

How To Assign Merit Badge Counselors to Any Scout

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It is imperative that the adult in charge of assigning merit badge counselors to any scout follow the procedures listed below:

1. The scout decides on the merit badge(s) he wishes to do.
2. He informs the **Advancement Chair** (or adult in charge of assigning counselors) preferably at the beginning of a troop meeting that he wishes to do the badge(s).
3. The AC (or designee) fills out, dates and has the Unit Leader sign the front portion of an *Official Application For Merit Badge* form, commonly known as the "Blue Card". The AC (or designee) then assigns the boy to a specific counselor for the badge(s), whose name is obtained from the District's Official List of Merit Badge Counselors. Where possible, he should try to match the boy and counselor by geographic area. A scout should never be permitted to use the official book to choose a counselor himself.
4. The scout contacts the counselor, introduces himself and informs the counselor that he is interested in doing the badge. He should ask how the counselor wishes him to proceed and if there are any special instructions he needs to follow.
**NB. A counselor may NOT change any of the requirements to a badge. The purpose of the advanced contact is to serve as an introduction, and get any specific instructions from the counselor in advance. Scouts should remember their manners during this contact.*
5. The scout may then begin doing the requirements as specified in the Merit Badge Book.
6. When the scout has completed the requirements (or sooner if that is the counselor's wish), the scout should contact the counselor again to make an appointment that is **MUTUALLY CONVENIENT** for a counseling session.
7. The scout should report to the counseling session in his Class "A" uniform, fully prepared with the necessary materials (including his signed Blue Card). An adult or another scout must accompany the scout. National's Policy requires two deep supervision. If a counselor suggests that the adult leave, the session should end and the District Dean of Merit Badges (516-437-5109) or Council office must be contacted immediately. (*Counselors should also remember the session is for the Scout, not the parent.*)
8. When the counseling session is completed, and **if** the scout has met all the requirements for the badge to the counselor's satisfaction, the counselor will sign the *Application for Merit Badge* (blue card) in the appropriate places, tear off the "Counselor's Record" portion and return the "Applicant's Record" section to the scout.
9. The scout must then turn in the two part "Application for Merit Badge" (blue card) to the unit's **AC** (or designee), at which time it should be signed on the inside by the unit leader or **AC**. The scout will then receive the "Applicant's Record" section of the blue card as evidence of the badge's completion. The **AC** (or designee) will retain the last part of the blue card for the Advancement Report sent to the Council office.
10. The AC (or designee) then purchases the necessary badges and presents them, along with the Official Merit Badge Card to the scout at a convenient time insuring proper recognition.