



MERIT BADGE COUNSELOR – ARROWMOON DISTRICT

- Checksheet *

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 advancement coordinator, or unit re-charter coordinator should be able to provide this number to you. Leave blank if you are a new leader and are submitting your first BSA Adult Application Form.)

Email Contact:

Boy Scouts of America require that all Merit Badge Counselors are REGISTERED ADULT LEADERS and that all Merit Badge Counselors have a current YOUTH PROTECTION TRAINING (or YPT) certificate printout on file.

KIT CONTENTS (included):

Please return the following once completed:

- Merit Badge Counselor Information Form
- Copy of Youth Protection Training (YPT) – (training must be completed annually at www.myscouting.org) completion certificate printout
- Adult Disclosure/Authorization Form (page 4 of Adult Application)
- Adult Boy Scout of America Application Form (only page 5)

NOTE: Turn this in to District or you may not appear on our list



Once you have completed this Merit Badge Counselor “Kit”, please return it to your leader and have them turn it in to the Advancement Committee members at the next Arrowmoon District Roundtable or meritbadge@arrowmoondistrict.org





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 www.scouting.org/BoyScouts/GuideforMeritBadgeCounselors/Resources/advancement_presentations.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. 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.



Put Youth Protection Certificate

(from <http://www.myscouting.org> once completed)

HERE

Boy Scouts of America

This is to certify that

John Romero

113297810

Has completed training

Youth Protection Training

On this date

6/15/2010

This certification is valid for two years from this date

This certification is valid for two years from this date

6/15/2010

John Romero

Youth Protection Training

113297810

Has completed training

DISCLOSURE/AUTHORIZATION FORM

NOTICE TO APPLICANT REGARDING BACKGROUND CHECK

In order to safeguard the youth in our care, the Boy Scouts of America will procure consumer reports on you in connection with your application to serve as a volunteer, and the Boy Scouts of America may procure additional consumer reports at any time during your service as a volunteer in order to evaluate your continued suitability for volunteer service. The Boy Scouts of America has contracted with LexisNexis, a consumer reporting agency, to provide the consumer reports. LexisNexis may be contacted by mail at LexisNexis, 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 LexisNexis 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 LexisNexis 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 LexisNexis 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 for a volunteer position with the Boy Scouts of America. I also understand that as long as I remain a volunteer, 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, LexisNexis.

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 to serve as a volunteer, and additional reports may be procured at any time during your service as a volunteer in order to evaluate your continued suitability for volunteer service. 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 LexisNexis, 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 LexisNexis 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. LexisNexis 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 service 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.

ADULT APPLICATION

524-501A

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
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

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

Pack

Troop

Team

Crew

Ship

Unit No.

OR

Council/district position

District name

Arrowmoon District

UNIT SCOUTERS (Fill in the circle.)

Former Adult Leader #: _____

TERM

____ MONTHS

New leader

Former leader

EXPIRE DATE

____ / ____ / ____

If applicant has an unexpired membership certificate; registration may be accomplished in this unit by paying \$1 for processing the transfer. Mark and attach certificate. It will be returned by the council.

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

Have you completed: Youth Protection training

Fast Start training

Country

Mailing address

City

State

Zip code

US

TX

Home phone

____ - ____ - ____

Business phone

____ - ____ - ____ X

Ext.

Cell phone

____ - ____ - ____

Date of birth (mm/dd/yyyy)

____ / ____ / ____

Ethnic background:

Black/African American

Native American

Alaska Native

Asian

Caucasian/White

Hispanic/Latino

Pacific Islander

Other

Driver's license No.

State

Gender

M F

Social Security No. (required)

____ - ____ - ____

Occupation

Employer

Country

Business address

City

State

Zip code

US

Position Code

42

Scouting position (description)

Merit Badge Counselor (42)

Are you an Eagle Scout?

Yes

No

Date earned (mm/dd/yyyy)

____ / ____ / ____

E-mail address

(Select one) Work

Home

____ @ _____

Boys' Life subscription

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. I will follow the Youth Protection guidelines.

Signature of applicant

Date

4001

Registration fee \$

____ . ____

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 representative

Date

(ACCEPTED) Signature of Scout executive or designee

Date

Boys' Life fee \$

____ . ____

LOCAL COUNCIL COPY

APPROVAL FOR COUNCIL AND DISTRICT 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

Retain on file for three years.

1. Scouting background.

Position Council Year

2. Experience working with youth in other organizations.

3. Previous residences (for last five years).

City State

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 (____) _____

6. Additional information. Yes or No

(Mark 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