**Doing Merit Badges Other Than at Summer Camp**

1. The Scout develops an interest in a merit badge.
2. The Scout discusses their interest in the merit badge with the unit leader.
   * Note: a unit leader is a Scoutmaster or Venturing Advisor). This is not an approval step but is a discussion about the scout's interest.
3. The unit leader signs a Blue *Card* that the scout will present to the counselor.

* Physical Blue Cards may be required for local merit badge fairs/events. The counselor will use this document to record completed MB requirements.
* Troop MB counselors may prefer to be electronically linked to the scout in ScoutBook, online.
* Counselors offering MBs online through Facebook or other online venues need to be cleared by a unit leader (SM, Crew Advisor, Advancement Chair).
* Some scoutmasters and troop committee members are also MB counselors.

1. The unit leader will also provide the Scout with at least one counselor contact from the Council approved list. This may be a physical blue card or a virtual one via ScoutBook.
2. The Scout contacts the counselor via email or phone, following YPT contact rule.

* “No-one-on-one contact with adults” for text, calls, or email. The second recipient (parent, unit leader) must be on the CC line, or added to the recipients list.

1. The Scout and the counselor meet several times to discuss requirements, answer questions, and review completed work.

* At no time should the scout or the parent mark the youth’s work as complete in ScoutBook. This area is reserved the counselor or unit leaders to make notes.
* Pls do not mark requirements completed and assume the scoutmaster will approve them. Assigned MB counselors are ones who should be marking requirements completed.
* It also should be discussed with the counselor, ahead of time, how a requirement being completed outside of a scouting activity can be credited towards the requirements.
* Besides expanding a youth’s understanding of the world, a primary goal of MB work is to learn how to work with adults outside the home and to advocate for oneself.
* Unofficial worksheets and workbooks are available for scouts to better understand the MB’s requirements and keep notes. Completing one of these workbooks is not synonymous with completing a MB. These are just study aids. The MB requirements often ask the scout to *demonstrate, discuss, build a model of \_\_\_\_, explain, record*, etc. The activities (actions) must be performed by the scout to satisfy the requirement. A written worksheet is not a substitute for a required action.

1. The Scout finishes the requirements.
2. The counselor approves completion, fills out all their sections in the Blue Card or indicates in ScoutBook, that all requirements have been satisfied.

* The scout will be asked to resolve any missing signatures or information on a Blue Card before the MB will be marked as complete in ScoutBook.

1. The Scout returns the signed blue card to the unit leader, who signs the applicant record section of the blue card or does the equivalent in ScoutBook.
2. The unit reports the merit badge to the council via ScoutBook.
3. The Scout receives the merit badge patch at the next Troop Court of Honor