach and finds a buddy who can attend the merit badge counselor meetings with him. (His buddy can be another Scout, a parent or guardian, a brother or sister, or a relative or friend.)
- Gets the merit badge pamphlet on his subject. His patrol or troop may have one he can borrow. So may the library. Or he may purchase one from the local council service center.
- Contacts the merit badge counselor and explains that he would like to earn the badge. Along with his buddy, meets the counselor and discusses how he can get the most out of the time he spends working on the badge.
- Learns and does the things that the pamphlet explains. Goes as far as he can to fulfill the requirements on his own.
- When he is ready, he and his buddy make another appointment with the counselor. The counselor will spend time with him going over the important parts of

the subject. A good counselor will also help him see beyond the requirements and discover ways to continue learning about the subject. If the counselor is satisfied that the Scout has completed the requirements, he will sign the merit badge form. If not, the counselor will explain what he still must do.

- Gives the signed form to his Varsity Scout Coach or Scoutmaster. The Varsity Scout Coach or Scoutmaster will get the badge for him and present it to him during a troop ceremony.

### HOW DOES THIS RELATE TO YOU?

1. The Scout should bring a merit badge application signed by his Scoutmaster or Varsity Scout Coach on his first visit to you. He must be accompanied by a buddy.
2. The Scout contacts you, probably by phone. You may tell him what is expected of him over the phone, or you may want to make an appointment to discuss this with him face-to-face. Personal contact will make earning the badge a better experience for both you and the Scout.
3. In your discussion of what is expected, you may want to start by finding out from the boy what he already knows, so you can spend your time on helping him learn the remaining items, or give guidance in completing projects. You can set up additional meetings with the Scout -- not only for the purpose of passing him on the requirements, but rather to help him in his understanding of the subject.
4. The Scout, along with his buddy, should make another appointment with you when he thinks he is prepared to prove his ability. You set the date, time, and place.
5. This review session will be approached by the Scout with some apprehension. He is familiar with final exams in school and may look on this meeting with you as another such experience. You can help a great deal by putting the boy at ease. Talk with him rather than examine him. There is a big difference, yet you can find out what the boy knows. Express honest enthusiasm for the things he has done, particularly if projects are involved. Your approval will give confidence to the Scout.
6. When he meets you, he should bring with him the projects required for completion. If the things he has done cannot be transported, he should present you with satisfactory evidence, such as a photograph of the project or adult certification. His Scoutmaster or Varsity Scout Coach might, for example, certify that a satisfactory bridge or tower has been built for Pioneering, or that the required meals were prepared for the Cooking merit badge. Your job, in addition to coaching, is to satisfy yourself that the requirements have been met. Question the Scout and, if you have my doubts, contact the adult who signed the statement.
7. When you are satisfied that the Scout has met the requirements, you sign his merit badge application.

You may work with many Scouts each year as they earn merit badges. However, you may only work with a few. Your contact with these Scouts is tremendously important. Your influence is measured not by how many Scouts you work with, but the effect upon the lives of those you have the opportunity to work with.

## MERIT BADGE COUNSELING

Throughout your association with the Scout, keep in mind that you are in reality assisting the Scoutmaster, the Varsity Scout Coach, and other troop and team leaders in the program of advancement which the Scoutmaster or Varsity Scout Coach helps each of his Scouts plan. Often, the Scoutmaster or Varsity Scout Coach will help the Scout select the merit badges he will earn for a particular award. Whether he does or not, he is always interested in the Scout's progress. You should feel free to discuss his work with the Scoutmaster or Varsity Scout Coach at any time.

### MORE OR LESS?

The Scout is expected to meet the requirements as stated -- no more and no less. Furthermore, he is to do exactly what is stated. If it says, "show or demonstrate," that is what he must do. Just telling about it isn't enough. The same thing holds true for such words as "make," "list," "in the field," and "collect, identify, and label."

On the other hand, you cannot require more of a Scout than stated. You must not, for example, say, "I want to be sure you really know your stuff, so instead of the 20 items in your collection, you must have 50 to get my signature." You can suggest, encourage, and help the Scout to get 50 things, but you must not require it.

You might wonder, then, if the requirements as stated are the limits, what there is for you to do other than help the Scout with the specifics of these requirements. Actually, you can go far beyond them in your discussions with the Scout. He probably will welcome your willingness to share with him your knowledge well beyond the requirements, and you will be making a real contribution to him by doing so. But it isn't required. That's the key. The Scout does not have to show his knowledge of those things beyond the requirements.

You might stress the fact that while knowledge is necessary, whether he can put his knowledge to work is the important thing in life. As you work with the Scout you can give him indirect career guidance. Many merit badge subjects can acquaint a Scout with the job opportunities in various fields. In these cases the merit badge work is a real exploration in an adult work experience, showing him whether or not he has the interest or ability along such lines. His activity also can show him what educational requirements a subject area has. You can provide the Scout with valuable information on job possibilities; show him what is most interesting to you and what is difficult. The final choice -- the selection of what he is going to do with himself in life -- is up to one person. That person is the Scout himself. However, he will appreciate your help in showing him the relationship of his merit badge work to his life as he goes to school, into business or a trade, and on into adult life.

### WHERE DO YOU MEET?

If the merit badge subject relates to your job or profession, then your place of work is probably the place to meet with Scouts.

Subjects that are related to your hobbies usually will be handled in your home. Here you will have hobby-related materials to use in your coaching of Scouts. For a few subjects, coaching will happen in the field or where special equipment is at hand. Rowing, Rifle Shooting, Swimming, and Astronomy are good examples.

### HOW MANY AT A TIME?

Frequently the skills of a subject can be taught to several Scouts at one time. This has a time advantage for you. However, the completing of the requirements always must be done on an individual basis. Scouts may not qualify for merit badges by just being members of a group that is instructed in skills. They must qualify by personally satisfying you that they can meet all the requirements. It's pretty hard to do this in a group. When one Scout in a group answers a question it can't possibly prove that all the others in the group also know the answer. Then, too, each Scout learns at his own pace. He should not be held back or pushed ahead by his association with a group.

So remember -- you can coach more than one at a time, but only one Scout at a time can satisfy you that he can meet the requirements.

### CAN YOU SELL YOUR SUBJECT?

Scout troops and Varsity Scout teams are constantly seeking program material for meetings. If you would like to expand interest in your subject and to attract more Scouts to earn the merit badge, contact Scoutmasters and Varsity Scout Coaches in your area and offer to come to a troop or team meeting to "sell your subject." All Scouts won't be interested in the subject, so plan an exciting 10- or 15-minute presentation designed to tickle the fancy of your audience. Then, offer to meet with those who are really interested after the meeting to plan for your next get-together.

### DO YOU NEED A MERIT BADGE PAMPHLET?

The information in the pamphlet is probably familiar to you, but it will help you to know what the Scout is told. They are written for Scout-age boys. They also contain suggestions for projects that might give you ideas for being helpful.

It's a good idea to obtain the latest printing of the pamphlet on your subject. It will contain the latest requirements and information on meeting them. The printing date is in each pamphlet.

A complete list of merit badge pamphlets is printed on the inside back cover of all pamphlets with the latest revision date of each. By checking this list in any current year's pamphlet, you can find out whether your pamphlet is updated. Most pamphlets are reprinted each year, and the contents are updated periodically. If you have suggestions for improvement in the requirements or pamphlet please send your comments to: Boy Scout Division, Boy Scouts of America, 1325 West Walnut Hill Lane, P.O. Box 152079, Irving, TX, 75015-2079.

## TROOP RESOURCE SURVEY

Boy Scouting is for adults as well as boys. We invite you to share your skills and interests so the best possible program can be developed for the Boy Scouts in this troop. In making this survey, the committee wishes to find ways you can enjoy using your talents to help our Scouts. Your cooperation is greatly appreciated.

Welcome to the Scout family of Troop No. \_\_\_\_\_ in the \_\_\_\_\_ Council.

Please return this survey to \_\_\_\_\_

(Please print)

Name \_\_\_\_\_ Home phone \_\_\_\_\_

Street address \_\_\_\_\_ Business phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

1. What is your favorite hobby? \_\_\_\_\_ Occupation \_\_\_\_\_

2. In what sports do you take an active part? \_\_\_\_\_

3. Would you be willing to assist the troop leaders and committee members occasionally? \_\_\_\_\_

4. Please check the areas in which you would be willing to help:

### General Activities

- Campouts
- Hikes
- Outdoor activities
- Troop meetings
- Swimming supervision
- Bookkeeping
- Typing
- Drawing/art
- Transportation of Scouts
- Transportation of equipment
- Other \_\_\_\_\_

(please print)

### Special Program Assistance

- I can participate in boards of review.
- I have a station wagon or \_\_\_\_\_ truck.
- I have a workshop.
- I have family camping gear.
- I have access to camping property.
- I can make contacts for special trips and activities.
- I can help with troop equipment.
- I have access to a personal computer.

5. Please check any Scouting skills you would be willing to teach:

- Ropework (knots and lashings)
- Outdoor cooking
- First aid
- Star study
- Map and compass use
- Conservation
- Aquatics
- Knife and ax handling
- Citizenship
- Camping

Check the merit badges on the other side of this sheet that you are willing to help Boy Scouts earn.



## MERIT BADGES

Check the merit badges that you can help Boy Scouts earn.

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> American Business            | <input type="checkbox"/> Crime Prevention             | <input type="checkbox"/> Insect Study              | <input type="checkbox"/> Reading                     |
| <input type="checkbox"/> American Cultures            | <input type="checkbox"/> Cycling                      | <input type="checkbox"/> Journalism                | <input type="checkbox"/> Reptile and Amphibian Study |
| <input type="checkbox"/> American Heritage            | <input type="checkbox"/> Dentistry                    | <input type="checkbox"/> Landscape Architecture    | <input type="checkbox"/> Rifle Shooting              |
| <input type="checkbox"/> American Labor               | <input type="checkbox"/> Disabilities Awareness       | <input type="checkbox"/> Law                       | <input type="checkbox"/> Rowing                      |
| <input type="checkbox"/> Animal Science               | <input type="checkbox"/> Dog Care                     | <input type="checkbox"/> Leatherwork               | <input type="checkbox"/> Safety                      |
| <input type="checkbox"/> Archaeology                  | <input type="checkbox"/> Drafting                     | <input type="checkbox"/> Lifesaving                | <input type="checkbox"/> Salesmanship                |
| <input type="checkbox"/> Archery                      | <input type="checkbox"/> Electricity                  | <input type="checkbox"/> Mammal Study              | <input type="checkbox"/> Scholarship                 |
| <input type="checkbox"/> Architecture                 | <input type="checkbox"/> Electronics                  | <input type="checkbox"/> Medicine                  | <input type="checkbox"/> Sculpture                   |
| <input type="checkbox"/> Art                          | <input type="checkbox"/> Emergency Preparedness       | <input type="checkbox"/> Metalwork                 | <input type="checkbox"/> Shotgun Shooting            |
| <input type="checkbox"/> Astronomy                    | <input type="checkbox"/> Energy                       | <input type="checkbox"/> Modal Design and Building | <input type="checkbox"/> Skating                     |
| <input type="checkbox"/> Athletics                    | <input type="checkbox"/> Engineering                  | <input type="checkbox"/> Motorboating              | <input type="checkbox"/> Small-Boat Sailing          |
| <input type="checkbox"/> Atomic Energy                | <input type="checkbox"/> Entrepreneurship             | <input type="checkbox"/> Music and Bagging         | <input type="checkbox"/> Snow Sports                 |
| <input type="checkbox"/> Auto Mechanics               | <input type="checkbox"/> Environmental Science        | <input type="checkbox"/> Nature                    | <input type="checkbox"/> Soil and Water Conservation |
| <input type="checkbox"/> Aviation                     | <input type="checkbox"/> Family Life                  | <input type="checkbox"/> Oceanography              | <input type="checkbox"/> Space Exploration           |
| <input type="checkbox"/> Backpacking                  | <input type="checkbox"/> Farm Mechanics               | <input type="checkbox"/> Orienteering              | <input type="checkbox"/> Sports                      |
| <input type="checkbox"/> Basketry                     | <input type="checkbox"/> Fingerprinting               | <input type="checkbox"/> Painting                  | <input type="checkbox"/> Stamp Collecting            |
| <input type="checkbox"/> Bird Study                   | <input type="checkbox"/> Fire Safety                  | <input type="checkbox"/> Personal Fitness          | <input type="checkbox"/> Surveying                   |
| <input type="checkbox"/> Bugging (See Music)          | <input type="checkbox"/> First Aid                    | <input type="checkbox"/> Personal Management       | <input type="checkbox"/> Swimming                    |
| <input type="checkbox"/> Camping                      | <input type="checkbox"/> Fish and Wildlife Management | <input type="checkbox"/> Pets                      | <input type="checkbox"/> Textile                     |
| <input type="checkbox"/> Canoeing                     | <input type="checkbox"/> Fishing                      | <input type="checkbox"/> Photography               | <input type="checkbox"/> Theater                     |
| <input type="checkbox"/> Chemistry                    | <input type="checkbox"/> Forestry                     | <input type="checkbox"/> Pioneering                | <input type="checkbox"/> Traffic Safety              |
| <input type="checkbox"/> Cinematography               | <input type="checkbox"/> Gardening                    | <input type="checkbox"/> Plant Science             | <input type="checkbox"/> Truck Transportation        |
| <input type="checkbox"/> Citizenship in the Community | <input type="checkbox"/> Genealogy                    | <input type="checkbox"/> Plumbing                  | <input type="checkbox"/> Veterinary Medicine         |
| <input type="checkbox"/> Citizenship in the Nation    | <input type="checkbox"/> Geology                      | <input type="checkbox"/> Pottery                   | <input type="checkbox"/> Waterskiing                 |
| <input type="checkbox"/> Citizenship in the World     | <input type="checkbox"/> Golf                         | <input type="checkbox"/> Public Health             | <input type="checkbox"/> Weather                     |
| <input type="checkbox"/> Climbing                     | <input type="checkbox"/> Graphic Arts                 | <input type="checkbox"/> Public Speaking           | <input type="checkbox"/> Whitewater                  |
| <input type="checkbox"/> Coin Collecting              | <input type="checkbox"/> Hiking                       | <input type="checkbox"/> Pulp and Paper            | <input type="checkbox"/> Wilderness Survival         |
| <input type="checkbox"/> Collections                  | <input type="checkbox"/> Home Repairs                 | <input type="checkbox"/> Radio                     | <input type="checkbox"/> Wood Carving                |
| <input type="checkbox"/> Communications               | <input type="checkbox"/> Horsemanship                 | <input type="checkbox"/> Railroadng                | <input type="checkbox"/> Woodwork                    |
| <input type="checkbox"/> Computers                    | <input type="checkbox"/> Indian Lore                  |  |  |
| <input type="checkbox"/> Cooking                      |   |  |  |

### Other skills and activities I could assist in for the older-Scout program:

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Backpacking          | <input type="checkbox"/> Freestyle biking | <input type="checkbox"/> Rappelling          | <input type="checkbox"/> Survival            |
| <input type="checkbox"/> Basketball           | <input type="checkbox"/> Golf             | <input type="checkbox"/> Sailing             | <input type="checkbox"/> Swimming            |
| <input type="checkbox"/> Bowling              | <input type="checkbox"/> Hockey           | <input type="checkbox"/> Scuba diving        | <input type="checkbox"/> Tennis              |
| <input type="checkbox"/> Business             | <input type="checkbox"/> Kayaking         | <input type="checkbox"/> Shooting sports     | <input type="checkbox"/> Video/photography   |
| <input type="checkbox"/> Cross-country skiing | <input type="checkbox"/> Mechanics        | <input type="checkbox"/> Slow-pitch softball | <input type="checkbox"/> Volleyball          |
| <input type="checkbox"/> Cycling              | <input type="checkbox"/> Mountain man     | <input type="checkbox"/> Snow camping        | <input type="checkbox"/> Whitewater canoeing |
| <input type="checkbox"/> Downhill skiing      | <input type="checkbox"/> Orienteering     | <input type="checkbox"/> Soccer              | <input type="checkbox"/> Windsurfing         |
| <input type="checkbox"/> Fishing              | <input type="checkbox"/> Rafting          | <input type="checkbox"/> Spelunking          |  |





## Boy Scouts of America MERIT BADGE COUNSELOR INFORMATION

(Please type or print.)

Name \_\_\_\_\_ Age \_\_\_\_\_ Business phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Home phone (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

**To qualify as a merit badge counselor, you must**

- Be at least 18 years old.
- Be proficient in the merit badge subject by vocation, avocation, or special training.
- Be able to work with Scout-age boys.
- Be registered with the Boy Scouts of America.

**As a merit badge counselor, I agree to**

- Follow the requirements of the merit badge, making no deletions or additions, ensuring that the advancement standards are fair and uniform for all Scouts.
- Have a Scout and his buddy present at all instructional sessions.
- Renew my registration annually if I plan to continue as a merit badge counselor.

	<b>Vocation</b>	<b>Avocation</b>	<b>Special training</b>
	Is this subject in line with your job, business, or profession? If yes, give brief information on the reverse side.	Do you follow this subject as a hobby, having more than a "working knowledge" of the requirements? If yes, give brief information on the reverse side.	If not, do you have any special training or other qualifications for this subject? If yes, give brief information on the reverse side.
<b>List merit badge subjects here.</b>			
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			
6. _____			
7. _____			

**CHECK ONE:**

I wish to work only with \_\_\_\_\_  
Unit number

I wish to work with all units.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note:** The BSA Adult Registration Application must be attached.

Council approval by \_\_\_\_\_ Date \_\_\_\_\_

#34405



**Please list your qualifications for each merit badge you wish to counsel:**

Merit Badge	Qualifications

**District Advancement Committee Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**District Name** \_\_\_\_\_ **District #** \_\_\_\_\_ **Council** \_\_\_\_\_

**Processing this Application:**

Merit Badge Counselors **MUST** register as adult Scouters and be approved by the *District Advancement Committee*. A Merit Badge Counselor does not have to pay a registration fee, but must fill out an Adult Application and this Merit Badge Counselor Enrollment form. *Both forms MUST be submitted DIRECTLY to your District Executive. The District Executive will forward both the adult registration form and Merit Badge Counselor form (BSA # 34405) with this sheet to the Council office for inclusion in registration for the district. A copy of all forms will then be returned to the District Advancement Committee. (DO NOT SEND EITHER DOCUMENT DIRECTLY TO THE COUNCIL SERVICE CENTER).* You may choose to limit your role to counseling only in an affiliated unit or make yourself available to other units in the district. We encourage you to make yourself available to other units since the expertise for some merit badges is not present within many individual units. You will always be able to limit the number of scouts you work with at any one time.

Check the box on the front of this form that indicates your desire.

(District Merit Badge approval form to accompany adult leader registration and National BSA merit badge counselor form # 34405 - 10/04)

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  
 Pack No. \_\_\_\_\_  
 Troop No. \_\_\_\_\_  
 Team No. \_\_\_\_\_  
 Crew No. \_\_\_\_\_  
 Ship No. \_\_\_\_\_

OR

**COUNCIL/DISTRICT/DIVISION SCOUTERS**  
 Council/District/Division position  
 \_\_\_\_\_  
 District name  
 \_\_\_\_\_

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 (No initials or nicknames) \_\_\_\_\_ Middle name \_\_\_\_\_ Last name \_\_\_\_\_ Suffix \_\_\_\_\_

Social Security Number (required) \_\_\_\_\_ Country \_\_\_\_\_

Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Home phone \_\_\_\_\_ Business phone \_\_\_\_\_ Date of birth mm-dd-yyyy \_\_\_\_\_

Ethnic background (Please mark the appropriate box.)  
 African American  American Indian  Alaska Native  Asian  Other  
 Caucasian  Hispanic/Latino  Pacific Islander  
 Driver's license no. \_\_\_\_\_ State \_\_\_\_\_ Expiration \_\_\_\_\_

Sex \_\_\_\_\_ Occupation \_\_\_\_\_ Employer \_\_\_\_\_ Are you an Eagle Scout? Yes  No  Date earned mm-dd-yyyy \_\_\_\_\_

Business address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Program \_\_\_\_\_ Position code \_\_\_\_\_ Position (Description) \_\_\_\_\_ Boys' Life  Business  Home  Home Page   
 E-mail address \_\_\_\_\_

1. Scouting background.

Position	Council	Year
_____	_____	_____
_____	_____	_____

2. Experience working with youth in other organizations.  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Previous residences (for last five years).  
 City \_\_\_\_\_ State \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

**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 \_\_\_\_\_

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 (\_\_\_\_) \_\_\_\_\_

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.

**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 \_\_\_\_\_

Registration fee \$ \_\_\_\_\_ Boys' Life fee \$ \_\_\_\_\_

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

Retain on file for three years.

LOCAL COUNCIL COPY