

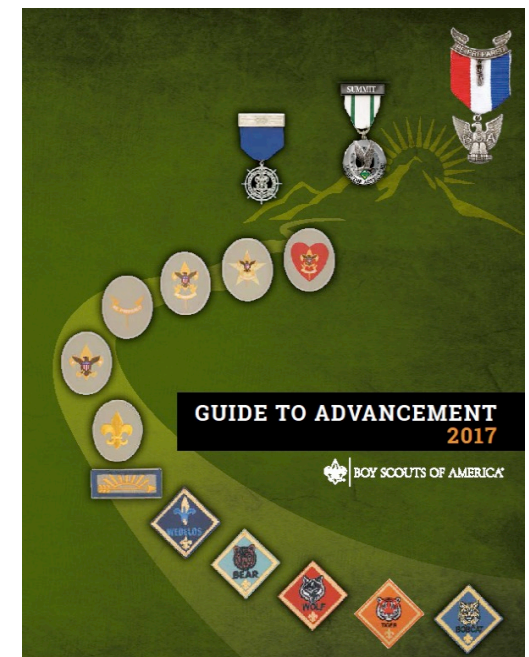
Advancement Education

BSA

Prepared. For Life.®

# Registering as a Merit Badge Counselor: The Procedure

August 2020



BOY SCOUTS OF AMERICA®

# Qualifications to Become a Merit Badge Counselor

- ♣ At least 18 years of age
- ♣ Good character
- ♣ Recognized as having skills and education in the subject area
- ♣ Good rapport with leaders and Scout-age youth



*Guide to Advancement* topic 7.0.1.1



# Special Certifications and Trainings

Specific training is required for some BSA activities, including merit badges.



A counselor *must* hold the specific certification or work with someone who does.

Guide to Advancement topic 7.0.1.1



Merit Badge	Requirements
Climbing Merit Badge	BSA Climb on Safely Training and Level 2 Climbing Instructor
Snow Sports	21 year old
Canoeing MB	BSA Aquatics instructor Training
Canoeing MB	Canoeing Instructor from the American Canoeing Society
Canoeing MB	Trained by a BSA Aquatics instructor
Windsurfing Award	Paddle Craft Safety Instructor Certification
Paddlecraft Award	Paddle Craft Safety Instructor Certification
Rifle or Shotgun Merit Badge	BSA Camp School trained shooting sports director
Rifle or Shotgun Merit Badge	NRA Rifle shooting instructor or coach
Kayaking Merit Badge	Kayaking instructor certification from the American, British, Canoe Union or American Red Cross or equivalent
Kayaking Merit Badge	Paddle Craft Safety Instructor Certification
Lifesaving Merit Badge	21 years old BSA Lifeguard
Lifesaving Merit Badge	21 years old BSA Aquatics instructor Training
Motor Boating Merit Badge	21 Years old & BSA Safety Afloat training
Rowing Merit Badge	Trained by a BSA Aquatics instructor
Rowing Merit Badge	BSA Aquatics instructor Training
Swimming Merit Badge	BSA Lifeguard
Swimming Merit Badge	BSA Camp School Trained Aquatics Director
Snow Sports	21 and BSA Winter Sports Safety
Scuba Diving Merit Badge	PADI, NAUI, SSI and IDEA Diving instructors who are insured.
Small Boat Sailing	21 years old with Safety Afloat and
Small Boat Sailing	21, Safety Afloat and Instructor Certification with US sailing or the American Sailing Association
Water Sports Merit Badge	BSA Safe Swim Defense and BSA Safety Afloat
Whitewater Merit Badge	American Canoe Association or have equivalent Certification from another reputable Association
Archery Merit Badge	USA Archery or National Field Archery Instructor
Archery Merit Badge	BSA Camp School trained shooting sports director
Archery Merit Badge	Minimum of Level 1 training in the operations of an Archery Range



# Registering as a Merit Badge Counselor

- ✦ Even if already registered, every NEW Merit Badge Counselor must submit a BSA adult application for the position of merit badge counselor (code 42). There are no exceptions.
- ✦ If already a Registered Merit badge counselor, and you are just adding more Merit Badges to counsel, you do not need to complete another new adult BSA application.
- ✦ “Merit badge counselor” is a council or district position.
- ✦ Approval of merit badge counselors is the responsibility of the council advancement committee, not the unit.

*Guide to Advancement* topic 7.0.1.5



# Forms Needed to Register as a Merit Badge Counselor

## ADULT APPLICATION

This application is also available in Spanish. Esta solicitud también está disponible en español.

Your participation in the BSA can help youth become better citizens.

Adult leaders serve as important role models for youth in the BSA and this application aids the chartered organization in selecting qualified adult volunteer leaders.

Youth Protection Training

All adult applicants are required to take this training in order to complete the adult application process. Go to [my.Scouting.org](http://my.Scouting.org) to create an account and take the training online or contact your local council for classroom training. Include a copy of your completion certificate with this application.

Mission

The mission of the BSA is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Scout Law.

Criminal Background Check\*

In order to complete the adult application process, you will need to review the different disclosures that have been separately provided to you. The separate authorization form must be signed and returned when you submit your application.

Excerpt From the Declaration of Religious Principle

The BSA maintains that no member can grow into the best kind of citizen without recognizing an obligation to God and, therefore, recognizes the religious element in the training of the member, but it is absolutely nonsectarian in its attitude toward that religious training. Its policy is that the home and organization or group with which the member is connected shall give definite attention to religious life. Only persons willing to subscribe to these precepts from the Declaration of Religious Principle and the Bylaws of the BSA shall be entitled to register.

\*The four different background check forms must be torn off and each separately given to the applicant.

BOY SCOUTS OF AMERICA

### 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  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: \_\_\_\_\_

Signature \_\_\_\_\_

Council Approval:

Name (print) \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

## Use position code 42.

Guide to Advancement topic 7.0.1.5



# Complete Youth Protection Training



The screenshot shows the MyScouting.org website interface. At the top left is the Boy Scouts of America logo and the text "BOY SCOUTS OF AMERICA.". Below this is a blue horizontal bar. The main content area is divided into two sections: "Sign in to MyScouting" and "New to MyScouting?".

**Sign in to MyScouting:** Includes input fields for "User Name:" and "Password:", a "Forgot your User Name or password? Frequently asked questions" link, and a "Sign in" button.

**New to MyScouting?:** Includes a "Create an account to:" section with a bulleted list of benefits:

- take Youth Protection and other BSA training
- access unit, district, and council tools
- register for events
- keep in touch with members and alumni

Below the list is a note: "\*Some of these tools require a Member ID." and a "Create an account" button.

At the bottom of the page, there is a disclaimer: "This page is not intended for users under 13 years of age. Jamboree youth registration must be completed by a parent or guardian from the parent or guardian's MyScouting account. For a detailed privacy policy, click the Privacy Policy link below. For best performance, use Internet Explorer 7.0 & above or FireFox 3.0 & above." and a footer with copyright information and navigation links.



Good for  
2  
YEARS

[www.my.scouting.org](http://www.my.scouting.org)

Guide to Advancement topic 7.0.1.1



# Complete Merit Badge Counselor Training

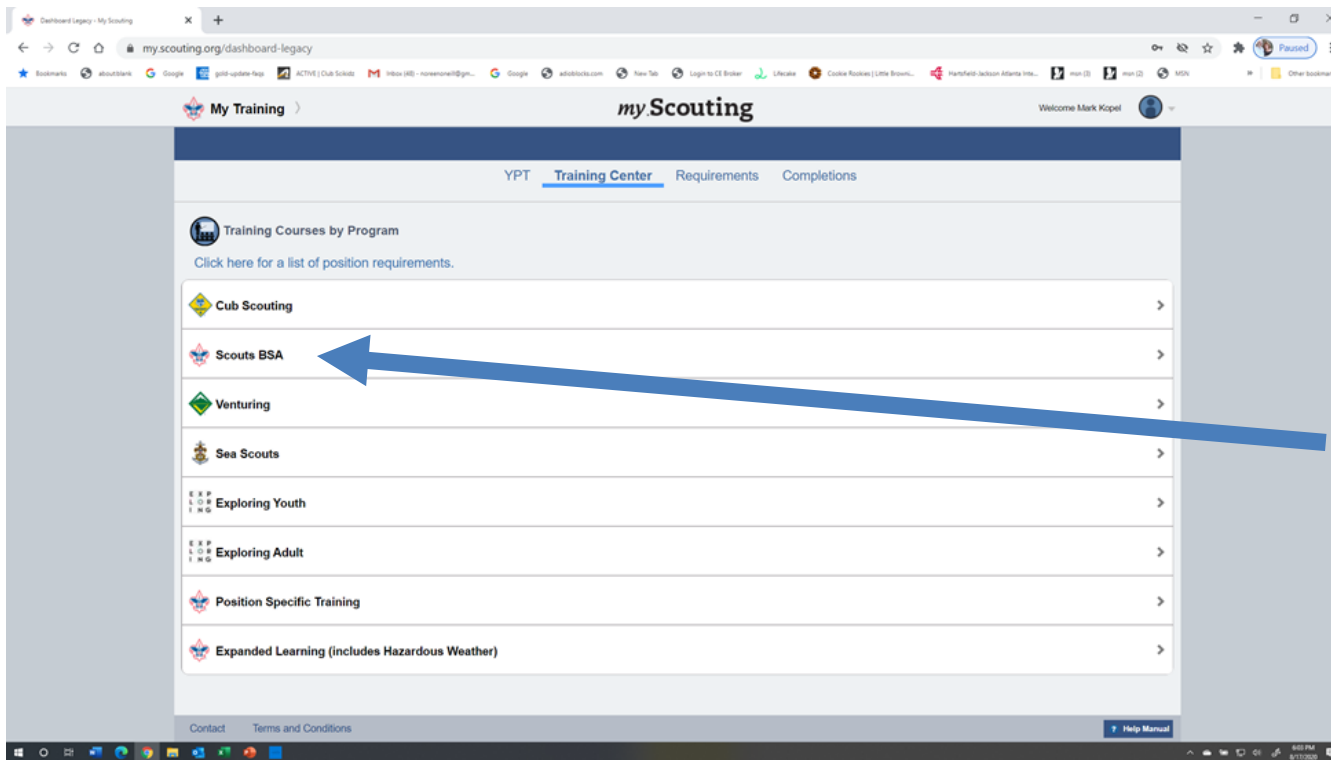
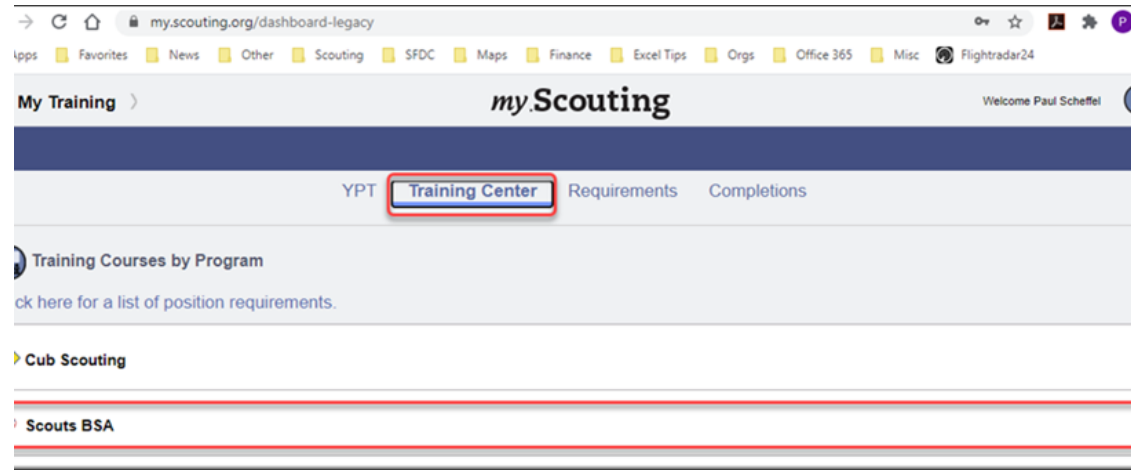
Go to  
my.scouting.org  
and click menu  
Then my  
Training

The screenshot shows the my.scouting.org dashboard. A blue arrow points to the 'Menu' button in the top left corner. A red arrow points to the 'My Training' option in the expanded menu. The dashboard includes a 'News' section with an article about a new functional role, a 'Updates' section with a 'Training Updated' notice, and a 'My.Scouting Updates' section for May 2020. A promotional banner for the 'PINWOOD DERBY' event is also visible on the right side of the page.





Then go to Training Center



Then Scouts BSA



# Then click Merit Badge Counselor Position Specific Training

The screenshot shows a web browser window with the URL [training.scouting.org/programs/2](https://training.scouting.org/programs/2). The page is titled "BOY SCOUTS OF AMERICA" and features a navigation menu with "Home", "Catalog", and "My Learning". A notice at the top states: "S11 Introduction to Outdoor Leader Skills (IOLS) is an outdoor classroom training required for Scoutmasters and Assistant Scoutmasters to be classified as Position Trained. Contact your local District/Council for information on the next IOLS course offering." Below this, three training cards are displayed:

- SCOUTMASTER & ASSISTANT**: Scouts BSA - Scoutmaster Position Specific Training Learning Plan. Total time: 192m.
- MERIT BADGE COUNSELOR**: Scouts BSA - Merit Badge Counselor Position Specific Training Learning Plan. Total time: 34m.
- TROOP COMMITTEE CHAIR**: Scouts BSA - Troop Committee Chair - Position Specific Training Learning Plan. Total time: 115m.

Each card includes a "Scouts BSA" tag, a "Description" dropdown, and a "Visit" button. The browser's taskbar at the bottom shows the time as 8:44 AM on 1/13/20.



# The Merit Badge Counselor Registration Procedure

## ADULT APPLICATION

This application is also available in Spanish. Esta solicitud también está disponible en español.

Your participation in the BSA can help youth become better citizens.

Adult leaders serve as important role models for youth in the BSA and this application aids the chartered organization in selecting qualified adult volunteer leaders.

### Youth Protection Training

All adult applicants are required to take this training in order to complete the adult application process. Go to [my.Scouting.org](http://my.Scouting.org) to create an account and take the training online or contact your local council for classroom training. Include a copy of your completion certificate with this application.

### Mission

The mission of the BSA is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Scout Law.

### Criminal Background Check\*

In order to complete the adult application process, you will need to review the different disclosures that have been separately provided to you. The separate authorization form must be signed and returned when you submit your application.

### Excerpt From the Declaration of Religious Principle

The BSA maintains that no member can grow into the best kind of citizen without recognizing an obligation to God and, therefore, recognizes the religious element in the training of the member, but it is absolutely nonsectarian in its attitude toward that religious training. Its policy is that the home and organization or group with which the member is connected shall give definite attention to religious life. Only persons willing to subscribe to these precepts from the Declaration of Religious Principle and the Bylaws of the BSA shall be entitled to register.

*\*The four different background check forms must be torn off and each separately given to the applicant.*



BOY SCOUTS OF AMERICA®

334-001

1017

Step one upload your signed  
Adult Application and Youth  
Protection Training Completion  
Certificate to the secure  
Atlanta Council Website

<https://www.atlantabsa.org/sendsafely>



**Do not** give the application to  
your District Executive





**Do not** give your  
application to the Program  
Center unless there is no  
other way



Step 2: notify either the District Merit Badge Registrar or the District Advancement Chairman that you have sent your application through <https://www.atlantabsa.org/sendsafely>

Step 3: submit your Merit Badge Counselor application **and** proof of completion of Merit Badge Counselor Training to either the District Merit Badge Registrar or the District Advancement Chairman


**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 <small>For more than eight merit badges, attach additional sheets.</small>	Add (A) Drop (D)	For each merit badge, list qualification(s) that support your request. <small>Qualifications could include college degrees, formal training certificates, positions held, and specific life experiences.</small>
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: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Council Approval:**

Name (print) \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_



If approved, you will be listed on your Troop or Crew's monthly Registered Merit Badge Counselor Listing Published by the District

Note: depending on timing it might be an additional month before you are listed on the Unit Registry



**Addendum A**

**Merit Badge Counselor Check List**

- New Merit Badge Counselors only**
- Original Adult Application
- Disclosure Statement
- SSN
- Background info
- New and updated Counselor information**
- Merit Badge Counselor Information Form (34405WEB)
- Supernova Awards Mentor Information Form (514-017 )
- Youth Protection
- Merit Badges requiring Special Certifications**
- Archery
- Canoeing
- Climbing
- Kayaking
- Lifesaving
- Motor Boating
- Rifle Shooting
- Rowing
- Scuba Diving
- Shotgun Shooting
- Small Boat Sailing
- Snow Sports
- Swimming
- Water Sports
- Whitewater

