

## **Troop 12**

### **MERIT BADGE PROCEDURE**

1. **Decide on the Merit Badge (Use [www.meritbadge.com](http://www.meritbadge.com) to find the requirements)**
2. Get a copy of the Merit Badge pamphlet. You can purchase these at the Scout Shop, or your troop library or a Scout who has finished the badge may have a copy.
3. **Get a "Blue Card" from your Scoutmaster or Advancement Chair.** Ask your Scoutmaster or Assistant Scoutmaster to sign the card. You need the approval of a leader in your Troop BEFORE you begin. Keep careful track of the blue card!
4. **Select a Counselor.** Your Scoutmaster and Advancement Person will have a copy of the list of Counselors for the Merit Badge you have chosen to work on. Your Scoutmaster will probably give you two or three names (and phone numbers) to choose from. Remember, counselors are often very busy and may not be able to "take on" another Scout right away. You must choose another counselor or wait.
5. **Call the Counselor and set up an appointment.** The Counselor cannot meet alone with you, so you will need to take a buddy -- a friend in the Troop who also wishes to work on the same badge is probably your best bet. You MUST NOT begin working on your merit badge requirements before talking to your counselor.
6. **Do the required work. It might be helpful to print out the worksheet from [meritbadge.com](http://meritbadge.com) to write the answers to the questions for your merit badge.** Your Counselor will advise you if you are not certain what to do. Your Counselor has the final say as to whether or not you have completed the work.
7. Call your Counselor and set up an appointment for an interview. If (s)he agrees that your work is complete, (s)he will sign and date your card. The Counselor needs to keep one third of the card for his/her records.
8. **Keep the other two parts together and take them to your scoutmaster for his signature. Give the signed blue card to the advancement person.** The advancement person will hold all your blue cards for you until you get Life Rank. You will be given one part for your records when you are a Life Scout. You will be given a merit badge recognition card/patch at the next court of honor. Your best bet is to keep these cards in the plastic sleeves used for baseball card collections in your Scout Binder.