

Troop 1 Merit Badge Process (Blue Card)

There is still some confusion on the Merit Badge process. Too often a Scout is bringing a filled-out worksheet to a counselor, with a Blue Card in hand, and expecting an immediate sign-off. Many times, it is their first conversation with the counselor regarding the Merit Badge. This is not the process and does not fulfill the requirements of successfully completing a Merit Badge.

It is important to note the “Blue Card” is the nationally recognized Merit Badge record. The Card has three parts: the actual “Application for Merit Badge” portion, the “Applicant’s Record,” and the “Counselor’s Record.” It requires a total of four signatures—two each from the unit leader and a Merit Badge counselor.

Signature 1 – Unit Leader (Richard Drumright, Dwight Armstrong, Craig Becker, or designated leader) prior to beginning the Merit Badge. The unit leader signs first on the front of the Application for Merit Badge portion and gives the entire Blue Card to the Scout. It is the Scout’s responsibility to keep up with the Blue Card through the process.

Signature 2 – Merit Badge Counselor – see Troop website or bulletin board to find counselor. If none is listed for the desired Merit Badge talk with Richard Drumright or Dwight Armstrong.

After the unit leader signs, the Blue Card, the Scout contacts the Merit Badge counselor and sets an appointment. Even though Scouts may benefit from reviewing requirements with a counselor before pursuing them, a boy may begin working on a Merit Badge at any time after he is registered. **It is the counselor’s decision** whether to accept work or activities completed prior to the issuing of the signed Blue Card. Common sense should prevail, however. For example, nights already camped as a Boy Scout, or coins or stamps already collected, would count toward their respective badges.

Signature 3 – Merit Badge Counselor -- A Merit Badge counselor—once he or she is satisfied a Scout has met all the requirements—signs in two places: on the reverse of the Application for Merit Badge (to the left) and on the Applicant’s Record (in the middle). These two parts are returned to the Scout. The approving counselor should retain the part of the Card called the Counselor’s Record for at least one year—in case questions are raised later. If the Scout did not complete all the requirements, the counselor initials those that were fulfilled in the spaces provided on the back of the Applicant’s Record part. This is called a “partial”

Signature 4 – Unit Leader -- Once a registered counselor signs that all requirements have been met, and signed off by the Merit Badge Counselor, the Scout should meet with his unit leader to discuss his experience. The unit leader then signs the Applicant’s Record portion and returns it to the Scout, who should retain it in his personal permanent records. He provides the Scout with the “Application for Merit Badge” section and it is handled as noted below:

“Application for Merit Badge” section – placed in the advancement box by the Scout for processing.

For **incomplete** Merit Badges from Summer Camp, or Winter Camp, the Scout should follow the same Blue Card process. The counselor will use the report from camp to track the items which require completion. The Scout will continue to use the checklist, in conjunction with the Blue Card, to complete the Merit Badge.

For Merit Badges **completed** at camp there is no Counselor requirement for filling out a Blue Card. The camp staff provides the signed off checklist to the Camp Scoutmaster. Earl Lester handles the process of filling out the Cards and updating Troop records. The completed checklist(s) are returned to the Scout for their records.

Required Training for MB Counselor:

Youth Protection Training (YPT2):

[https://bsalearn.learn.taleo.net/files/pdf/How to Guide for Taking Youth Protection Training.pdf](https://bsalearn.learn.taleo.net/files/pdf/How%20to%20Guide%20for%20Taking%20Youth%20Protection%20Training.pdf)

Online Courses:

MERIT BADGE COUNSELORS		
BEFORE 1ST MEETING		
SCO_402	AIMS & METHODS OF SCOUTING	7:41
SCO_403	IDEALS & BELIEFS OF BOY SCOUTING	8:29
SCO_416	MERIT BADGE COUNSELORS FOR BOY SCOUTING	9:45
SCO_415	INTRO TO MERIT BADGES FOR BOY SCOUTING	11:36
SCO_417	MERIT BADGE COUNSELORS SIGN UP	5:05
TOTAL TIME: 43 MIN		
POSITION TRAINED		
SCO_407	ADVANCEMENT FOR BOY SCOUTING	9:46
TOTAL TIME: 10 MIN		