

Merit Badge Procedure

When it comes to Merit Badges, follow these steps and you can't go wrong! ! !

Step	Action	Description
1	Choose a Merit Badge to work on	A Scout (and a buddy*) indicates an interest in a Merit Badge subject to the Scoutmaster.
2	Find a counselor	<p>The Advancement Chair has the most current Merit Badge Counselor List.</p> <p>For the Scout's convenience, all of the Eagle required Merit Badges, and many others, are available through Troop 373 Merit Badge Counselors. It is not uncommon, though, to work with Counselors not affiliated with our Troop and is actually recommended for at least 4-5 Merit Badges.</p>
3	Contact the counselor and ask them to counsel you	<p>The Scout (and a buddy*) call or send the counselor(s) an E-Mail asking them to counsel you. If there is more than one counselor listed for your Merit Badge, send all of them the same message. One or more of them may have limited times during the week to work with you or they may need a week or two to prepare to work with you.</p> <p>If more than one responds to you, select the counselor that works best with your schedule.</p> <p>Please keep in mind that Merit Badge Counselors may only have a certain amount of time during a given day or week to work with you where another counselor may have more free time and it might make it easier to meet.</p>
4	Get a BLANK Merit Badge card from the Advancement Chair	Often referred to as a "Blue Card". The Scoutmaster also has a supply. Starting in mid-2007 this information may move to an online system of recording.
5	Completely fill out the Merit Badge card (complete with your information, the counselors name and the name of the Merit Badge)	<p>Merit Badge Cards should be completed in ball point PEN only!</p> <p>District: Pioneer Council: Santa Clara County</p>
6	Bring the Merit Badge card to the Scoutmaster to sign	You may only begin working on the Merit Badge after the Scoutmaster's signature is obtained on the front of your Blue Card.
7	Work with your counselor to complete the Merit Badge	<p>Work on the required components of the Merit Badge, regularly meeting with your Merit Badge Counselor, as indicated by your counselor, to complete the Merit Badge.</p> <p>Merit Badge content permitting, you should present yourself to your Counselor in full uniform and bring:</p> <ul style="list-style-type: none">a) The signed Blue Cardb) The Merit Badge pamphletc) Any project or work required for the Merit Badge <p>The Counselor may keep the Blue Card until the Merit Badge is complete. A Merit Badge not completed is considered a "partial"</p>

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and may be completed at any time with any other Counselor before the Scout's 18th birthday.

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| 8 | Counselor's Signature | Once the Merit Badge Counselor is satisfied that you have met all of the requirements of that Merit Badge, the counselor will sign off on the backside of the card on the left and center leaf. |
| 9 | Completed Merit Badge – Scoutmaster signature | Upon completion of the Merit Badge and if the Scoutmaster is satisfied that all of the requirements have been met to complete the Merit Badge, he will put the final signature on the rear center panel of the card. |
| 10 | Take the Merit Badge card to the Advancement Chair | <p>DO NOT detach the remaining leafs of the Merit Badge card!</p> <p>Once the Advancement Chair receives the Blue Card, they will record it in the computer. You will receive the completed Blue Card and the Merit Badge as soon as possible, which is typically at the next Court of Honor.</p> |
| 11 | Presentation of the Merit Badge | <p>At the Court of Honor, following the completion of a Merit Badge, you will receive a White/Green card for each Merit Badge, your portion of the Blue Card, and the Merit Badge.</p> <p>The Blue Card must be saved. It is your proof that you earned the Merit Badge.</p> <p>The White/Green card must be saved as well. Put it with the Blue Card in your Scout binder.</p> <p>Put these in a safe place, DO NOT LOSE THEM! ! !</p> <p>Congratulations on earning a Merit Badge!</p> |

Merit Badge pamphlets can be checked out from the Troop 373 Librarian or purchased at the Scout Shop.

The Advancement Chair, Assistant Scoutmasters, and/or Scoutmaster have the Blue Cards (Application for Merit Badge).

* The buddy system is a safety routine that calls for a Scout to be paired with a buddy whenever he participates in Scouting activities such as aquatics, cycling, or hiking, and when he meets with his Merit Badge Counselor. It is a way for Scouts to look after one another, stay safe, and have more fun. During meetings with adult leaders, a Scout's buddy can be another Scout or friend, sibling, or a relative. Common sense dictates that two adult counselors alone with only one Scout should be avoided.