

The correct procedures for registering as a Merit Badge (MB) Counselors (MBC) are:

- Must complete a BSA adult application, both pages 4 and 5
 - On page 4 complete full name and then sign acknowledging background check
 - On page 5 on the far right side, complete the personal references and answer all the questions.
 - On page 5 toward the bottom, use #42 as the position code and list Merit Badge Counselor as the position name.
- **Council requires the original signed BSA application form due to legal issues for background checks.** I will accept the scan copy for initial approval by me, but then the original must be mailed to me or personally handed to me to be processed.
- Complete a Merit Badge Counselor (MBC) Information Form
- Take Youth Protection Training (YPT) and provide **a copy of the certificate**

Notes:

- Even if you are already registered with BSA in another adult position, a new application must be completed (no fees charged) listing Merit Badge Counselor #42 as the position.
- Unit troop leaders do not sign these forms
- The District Advancement Chair signs the MBC information form once they have reviewed approved the counselor
- The District Executive signs the application (this signature will be obtain by the District Advancement Chair when completed application is received)
- MBCs do not need to be register in an unit as an unit leader

These forms should be turned in all together and given to the district advancement chair person. Incomplete applications will not be processed or approved. Once approved the MBC information is inputted into our district database. The District Advancement chair will submitted all forms to the Council office where the District Executive will sign the BSA adult application and council will record the registration in their database.

Training: The Essentials of Merit Badge Counseling

This PowerPoint presentation with speaker notes covers the required procedures for merit badge counseling, clarifies the role of counselors in the BSA advancement program, and discusses the appropriate approaches to use in working with Scouts. It is intended as an instructor-led presentation to counselors of any experience level and takes 60 to 90 minutes to complete.

The training materials are available on-line from BSA and can be conducted, preferably by an adult who has taken the training. While an individual could also download the materials and go through it individually they would not benefit from the inner-action with an experienced counselor conducting the training. For convenience, it can be downloaded at:

http://www.scouting.org/scoutsource/BoyScouts/GuideforMeritBadgeCounselors/Resources/advancement_presentations.aspx

SHAC (Sam Houston Area Council) nor does the National BSA policy currently require that a MB counselor have the Merit Badge Counselor Orientation training, but it is strongly encouraged so as to help the individual properly guide the youth through the process.

Twin Bayou District Advancement Committee chairperson contact information:

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