

THREE RIVERS DISTRICT
MERIT BADGE COUNSELOR

PROCEDURES

May 26, 2014

1. BSA POLICY - Read and follow the Boy Scouts of America (BSA) Merit Badge Counselor policy outlined in the current publication titled: "Guide to Advancement 2013" available at <http://www.scouting.org/filestore/pdf/33088.pdf>.
2. FORMS - Unit leader submits (as described in paragraph 3 below) the following properly completed, legible, and signed documents:
 - a. A current BSA Adult Application for the district position of Merit Badge Counselor (position code 42). The BSA Adult Application is available at <http://www.scouting.org/filestore/pdf/524-501.pdf>. BSA requires submission of a separate adult application regardless of any other existing adult registrations.
 - b. Disclosure/Authorization Form (Criminal Background Check – CBC) attached to the BSA Adult Application.
 - c. Copy or screen shot of current/valid Youth Protection Training completion certificate. Youth Protection Training is available at www.myscouting.org. This training MUST be completed prior to applying for any volunteer position.
 - d. BSA Merit Badge Counselor Information form available at <http://www.scouting.org/filestore/pdf/34405.pdf>. Merit Badge Counselors must list qualifications for each merit badge requested to support their application. Please note that the following merit badges have special qualifications for the merit badge counselor or supervisor: Archery, Canoeing, Climbing, Kayaking, Lifesaving, Rifle Shooting, Rowing, SCUBA Diving, Shotgun Shooting, Snow Sports, Swimming, and Whitewater. Please see Section 7.0.1.0 About Merit Badge Counselors in the "Guide to Advancement 2013" (<http://www.scouting.org/filestore/pdf/33088.pdf>).for details.
3. FORM SUBMISSION - DO NOT SUBMIT THESE FORMS TO THE COUNCIL SCOUT STORE. Submit them to Leslie Crowder, Three Rivers District's Merit Badge Counselor Coordinator, via any option below:
 - a. Regular mail to: 820 Birch Forest Court, Chesapeake, VA 23322
 - b. At monthly Three Rivers District Scout Leader Roundtable meetings

- c. Call/email Leslie Crowder at 757-436-6262 or 757-303-7877 or lesliecrowder@verizon.net to arrange for delivery or if you have a question.
 - d. Please keep a copy, for the unit's record, of all forms submitted.
4. TRAINING – Youth Protection Training must be completed online, at www.myscouting.org, before submitting an application to be a Merit Badge Counselor, and then kept current yearly afterwards. In addition to maintaining Youth Protection Training, Merit Badge Counselors need to complete BSA's Merit Badge Counselor Orientation course (a one-time requirement). Merit Badge Counselor Orientation is a required course, though not a prerequisite for becoming a Merit Badge Counselor. Merit Badge Counselor Orientation classes can be taken through any district and are scheduled throughout the year. Date, time, and locations of classes for all districts are published on Tidewater Council's website calendar. ALL Merit Badge Counselors MUST be trained by December 31st of each year. Youth Protection Training must be completed every calendar year per Tidewater Council training policy. Existing Merit Badge Counselors not current in Youth Protection Training will be dropped from the council's/district's active Merit Badge Counselor list. Per Tidewater Council training policy, existing Merit Badge Counselors, who have not taken the Merit Badge Counselor Orientation course before January 1, 2016, will be dropped from the council's/district's active Merit Badge Counselor list. After January 1, 2016, new Merit Badge Counselors will need to complete Merit Badge Counselor Orientation by December 31st of the year they attained the position, in order to be renewed for the next year.
5. ANNUAL VALIDATION - Prior to the annual unit rechartering period, the District Merit Badge Counselor Coordinator will send a list of registered Merit Badge Counselors to the sponsoring unit to validate each Merit Badge Counselor's intent to continue as a counselor the following year. Each unit will in turn, notify the District Merit Badge Counselor Coordinator of any Merit Badge Counselors to remove from the list. This will be considered the "rechartering" (renewal) for Merit Badge Counselors. (Note: Merit Badge Counselors are not part of the normal unit rechartering process.)
6. MERIT BADGE COUNSELOR LIST MAINTENANCE –
- a. To change an approved Merit Badge Counselor's merit badge selection (to add or drop merit badges), the Merit Badge Counselor submits an updated BSA Merit Badge Counselor Information form listing the changes to the selected merit badges.
 - b. To change any personal or contact information, the Merit Badge Counselor submits an updated BSA Merit Badge Counselor Information form.

- c. Deleting or removing a Merit Badge Counselor from the approved list can be done by the sponsoring unit leader or individual Merit Badge Counselor by contacting the District Merit Badge Counselor Coordinator any time during the year. Contact information is provided in paragraph 3.
 - d. Youth Protection Training must be completed every calendar year per Tidewater Council training policy. This should be completed prior to the unit rechartering period or by December 31st at the latest for Merit Badge Counselors. If this is not done, existing Merit Badge Counselors will be dropped from the council's/district's active Merit Badge Counselor list. Please see paragraph 4 for more information on Youth Protection Training.
 - e. Per Tidewater Council training policy, existing Merit Badge Counselors, who have not taken the Merit Badge Counselor Orientation course before January 1, 2016, will be dropped from the council's/district's active Merit Badge Counselor list. After January 1, 2016, new Merit Badge Counselors will need to complete Merit Badge Counselor Orientation by December 31st of the year they attained the position, in order to be renewed for the next year. Please see paragraph 4 for more information on the Merit Badge Counselor Orientation course.
7. REPORTING – A detailed unit level Merit Badge Counselor list will be provided to the unit prior to annual renewal. An updated list can be provided to units upon request from the unit leader at any time. Approximately twice per year, the District Merit Badge Counselor Coordinator will provide a detailed list of all Merit Badge Counselors for Three Rivers District to the units. These lists will only be sent to the Chartered Organization Representative, Committee Chair, and Scoutmaster of each unit.
8. TROOP MERIT BADGE COUNSELOR COORDINATOR – Each troop should designate a Merit Badge Counselor Coordinator. This is a Troop Committee role. Please provide the Troop Merit Badge Counselor Coordinator's contact information to the District Merit Badge Counselor Coordinator.