



ARROWMOON DISTRICT

SAM HOUSTON AREA COUNCIL

Merit Badge Counselor Application Checklist

Thank you on behalf of your local Scout Troop and the Arrowmoon District for volunteering your time to be a Merit Badge Counselor.

Name:

BSA Adult ID Membership Number:

(If not known, your unit leader, unit re-charter coordinator should be able to provide this number to you. The number will also appear on the online Youth Protect Training printout.)

Email Contact:

Merit Badge Counselors are registered on the district charter and are required to maintain an unexpired Youth Protection Training (YPT) certificate and complete Merit Badge counselor training. All existing Merit Badge Counselors must be fully trained as a counselor to remain on District Charter.

-----Required Documents/Trainings-----

Current Arrowmoon Merit Badge Counselors

Either* (provide a physical copy showing >5 months remaining)

- Y01-online YPT
- YC06-0014-TX classroom YPT

and

Either* (Will be verified prior to adding to District List/Charter)

- D76 Merit Badge Counselor Orientation Classroom
- Or all of the following**
- SCO-402 Aims and Methods of Boy Scouting
 - SCO-403 Ideals and Beliefs of Boy Scouting
 - SCO-407 Advancement for Boy Scouting
 - SCO-415 Intro to Merit Badges for Boy Scouting
 - SCO-416 Merit Badge Counselors For Boy Scouting
 - SCO-417 Merit Badge Counselors Sign Up for Boy Scouting

and

- Merit Badge Counselor Information form

New/Returning Arrowmoon Merit Badge Counselors

Either* (provide a physical copy showing >5 months remaining)

- Y01-online YPT
- YC06-0014-TX classroom YPT

and

Either* (Will be verified prior to adding to District List/Charter)

- D76 Merit Badge Counselor Orientation Classroom
- Or all of the following**
- SCO-402 Aims and Methods of Boy Scouting
 - SCO-403 Ideals and Beliefs of Boy Scouting
 - SCO-407 Advancement for Boy Scouting
 - SCO-415 Intro to Merit Badges for Boy Scouting
 - SCO-416 Merit Badge Counselors For Boy Scouting
 - SCO-417 Merit Badge Counselors Sign Up for Boy Scouting

and

- Merit Badge Counselor Information form
- Adult Disclosure/Authorization form (signed)
- Adult Boy Scout of America Application form (signed by applicant only)

*Required trainings are available at my.scouting.org and/or periodically at the Arrowmoon District Roundtable held on the 2nd Thursday of most months. Applicants new to scouting are encouraged to complete registration and YPT training online at my.scouting.org.

The completed Merit Badge Counselor "Kit" should be turned in at the monthly Arrowmoon District Roundtable or to District Merit Badge Counselor Chair, District Commission or District Chair.



Boy Scouts of America

MERIT BADGE COUNSELOR INFORMATION



(Please type or print legibly.)

Name* _____ Primary phone* _____ Home Cell Work

Address* _____ Other phone _____ Home Cell Work

City/state/zip* _____ Other phone _____ Home Cell Work

Email address* _____ I do not have email. Age _____

District _____ Unit: Troop Team Crew Ship No. _____ BSA ID _____

I am not affiliated with a district.

I am not affiliated with a unit.

*Required field. Primary phone and email address indicate how Scouts should contact you.

To qualify as a merit badge counselor, you must

- Be at least 18 years old and of good character.
- Be registered with the Boy Scouts of America (position code 42).
- Complete Youth Protection training.
- Be recognized as having the skills and education in the merit badge subjects covered and hold any required qualifications and training as outlined in the *Guide to Safe Scouting* or the *Guide to Advancement*—or use others so qualified.
- Be able to work with Scout-age boys.

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 accompanied by his buddy during all instructional sessions.
- Keep my Youth Protection training current.
- Renew my registration annually if I plan to continue as a merit badge counselor.

Merit Badges <i>For more than eight merit badges, attach additional sheets.</i>	Add (A) Drop (D)	For each merit badge, list qualification(s) that support your request. <i>Qualifications could include college degrees, formal training certificates, positions held, and specific life experiences.</i>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

A = Adding a new merit badge that you will counsel to the roster. D = Removing your name from the roster for this merit badge.

Complete the following:

- This is a new application (first time to register as a merit badge counselor).
Attach this form to the BSA Adult Application, indicating position code 42.
- This is an update to an existing list of merit badge subjects.
- I no longer wish to serve as a merit badge counselor.

Youth Protection training date _____
(Attach copy of the current certificate.)

I agree to work with:

- All Scouts
- All Scouts in these districts: _____
- Only with Scouts in these units (indicate whether troop, team, or crew): _____

Counselors are encouraged to be available to work with any Scout in any unit.

I plan to serve as a merit badge counselor for this event or outside organization: _____

Council Approval:

Name (print) _____

Position _____

Date _____

Signature _____ Date _____

INSTRUCTIONS FOR MERIT BADGE COUNSELORS

What's It All About?

The merit badge counselor is a key player in the Boy Scout advancement program. Whatever your area of expertise or interest—whether it is a special craft or hobby (basketry, leatherwork, coin collecting), a profession (veterinary medicine, aviation, engineering), or perhaps a life skill (cooking, personal management, communication)—as a merit badge counselor, you play a vital role in stirring a young man's curiosity about it. By serving as a counselor, you offer your time, knowledge, and other resources so Scouts have the opportunity to broaden their horizons. And in doing so, your mission is to combine fun with learning.

You are both teacher and mentor to the Scout as he learns by doing. By presenting opportunities for growth via engaging activities like designing a Web page (Computers), performing an ollie and a wheelie (Snow Sports), or fabricating rope (Pioneering), you may pique a young man's interest and inspire a Scout to develop a lifelong hobby, pursue a particular career, or become an independent, self-supporting adult.

Learning to Be a Merit Badge Counselor

All merit badge counselors should seek training. It is important that they have a full understanding of their responsibilities and also of the recommended practices for quality counseling. The presentation "The Essentials of Merit Badge Counseling" has been designed for this purpose and covers the following topics:

A Scouting overview: mission, aims, and methods	Merit badge program role and benefits
Merit badge counselor qualifications	How to become a counselor
The merit badge counseling process	Merit badge requirements
Effective counseling	Group instruction and camp settings

The session can be downloaded and viewed from <http://www.scouting.org/scoutsorce/BoyScouts/GuideforMeritBadgeCounselors/MBCounselorGuide.aspx>.

Another resource is the *Guide for Merit Badge Counseling*, No. 34532. This resource can be found online at www.scouting.org/BoyScouts/GuideforMeritBadgeCounselors/MBCounselorGuide.aspx.

Processing This Application

Merit badge counselors *must* register as adult Scouters and be approved by the council advancement committee for each merit badge listed on this Merit Badge Counselor Information form. A merit badge counselor does not have to pay a registration fee, but must complete an Adult Application for position code 42, fill out this form, and complete BSA Youth Protection training. Submit the Adult Application with the Merit Badge Counselor Information form to your council. Counselors may wish to associate with a particular unit but are encouraged to serve any Scout from any unit.

Special Qualifications and Guidelines for Merit Badge Counselors

A number of merit badges involve activities that are restricted or require certification or special training for those supervising these activities. See the *Guide to Advancement*, topic 7.0.1.1, "Qualifications of Counselors." Merit badge counselors may personally meet these required qualifications, or they may use others so qualified. Additionally, the BSA *Guide to Safe Scouting* has specific requirements and procedures for shooting sports and for aquatics, winter, and other activities. These policies apply to all BSA activities, including merit badge instruction. For other merit badges where specific BSA requirements do not exist, counselors should have sufficient depth of knowledge and experience to understand how to safely present the material.

Instructions to Counselors

- The unit leader (Scoutmaster, Varsity Coach, crew Advisor, or Skipper) recommends and provides the name and contact information of at least one merit badge counselor to each Scout desiring to work on a merit badge. Before beginning to work with a youth, counselors should check the boy's merit badge application (blue card) to ensure it is signed by the unit leader.
- Every Scout must have a buddy with him at each meeting with a merit badge counselor. This buddy could be another Scout, a parent or guardian, a brother or sister, or a relative or friend. There is no one-on-one contact allowed with Scouts and counselors—the buddy requirement is mandatory.
- Counselors may not add to or delete any merit badge requirements. Group instruction is allowed where special facilities and expert personnel make this most practical, or when Scouts are dependent on a few counselors for assistance. However, any group experience must provide attention to every individual candidate's projects and progress, and assure each has actually and personally fulfilled *all* the requirements. If, for example, a requirement uses words like "show," "demonstrate," or "discuss," then every Scout must individually do so. It is unacceptable to award badges on the basis of Scouts sitting in classrooms and watching demonstrations or remaining silent during discussions.
- When a Scout begins working on a merit badge, the current-year *Boy Scout Requirements* book lists the official requirements in effect at that time. If requirements change after a Scout has started working on a merit badge, he may stay with the requirements in effect when he started unless the BSA's National Council places a specific timeline on the implementation of new requirements.



Worksheets and a list of all current Merit Badges can be downloaded at <http://meritbadge.org>

1. American Business
2. American Cultures
3. American Heritage
4. American Labor
5. Animal Science
6. Animation
7. Archaeology
8. Archery
9. Architecture
10. Art
11. Astronomy
12. Athletics
13. Automotive Maintenance
14. Aviation
15. Backpacking
16. Basketry
17. Bird Study
18. Bugling
19. **Camping**
20. Canoeing
21. Chemistry
22. Chess
23. **Citizenship in the Community**
24. **Citizenship in the Nation**
25. **Citizenship in the World**
26. Climbing
27. Coin Collecting
28. Collections
29. **Communication**
30. Composite Materials
31. **Cooking**
32. Crime Prevention
33. **Cycling**
34. Dentistry
35. Digital Technology
36. Disabilities Awareness
37. Dog Care
38. Drafting
39. Electricity
40. Electronics
41. **Emergency Preparedness**
42. Energy
43. Engineering
44. Entrepreneurship
45. **Environmental Science**
46. Exploration
47. **Family Life**
48. Farm Mechanics
49. Fingerprinting
50. Fire Safety
51. **First Aid**
52. Fish and Wildlife Management
53. Fishing
54. Fly Fishing
55. Forestry
56. Game Design

57. Gardening
58. Genealogy
59. Geocaching
60. Geology
61. Golf
62. Graphic Arts
63. **Hiking**
64. Home Repairs
65. Horsemanship
66. Indian Lore
67. Insect Study
68. Inventing
69. Journalism
70. Kayaking
71. Landscape Architecture
72. Law
73. Leatherwork
74. **Lifesaving**
75. Mammal Study
76. Medicine
77. Metalwork
78. Mining in Society
79. Model Design and Building
80. Motorboating
81. Moviemaking
82. Music
83. Nature
84. Nuclear Science
85. Oceanography
86. Orienteering
87. Painting
88. **Personal Fitness**
89. **Personal Management**
90. Pets
91. Photography
92. Pioneering
93. Plant Science
94. Plumbing
95. Pottery
96. Programming
97. Public Health
98. Public Speaking
99. Pulp and Paper
100. Radio
101. Railroading
102. Reading
103. Reptile and Amphibian Study
104. Rifle Shooting
105. Robotics
106. Rowing
107. Safety
108. Salesmanship
109. Scholarship
110. Scouting Heritage
111. Scuba Diving
112. Sculpture
113. Search & Rescue
114. Shotgun Shooting
115. Signs, Signals, and Codes
116. Skating
117. Small-Boat Sailing

118. Snow Sports
119. Soil and Water Conservation
120. Space Exploration
121. Sports
122. Stamp Collecting
123. Surveying
124. **Sustainability**
125. **Swimming**
126. Textile
127. Theater
128. Traffic Safety
129. Truck Transportation
130. Veterinary Medicine
131. Water Sports
132. Weather
133. Welding
134. Whitewater
135. Wilderness Survival
136. Wood Carving
137. Woodwork

DISCLOSURE/AUTHORIZATION FORM

NOTICE TO APPLICANT REGARDING BACKGROUND CHECK

In order to safeguard the youth in our program, the Boy Scouts of America will procure consumer reports on you in connection with your application, and the Boy Scouts of America may procure additional consumer reports at any time in order to evaluate your continued suitability for participation. The Boy Scouts of America has contracted with First Advantage, a consumer reporting agency, to provide the consumer reports. First Advantage may be contacted by mail at First Advantage, 1000 Alderman Drive, Alpharetta, GA 30005 or by telephone at 800-845-6004.

The consumer reports may contain information bearing on your character, general reputation, personal characteristics, and mode of living. The types of information that may be obtained include but are not limited to Social Security number verification, sex offender registry checks, criminal records checks, inmate records searches, and court records checks. The information contained in these consumer reports may be obtained by First Advantage from public record sources. **The consumer reports will not include credit record checks or motor vehicle record checks.**

The nature and scope of the consumer reports are described above. Nonetheless, you are entitled to request a complete and accurate disclosure of the nature and scope of such reports by submitting a written request to First Advantage at the address listed above. Additional notices for applicants in California, New York, Minnesota, and Oklahoma are provided.

APPLICANT'S ACKNOWLEDGMENT AND AUTHORIZATION

I have carefully read this notice and authorization form and I hereby authorize the Boy Scouts of America and First Advantage to procure a consumer report, which as described above will include information relating to my criminal history as received from reporting agencies. I understand that this information will be used to determine my eligibility in the Boy Scouts of America. I also understand that additional consumer reports may be procured at any time. I understand that if the Boy Scouts of America chooses not to accept my application or to revoke my membership based on information contained in a consumer report, I will receive a summary of my rights under the Fair Credit Reporting Act and contact information for the reporting agency, First Advantage.

ADDITIONAL NOTICES TO CALIFORNIA, MINNESOTA, OKLAHOMA, AND NEW YORK APPLICANTS

California

Under California law, the consumer reports described above that the Boy Scouts of America will procure on you are defined as investigative consumer reports. These reports will be procured in connection with your application, and additional reports may be procured at any time during your service as a volunteer in order to evaluate your continued suitability for participation. The reports may include information on your character, general reputation, personal characteristics, and mode of living.

Under section 1786.22 of the California Civil Code, you may inspect the file maintained on you by First Advantage, during normal business hours and with proper identification. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication, by appearing at First Advantage offices in person, during normal business hours and on reasonable notice, or by certified mail upon making a written request. You may also receive a summary of the information contained in this file by telephone. First Advantage will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information. This written explanation will be provided whenever a file is provided to you for visual inspection. If you appear in person, you may be accompanied by one other person of your choosing, who must furnish reasonable identification.

For Applicants in California, Minnesota, and Oklahoma Only

You have the right to request a free copy of any report procured on you. If you wish to receive a free copy of any report procured on you, check the box below.

I request a free copy of any report procured on me.

New York

As explained above, a consumer report will be requested in connection with your application, and additional consumer reports may be requested during the course of your participation with the Boy Scouts of America. You have the right, upon request, to be informed whether or not a consumer report was requested and, if a consumer report was requested, of the name and address of the consumer reporting agency that furnished the consumer report.

My signature below indicates that I have read, understand, and accept the accompanying disclosures and acknowledgments.

First name (No initials or nicknames) Please print.

Middle name

Last name

Suffix

Signature of applicant

Date

Unit No.

Retain in permanent file.

ADULT APPLICATION

524-501

This form is read by machine. Please print the numbers and letters as shown: 1 2 3 4 5 6 7 8 9 0 A B C D E F G H I

UNIT ADULTS (Fill in the circle.)

The information obtained in this form is for the internal use of the BSA only.

Council/district position code

Position Council Year

Sam Houston Area

District name

Arrowmoon

EXPIRE DATE

TERM

MONTHS

Former leader

Arrowmoon

If applicant has an unexpired membership certificate, registration may be accomplished at no charge by transferring the registration. Mark and attach a copy of the certificate.

TRANSFER FROM:

COUNCIL NO.

TYPE OF UNIT

UNIT NO.

Please print one letter in each space—press hard; you are making three copies.

First name (No initials or nicknames)

Middle name

Last name

Suffix

Country Mailing address

City

State

Zip code

Home phone

Business phone

Ext.

Cell phone

Date of birth (mm/dd/yyyy)

Ethnic background:

Driver's license No.

State

Gender

Social Security No. (required)

Occupation

Employer

Country Business address

City

State

Zip code

Position Code

Scouting position (description)

Are you an Eagle Scout? Yes No

Date earned (mm/dd/yyyy)

4 2

Merit Badge Counselor

E-mail address (Select one)

Work Home

@

Boys' Life subscription

I understand that:

- By submitting this application I am authorizing the Boy Scouts of America to obtain a background check using First Advantage, 1000 Alderman Drive, Alpharetta, GA 30005, and understand it will be used in determining my eligibility. I have reviewed and agreed to the terms and conditions regarding this check and your rights with respect to reviewing or obtaining copies of any information provided.
- I agree to complete Youth Protection training within 30 days of this application and abide by the youth protection requirements of the Boy Scouts of America (www.MyScouting.org).
- I hereby release and agree to hold harmless from liability any person or organization; local council; chartered organization; and the Boy Scouts of America and its officers, directors, employees, and volunteers for any injury or damage sustained in connection with my participation.
- I have read and affirm that I accept the Declaration of Religious Principle and qualifications for adult participation. I agree to comply with the rules and regulations of the Boy Scouts of America and the local council. I affirm that the information in this application is true and correct to the best of my knowledge and belief.

Signature of unit committee chairman

INITIALS REQUIRED

INITIALS REQUIRED

INITIALS REQUIRED

Signature of chartered organization head or representative

Date

Signature of Scout executive or designee

INITIALS REQUIRED

INITIALS REQUIRED

INITIALS REQUIRED

Signature of chartered organization head or representative

Date

Signature of applicant

Date

Signature of Scout executive or designee

Date

4001

Registration fee \$

Boys' Life fee \$

LOCAL COUNCIL COPY Retain on file for three years.