

Process for Earning a Merit Badge

- A. The Scout develops an interest in a merit badge and may begin working on the requirements.
- B. The Scout discusses his interest in the merit badge with the Scoutmaster.
- C. The Scout secures a "blue card" from the file cabinet and completes the following information wherever it is asked for:
 - 1. His name, Troop #, name of merit badge and current date.
- D. The Scoutmaster signs the blue card and provides the Scout with at least one counselor contact.
- E. The Scout presents the card to the advancement chair (Mr. or Mrs. Vietzke) so that the merit badge can be marked as 'open' in Troopmaster.
- F. The Scout contacts the counselor.
 - 1. The counselor considers any work toward requirements completed by Scout prior to his initial discussion with the Scoutmaster.
 - 1. Once the counselor has agreed to work with him, the Scout places the counselor's name on the blue card.
- G. The Scout, his buddy and the counselor meet (often several times).
 - 1. The Scout retains the blue card and presents it at each session.
- H. The Scout finishes the requirements.
- I. The counselor approves completion and keeps the 'counselor record'.
- J. The Scout returns the signed blue card to the Scoutmaster, who signs the applicant record section of it and returns it to the Scout.
- K. The Scout gives the 'troop copy' to the advancement chair.
- L. The advancement chair reports the merit badge to the Council registrar.
- M. The Scout receives his merit badge at a Court of Honor.

Process for Earning a Merit Badge

Process for Completing an Incomplete (partial) Merit Badge

1. The Scout secures name of counselor from Scoutmaster.
 - a. If a counselor is not available the Scout contacts the troop advancement chair so that one may be secured.
2. When meeting with the counselor, the Scout brings his documentation on which requirements are complete or are remaining.
 - a. Documentation can be the blue card, Troopmaster personal *Individual History* report, copy of summer camp merit badge class spreadsheet or documentation from a merit badge college.
3. The Scout completes the requirements and has counselor sign and date the paperwork noted above.
4. The Scout presents this paperwork to the troop advancement chair.

If the incomplete requirements are trivial in nature, e.g., For Astronomy MB: 'Visit a planetarium or astronomical observatory. Submit a written report....' These may be completed with the advancement chair.

If the counselor is working with several Scouts on completing a partial merit badge he may use the Troopmaster *Partial Merit Badge Progress Report* by documenting the newly-completed requirements and submitting that to the troop advancement chair.