



## Contact Merit Badge Counselor

Always contact your Merit Badge Counselor before you start work on your Merit Badge. If you have questions about how to show that you have met certain requirements such as those for the Climbing, Water Skiing, or Camping Merit Badges, or if any of the requirements for the Merit Badge tell you to check with your Counselor first, such as many of the requirements for the Family Life Merit Badge, contact the Merit Badge Counselor.

## Merit Badge Classes

Merit Badge classes are taught on a 6 week cycle offering at least one “non-Eagle” required Merit Badge and one “Eagle” Required Merit Badge. Prior to attending class, you must have a Blue Card (pictured above) issued by the Advancement Chair with an authorization signature. Blue cards will be maintained by the Merit Badge Counselor until completion of the class.

## Recording of Merit Badge Blue Cards

Upon completion of Merit Badge the Merit Badge Counselor will “sign off” on Blue Cards. The Merit Badge Counselor will give all completed and incomplete Blue Cards to the Advancement Chair for recording.

Blue Cards of incomplete merit badges will then be given back to the Scout and must be *completed within one year of the start date*. Blue Cards of completed merit badges will be given to the Scout to get the signature of the Scoutmaster and then returned to the Advancement Chair for recording. Recognition of completed merit badges will be at the Court of Honor.

## Meet with Your Merit Badge Counselor

When you have fulfilled the requirements for the Merit Badge, contact your Counselor to set up an appointment to show that you have completed the requirements and have learned about the subject. For some Merit Badges, this may require several meetings. Make arrangements to meet in advance so that the Counselor can make time to meet with you. Your Merit Badge Counselor may be able to come early or stay late at a Scout meeting, or you may arrange to meet elsewhere. Remember, you must always have another Scout or Adult in attendance.

## Obtain Merit Badge Counselor’s Signature

The Merit Badge Counselor will sign the Blue Card for each requirement that you have completed. When all of the requirements have been completed and the Blue Card signed for each, he / she will sign the Blue Card in two places.



## Obtain Scoutmaster’s Signature

Your next step is to have the Scoutmaster sign your Blue Card.



## Submit Blue Card at Least One Week before Court of Honor

Return all three parts of the Blue Card to the Advancement Chair! If you submit the Blue Card at least one week prior to the Court of Honor, you will receive your Merit Badge at the next Court of Honor.

When your Merit Badge is presented to you at the Court of Honor, it will be stapled to a green Merit Badge card and accompanied by one section of your Blue Card.

## Safe Keeping of Merit Badge & Rank Advancement Cards

Keep your green and Blue Cards in your Eagle Book. This Eagle Book is required at your Eagle Scoutmaster’s Conference and Board of Review. Use plastic baseball card pages to keep your Merit Badge Blue Cards along with the green Merit Badge card presented to you at the Court of Honor. This is also the place to keep the Rank Advancement Cards that you receive. Purchase a nice big binder so that you can also keep photos, reports, or written work that you have completed.

