



MERIT BADGE HOW TO's – (A STEP BY STEP GUIDE)

The Boy Scouts of America outline the procedure for the earning of merit badges. The following is a step by step guide to assist a Scout in following these procedures inside Troop 300.

GETTING STARTED

1. Choose a merit badge from over 120 selections
2. Select another Scout to buddy to earn the merit badge with you. If you are not able to find a buddy, ask a friend or relative to partner with you.
3. Obtain an Application for Merit Badge (blue card). Each Scout will require his own blue card. The Scout is also responsible for the safekeeping of the blue card. A good suggestion is to staple the card to the inside cover of his Scout Handbook.

The image shows a blue application form for a merit badge. It is divided into three main sections: 'Information for Applicant' on the left, a central grid for requirements, and 'APPLICATION FOR MERIT BADGE' on the right. The grid has columns for requirement numbers and dates. The right section includes fields for name, troop number, and merit badge title, along with a signature line for the merit badge counselor.

Fill out your name, troop number and the title of the merit badge for which you are requesting approval.

(Illustration 1-1)

The requirements should be listed by requirement number and should be signed off on and dated as each requirement is complete. The merit badge counselor is the only person allowed to sign off on these requirements.

4. Get the Scoutmaster's approval for you to work on earning the merit badge by having him sign the blue card.

NOTE: Give the blue card to the Scoutmaster (**Dr. Zachow**) at the beginning of the troop meeting. He will review the application and grant his approval by signing the blue card during the meeting. The approved application will be available for you after the meeting.

5. Take the blue card to the Advancement Committee Chairman (**Mrs. Russell**) or someone designated by the Advancement Committee Chairman. A merit badge counselor will be assigned to you.

You are now ready to get started!

WORKING ON THE MERIT BADGE

6. Before starting any work, contact your merit badge counselor and set up an appointment for you, your buddy or partner and the counselor to meet.
7. Review the requirement of the merit badge with your counselor and decide what projects you will work on and when each requirement should be finished. The blue card should be filled out showing the requirements needed to complete the merit badge (see Illustration 1-1). Meet with your counselor as many times as you need to during the merit badge process.

NOTE: *NEVER, NEVER* meet with the counselor without your buddy or a parent or guardian.

8. Read the merit badge pamphlet. You can read the pamphlet prior to meeting with the counselor. The troop has a large selection of pamphlets for the Scout's use. If there is a merit badge pamphlet that the troop does not have, these pamphlets can be obtained at the Andrew Jackson Council Scout shop located on Riverside Drive.
9. Use a workbook and any other supplemental materials to document your work for each requirement. Use this material to present to your counselor during your review of the requirements of the merit badge. Remember, you may need to meet with your counselor several times depending on the complexity of the merit badge requirements.

NOTE: A copy of merit badge workbooks and requirements are available at several locations on line. We suggest using approved BSA sites such as:
meritbadge.org, or
usscout.org.

There are no required forms to be used and you can develop your own. The important thing is to be able to show your work to your merit badge counselor. Keep in mind that the purpose of a merit badge is to teach you about the topic of the merit badge, not just for you to complete some requirements.

FINISHING THE MERIT BADGE

10. Once any or all of the requirements have been completed, the merit badge counselor will test the Scout with his buddy or partner present. Only the merit badge counselor can sign off on the completion of a requirement (see Illustration 1-1).
11. Once the Scout has been tested and all requirements are completed, the counselor will sign off on the blue card signifying that all requirements have been completed.
12. The Scout is to submit the completed blue card to Advancement Committee Chairman (**Mrs. Russell**) or someone designated by the Advancement Committee Chairman. Any merit badge pamphlets are to be returned to the troop library.

Congratulations! We look forward to presenting to you your merit badge!