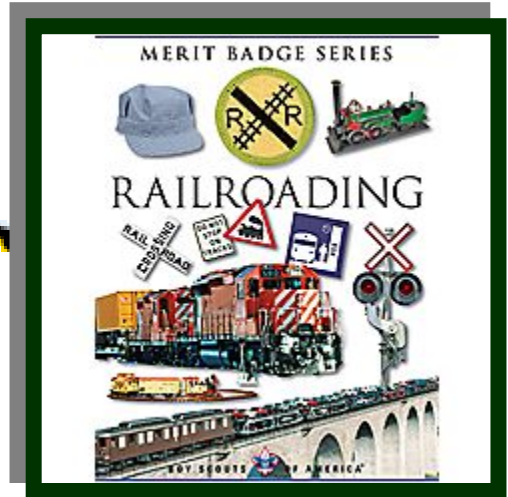
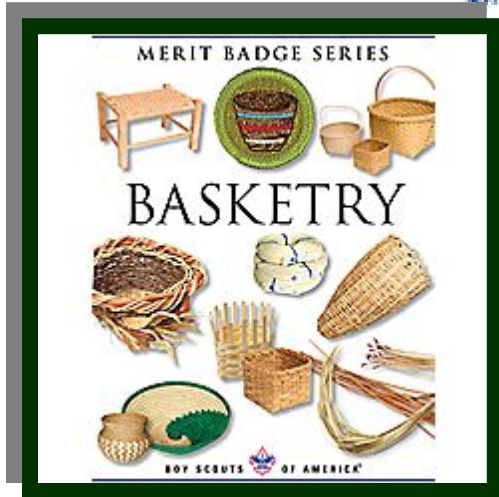
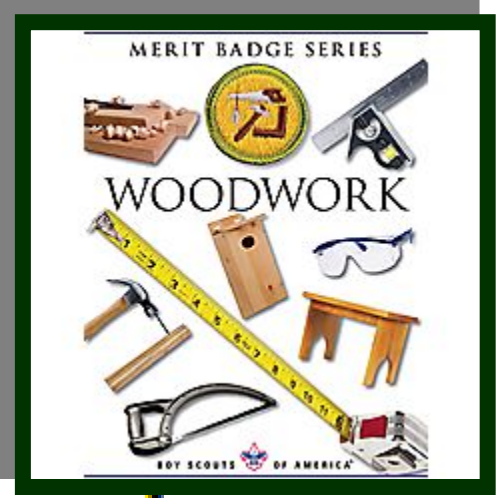
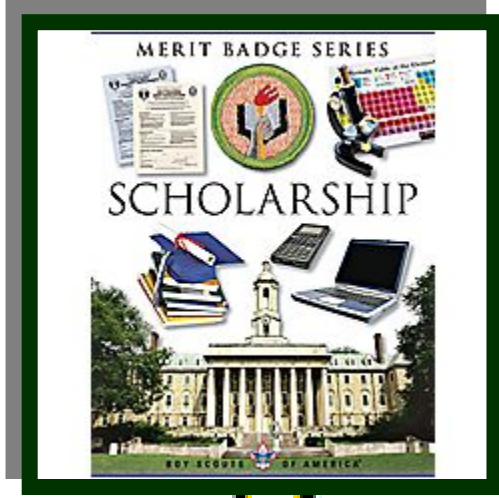


# RECOMMENDATIONS AND GUIDELINES FOR PRINCE GEORGES DISTRICT WIDE MERIT BADGE DAYS



**Prince  
George's  
County**



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Merit Badge Program is a vital part of the BSA's advancement plan. The merit badge program is one of Scouting's basic Character-building tools. Through participation in the program a Scout acquires the kind of self-confidence that comes only from overcoming obstacles to achieve a goal and providing a young man with invaluable career, physical and interpersonal skills.

BSA's National Group Merit Badge Policy - To the fullest extent possible, the merit badge counselor 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.

These recommendations and guidelines for District Wide Merit Badge Days were developed at the request of the Prince George's District Committee and to be used by organizations, units and groups putting on a Merit Badge Day as a district wide program. They are not intended to interfere with unit advancements. They were developed with the intention of maintaining the counselor-scout arrangement as much as possible.

For any problems, questions or last minute changes contact Bernie Spicer, [bear8257@yahoo.com](mailto:bear8257@yahoo.com), 301-868-1718 or Linda Nosalik, [Nosalik@comcast.net](mailto:Nosalik@comcast.net), 301-868-6826.

Permit to Conduct District Wide Merit Badge Day

*The following information must be filled in completely and submitted 90 days prior to the event.*

District: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Location of Event: \_\_\_\_\_ Date of Event \_\_\_\_\_ Hours of Event: \_\_\_\_\_

1. Attach a complete list of counselors and the merit badge each will teach.
2. At least one adult per merit badge must be registered as a merit badge counselor with NCAC using both the Adult Application Form and Merit Badge Counselor Information Form to be submitted to a Merit Badge Dean. Please remember it takes about 6 weeks for background checks to be made before they can council a scout.
3. Attach a copy of the council approved tour permit and permission slip that will be used.
4. Adult serving as a lead merit badge counselor must have taken Youth Protection Training within the last two years (attach copy of card) and must be present at event at all times. It is recommended that they also take the Merit Badge Counselors Training. This is highly encouraged for all counselors.
5. Lead merit badge counselor is responsible to make sure all BSA policies and procedures are followed especially the individual testing of each scout for merit badges.
6. There should be no costs other than necessary for supplies. Scouts should bring their own supplies.
7. Attach any proposed publicity items to be circulated announcing the event. Approval needs to be secured prior to promotion of the event.

\_\_\_\_\_  
Signature of Adult Coordinator

\_\_\_\_\_  
Date

Address	Phone	Email
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Advancement Chairman – Bernie Spicer, 11620 Duley Station Rd, Upper Marlboro, MD 20772, 301-868-1718, bear8257@yahoo.com

APPROVED:

\_\_\_\_\_  
District Approval

\_\_\_\_\_  
Date

## COUNSELORS LIST FOR MERIT BADGE DAY

Date of event: \_\_\_\_\_ Location of event: \_\_\_\_\_

<u>Counselor's Name</u>	<u>Phone</u>	<u>Merit Badge</u>	<u>District Registered In</u>
-------------------------	--------------	--------------------	-------------------------------

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_

Please continue this list on additional paper if necessary.

MERIT BADGES OFFERINGS

RESTRICTIONS

PREREQUISITE REQUIREMENTS

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_

Please continue this list on additional paper if necessary

## SCOUT REGISTRATION FORM

### Conditions of Participation

1. This is a Scouting event – full scout uniform.
2. Scouts must obtain and bring with them an official merit badge BLUE CARD signed by their scoutmaster for each merit badge they wish to take. Blue Cards will not be issued at the event. If a scout does not have a signed Blue Card from his unit leader, then he cannot participate in the Merit Badge Day.
3. Scout should bring the merit badge book with which they will be working on and are encouraged to READ the entire book. Scouts should also bring any supplies needed (i.e. basketry, leatherwork, wood carving).
4. All classes will be limited to size appropriate to the subject.
5. Advance registration is required.
6. Registrations will be processed by first come, first served in the order that registration forms are received.
7. Any requests to change course selections must be cleared through and approved by the Registrar, scouts who “change their mind” will not be permitted to attend classes for which they are not registered.
8. Completion of merit badges is not guaranteed. Scouts must complete all BSA requirements to the satisfaction of the respective counselor(s). Many merit badges require advance preparation and/or paperwork. Partial awards will be granted for work completed.

Scout's Name: \_\_\_\_\_ Troop Number: \_\_\_\_\_

Scout's Home Phone Number: (\_\_\_\_) \_\_\_\_\_

Scout's Current Age: \_\_\_\_\_ Scout's Current Rank: \_\_\_\_\_

List Merit Badges you wish to take:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

I have read the CONDITIONS OF PARTICIPATION listed above and understand my responsibilities in being able to successfully earn one or more merit badges at this event:

Scout's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Scoutmaster Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## GUIDELINES FOR MERIT BADGE DAYS

**Purpose:** To bring together Merit Badge Counselors and Merit Badge Resources to give scouts an opportunity to work on a merit badge. The *Merit Badge Day* would be offered to help a scout jump start his work on a Merit Badge and give him an opportunity to meet with qualified Merit Badge Counselors in a non-threatening environment. The *Merit Badge Day* would also introduce the scouts to adults outside of their normal troop scouters and allow them to practice their communication skills with adults outside of their normal troop setting.

**Who:** All registered Boy Scouts. Of course, we would want to promote this within our own District, but we would not turn away scouts from neighboring Districts. Merit Badge Days can be seen as a “Community Outreach” to scouts in all communities.

**What:** A day where scouts can learn how to fulfill requirements for certain designated Merit Badges. Counselors would be on hand to sign off on any requirements that are completed.

**Where:** Any location that can accommodate a large number of people, but has ample space for the larger group to break up into smaller working groups. (i.e.: several smaller classrooms or a large room that has table and chairs set up far enough away so as not to disturb the other groups.)

**How:** *Note: No one is guaranteed to complete a merit badge at a Merit Badge Day. Completion of the badge is entirely determined by how much individual effort the scouts put into the work.*

The Merit Badge Day Staff will choose which merit badges will be offered. The Merit Badge Staff will secure counselors to work on those badges.

The Merit Badge Staff and the counselors will determine if there are pre-requisites that need to be completed in advance of the Merit Badge Day (i.e.: rank, age, previous merit badges, individual requirements, etc.) The staff and counselors will also determine any limitations put on the registrations due to time or space restrictions. The pre-requisites along with the limitations will be advertised along with the other Merit Badge Day information. Class size should be limited to 8 or less for each counselor, to provide sufficient opportunity for individual review with each scout.

Registration should occur through 1 central person. The *Registrar* will assign the participants to a particular counselor who has volunteered to work the Merit Badge Day. The scout should then contact the merit badge counselor in advance of the merit badge day, either by phone, e-mail, or in person to discuss the requirements for the badge and the counselor’s expectations.

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 other words each scout must be tested and pass individually.

## GUIDELINES FOR COUNSELORS

Following are the basic requirements to qualify as a Boy Scout Merit Badge Counselor:

1. Be at least 18 years old.
2. Be proficient in the merit badge subject either by vocation or avocation.
3. Be able to work with Scout-age boys.
4. Be registered with the Boy Scouts of America as a merit badge counselor. Registration requires two forms; Adult Application and the Merit Badge Counselors Information form (available at the NCAC website under Resources – Forms).
5. Each counselor is expected to complete BSA Youth Protection training within 90 days of assuming a leadership position. This training can be done through the BSA's Online Learning Center at <http://www.boyscouts-ncac.org/training>. Also go to the Prince George's District web page, go to the Advancement page and click on Merit Badge Counselors Guidelines. These guidelines if read will count as your Merit Badge Counselors Training. Send a copy of both trainings to the merit badge dean to update your records.

PG District Merit Badge Dean Records

Linda Nosalik – [Nosalik@comcast.net](mailto:Nosalik@comcast.net)  
9727 Green Apple Turn, Upper Marlboro, MD 20772  
301-868-6826

6. Be sure to use the most current Merit Badge Books.
7. The Scout is expected to meet the requirements as stated – no more and no less. He is to do exactly what is stated in the requirement. If it says “show and demonstrate,” that is what he must do. Just telling how to do it isn't enough. The same holds true for requirements such as “make,” “list,” “in the field,” and “collect, identify, and label.” However, it is acceptable for a Scout on his own initiative to exceed what the requirements state. As a counselor, you may offer more information.
8. Since one of the stated purposes of the merit badge program is for the Scout to interact on a personal basis with his counselor, BSA policy states that he must receive individual counseling and demonstrate that he clearly meets the requirements of the badge, even if the instruction has taken place in a group.
9. Scouts must secure a Blue Card from their unit leader. If a scout does not have a signed Blue Card from his unit leader, then he cannot participate in the Merit Badge Day.
10. If a Scout comes without the pre-requisites done or doesn't finish the requirements for the merit badge that scout is issued a partial merit badge card. That is a blue card filled out completely and only the requirements finished dated and initialed.

## GUIDELINES FOR SCOUTS

Scouts must secure a Blue Card from their unit leader. If a scout does not have a signed Blue Card from his unit leader, then he cannot participate in the Merit Badge Day.

Scouts should bring their own resource materials to use at the merit badge day. Counselors and registrar can also bring additional resources.

Scouts must do whatever the merit badge asks for to complete a requirement – list, discuss, show, etc. in order to get a requirement signed off. Each and every scout must perform the requirement. One scout cannot answer for a group.

When scouts arrive at the Merit Badge Day, they should seek out the counselor that they contacted in advance. During the Merit Badge Day, scouts may be grouped (buddy system) according to the amount of pre-work they completed in advance. Scouts who completed a lot of the requirements in advance will not be placed with scouts who did little to no work in advance.

Requirements will be completed at the scouts' pace.

Counselors will mark a scout's Blue Card to indicate which requirements were completed. Scouts can then use resources to complete any additional requirements. During this time, the counselors may start working with other scouts. Scouts and counselors can work until the scheduled time is used up.

Scouts will have to contact counselors (the same counselor or another counselor closer to them) when additional requirements are completed in the future until the entire badge has been completed. It is the scouts' responsibility to contact the merit badge counselor. The counselor is not responsible for contacting the scout.

## CHECK SHEET FOR A DISTRICT WIDE MERIT BADGE DAY

Must submit Permit to Conduct District Wide Merit Badge Day 90 days prior to the District Advancement Chairman – Bernie Spicer, 11620 Duley Station Rd, Upper Marlboro, MD 20772, 301-868-1718, email [bear8275@yahoo.com](mailto:bear8275@yahoo.com). Attached the following

- Approved Tour Permit
- Permission Slip
- Proposed Flyer
- List of Merit Badges Offered with pre-requisites listed
- List of registered Merit Badge Counselors
- Adult serving as a lead merit badge counselor must have taken Youth Protection Training within the last two years and must be present at event at all times. It is recommended that they also take the Merit Badge Counselors Training. This is highly encouraged for all counselors.
- Lead merit badge counselor is responsible to make sure all BSA policies and procedures are followed especially the individual testing of each scout for merit badges.
- Make sure counselors are using the most up-to-date Merit Badge Books.
- Any person assisting with the class, who is not a registered counselor for that badge, are not qualified to sign off on the scout's blue card nor may they certify the scout's completion of a merit badge.