

Three Rivers District



2016 / 2017

Merit Badge University

Leader's Guide and Registration Forms

Session 1 - November 19, 2016

Session 2 - February 18, 2017

Location:

Pinecrest Baptist Church

209 Felton Rd, Portsmouth, VA 23701

I. General Description

A. Merit Badge University (MBU)

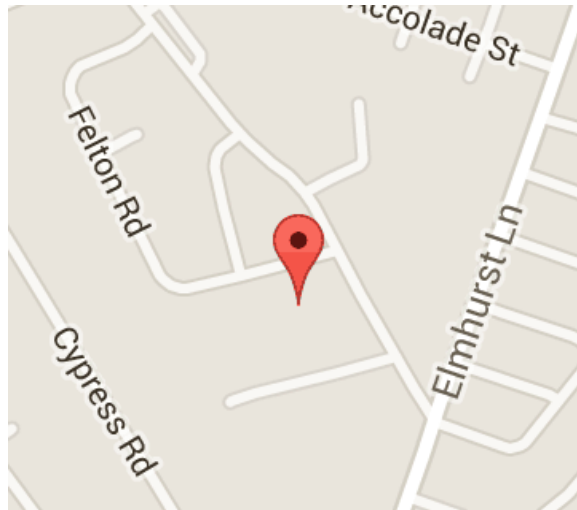
Three Rivers District Merit Badge University is an annual educational and advancement opportunity open to registered Boy Scouts. The registration fee covers the costs related to presenting the event. This Leader's Guide contains most of the information concerning this event. Questions from Scouts and parents concerning this event should first go to their Scoutmasters. Scoutmasters with questions should contact or email one of the following members of this year's MBU Committee:

Clark E. Ryder
scoutdad219@verizon.net
757-375-8483

Lynnette Rollings
lynnlpn@msn.com
757-774-2442

Location: **Pinecrest Baptist Church**
209 Felton Rd, Portsmouth, VA 23701

Please do not contact the church concerning this MBU!



B. Dates

Merit Badge University is TWO-SINGLE-DAY events, separated by a 90 day period. To achieve completion of scheduled merit badges, Scouts must attend sessions for which they are registered.

Session 1: November 19, 2016

Session 2: February 18, 2017

C. Schedule

The schedule for both days is the same.

| | |
|----------|---|
| 7:00 AM | Church Open (<i>Staff Only</i>) |
| 7:30 AM | Participants arrive |
| 7:45 AM | Opening Ceremony |
| 8:00 AM | Merit Badge Sessions Begin (Morning Period) |
| 12:00 PM | Lunch |
| 12:30 PM | Merit Badge Sessions Begin (Afternoon Period) |
| 4:30 PM | Sessions End - All assist with Clean-up and Take-down |
| 4:45 PM | Participant Pick-up |
| 5:00 PM | Church Closed |

D. Abbreviations

| | |
|-----|------------------------|
| MB | Merit Badge |
| MBU | Merit Badge University |
| BSA | Boy Scouts of America |

II. Administration

A. Regular Registration

Key Dates

| | |
|-------------------|--|
| October 29, 2016 | Registration ENDS |
| November 7, 2016 | Acceptance Letter sent to Scoutmasters by mail or e-mail |
| November 19, 2016 | MBU Part I |
| February 18, 2017 | MBU Part II |

Registration

We requested units please register one Merit Badge Counselor for every five Scouts attending (rounded up to the next multiple of five).

The fee is \$10 per Scout, whether you plan to attend one or both days.

Registration is open through **October 29, 2016** or until we reach capacity. Scouts from other districts may apply if approval is obtained from a member of the MBU committee. Due to the facility's space constraints, this year's event will only be **open to the first 150 registrants. *Only Scouts who are notified that their application is accepted should show up at the event! Unfortunately, no walk-in registrations will be accepted - no exceptions.***

Registration and payment are made at the Tidewater Council Service Center - please make all checks payable to BSA.

How To Register – Big Picture

- 1 Scout units are asked to provide one MBC for every five scouts attending (rounded up to the next multiple of five).
For example: six Scouts requires two registered MBCs
- 2 Scoutmaster briefs Scouts and parents about MBU
- 3 Scouts fill out MBU applications
- 4 Scouts fill out MB blue cards
- 5 Scoutmaster reviews and signs blue cards
- 6 Scoutmaster reviews and signs MBU application
- 7 Scouts, parents, or Scoutmasters submit signed MBU application
- 8 Acceptance letters are sent to Scoutmasters who then notify their Scouts who were accepted
- 9 Scouts bring signed blue cards and MB pamphlets (optional) to sessions

Note 1: The MBU staff recommends using a unit meeting to read and explain the application process. The unit should use a single adult member to manage the registration. This helps ensure that no one is missed.

Note 2: The application instructions are included in this guide. The parent/s signature grants permission for a Scout to attend. The Scoutmaster signature is the recommendation that the Scout be admitted to MBU and a certification that the Scout is an active, registered member of the Troop.

Note 3: Blue cards are an important record and may be the only record a Scout has of completing a merit badge. Care must be taken to make sure the card is properly completed. Also, the Scout MUST bring the signed blue card with him on the first day of MBU. Scouts should take extra care when filling out their blue cards to make sure they are legible and complete.

Note 4: Turn in the MBU applications with your payment. Your cancelled check will serve as your receipt. It is desired that units submit all their applications together. Do not turn in blue cards with the registration. The Scout must have the proper Blue Card when starting the class.

The MBU Application Form

General Instructions

- The registration form is at the end of this Leader's Guide. Make as many copies as needed, one for each Scout.
- Please fill out the application completely, leaving no blanks.
- Please ensure applications are filled out neatly and legibly.

Scout Information

- Acceptance letters and class assignments will be either mailed or emailed to the participant's scoutmaster. The email and mailing addresses should be valid during the duration of the event.

Scoutmaster Information

- Since there will be several important mailings to Scoutmasters, the mailing and email addresses of the Scoutmaster given on the form should be valid through March 1, 2017.

Class Selection

- Select your first through tenth choices on the application. Efforts will be made to register you for your top choices.

Scoutmaster's Approval

- The Scoutmaster's signature indicates that the Scout is registered with the troop, has discussed taking the selected merit badges with the scoutmaster, and that the blue cards are in order.
- Subject to BSA's clear advancement policy regarding selecting merit badges, scoutmasters should exercise judgment when advising Scouts about merit badges. Consider advising the Scout and his parents about whether the merit badge is typically age-appropriate for that Scout and that he will likely be able to participate in the class without disrupting the other Scouts.

Parent (or Guardian) Permission

- By signing the application, a parent (or legal guardian) gives permission for the Scout to attend and participate in MBU.
- In case of emergency, every effort will be made to contact parents (or legal guardian). In the event they cannot be reached, the signature gives permission to a licensed physician or emergency first responder to secure proper treatment, including hospitalization, anesthesia, surgery, or injections of medication for the scout.

Parent (or Guardian) Permission – con't.

- By signing the application, the Scout's parents (or legal guardian) agree to pick up the child at 4:45 PM each day. NO LATE PICK-UPS PLEASE!
- Emergency phone numbers provided should be valid.
- If a Scout requires help with medications that he needs to take while at MBU, a caretaker should be sent to accompany the Scout.
- The MBU Health and Safety Staff will not administer any treatments.
- Scouts with disabilities and/or special needs **must have** a caregiver attend MBU to assist them.

Where to Submit Application

Completed applications will be accepted through October 29, 2016. All completed applications along with full registration fees should be submitted to the Tidewater Council Service Center located at 1032 Heatherwood Drive, Virginia Beach, Va. 23455.

Again, units are asked to please submit all their applications together for ease in processing.

For questions concerning registration, please contact the Council Service Center or:

Mr. Clark E. Ryder

scoutdad219@verizon.net

757-375-8483 No calls prior to 9AM or after 9PM

III. Program

A. Badges Available

Listed below are merit badges which have been made available at MBU in past years (Eagle-required are in **Bold**), but you are not limited to these. Each Scout should request their top ten choices. Due to popularity and availability of MBCs, some classes will fill up quickly or may not be offered. The staff will do their best to schedule the top choices.

Scouts who register early have the best chance of getting their desired MB.

Prerequisites: Merit badge counselors at MBU may revise this listing.

| MERIT BADGES at MBU | # of MBU Sessions Needed | Prerequisites: Recommended requirements to complete prior to first session |
|------------------------------|--------------------------|---|
| American Heritage | 1 | |
| Art | 1 | |
| Astronomy | 1 | Requirement 1, requires outside pm session |
| Backpacking | 1 | |
| Basketry | 1 | |
| Camping | 2 | Requirement 9 |
| Citizenship in the Community | 2 | Bring notebook, may require an outside session |
| Citizenship in the Nation | 2 | Bring notebook, may require an outside session |
| Citizenship in the World | 1 | Requirement 7 |
| Coin Collecting | 1 | Requirements 5, 7, 9, 10 |
| Communication | 2 | |
| Cooking | 2 | |
| Crime Prevention | 1 | |
| Digital Technology | 1 | |
| Disability Awareness | 1 | |
| Electricity | 1 | |
| Electronics | 1 | |
| Emergency Preparedness | 2 | |
| Engineering | 1 | |
| Environmental Science | 2 | |
| Family Life | 2 | |
| Fingerprinting | 1 | |
| Fire Safety & Safety | 1 | |
| First Aid | 2 | |
| Genealogy | 1 | Requirements 2a, or b, 3, 4b, 5, 6*, 7* * forms will be handed out to each scout |
| Geocaching | 1 | |
| Geology | 1 | |

| | | |
|---------------------|---|---|
| Medicine | 1 | |
| Metalwork | 1 | |
| Music | 1 | Requirement 1: Bring an instrument if you don't want to sing Requirement 3: Write responses to 2 of the 4 choices to share with the group Requirement 4: Do a or b at MBU session OR do c or d at home and bring to the session |
| Personal Fitness | 2 | Requirements 1, 6 |
| Personal Management | 2 | An outside session will be required |
| Photography | 1 | Bring your camera |
| Pioneering | 1 | An outside session will be required |
| Public Speaking | 1 | |
| Reading | 1 | A visit to the library is planned |
| Robotics | 1 | |
| Textile | 1 | Wear an old work-type shirt under the uniform shirt. Scouts will remove uniform shirt and work in the old shirt during session. Bring a clean white t-shirt for printing; must have NO logos, words, graphics, etc. |
| Traffic Safety | 1 | |
| Weather | 1 | |
| Wood Carving | 1 | |
| Woodworking | 1 | |

B. Effective Revision of Requirements and Merit Badge Pamphlets

Those Scouts starting and completing any badges at MBU must use the requirements listed in the 2016 Requirement Book.

C. Effective Revision of Requirements and Merit Badge Pamphlets

Prerequisites

Several merit badges, such as Personal Management, require at least three months of effort. Scouts are encouraged to begin work on those long-duration requirements immediately; however, the Scout may complete those requirements with a troop merit badge counselor at a later date. For MBU, please review the chart above.

D. Homework

Scouts may be expected to do homework between sessions. The Scout is responsible for completing his requirements for the merit badge.

E. Field Trips / Off Site Instruction

Occasionally, scouts will need to participate in a scheduled field trip for the completion of a particular merit badge. If that occurs, a special permission slip will be provided, and parents will be responsible for furnishing transportation. Some courses are offered at remote sites away from the main campus of MBU. Scouts enrolled in these off-site courses will be provided with special instructions by their instructor.

F. Partial Completion

If a Scout is unable to complete his merit badge, the "PARTIAL" completion will be noted on his blue card, which will be returned to the Scoutmaster. MBU Counselors are seldom available to serve as counselor after MBU ends, unless special arrangements are made afterwards which are acceptable to the Scout, his parents, and the counselor. Remember that following BSA's Youth Protection policy is required when visiting with a counselor.

IV. Conduct and Discipline

As a participant of the MBU, I will:

- Observe the Scout Oath and the Scout Law
- Wear my official uniform
- Attend the classes to which I am assigned
- Be personally responsible for breakage, damage, or loss of property
- Be courteous to other Scouts, counselors, and staff
- Not run or participate in horse playing inside the building
- Clean up my classroom at the end of each session
- Clean up my trash after eating a snack or lunch
- Not possess electronic devices except cell phones which should be in quiet mode

V. Uniforms

Scouts are encouraged to wear the official field uniform for MBU. Most units call this a "class A" uniform or the uniform you normally wear to a troop meeting.

VI. Snacks and Lunch

- **Lunch is not included in the registration payment.** Food may be purchased on site at a cost of no more than \$5 per session. Scouts may plan to purchase food & drink from this offering or they should bring their own lunch. All food must be consumed in the designated area. No food or drink is permitted inside the

church building unless an exception is made by the MBU Staff for reasons such as inclement weather.

- Scouts are expected to clean up after themselves.

VII. Health, Safety, and First Aid

- Participants are responsible for their own medication during the event.
- No running inside or outside the building.
- No roller blades, roller shoes, roller skates, Heeleys, or skateboards are allowed.
- No alcohol, illegal drugs, fireworks, firearms, slingshots, or anything else that might distract from the learning environment. No tobacco products are permitted.
- Buddy System is mandatory during class sessions. Bathroom breaks during class must be with a buddy.
- The MBU First Aid station is at the Administration table.

VIII. Lost and Found

- The MBU Lost and Found is located at the Administration table.

Three Rivers District
2016 / 2017 Merit Badge University
Registration Form
 November 19, 2016 & February 18, 2017



Student Registration (Print Legibly)

| | | |
|---------|----------|------|
| Name | District | Unit |
| Address | Rank | Age |
| City | State | Zip |
| Email | Phone | |

MERIT BADGE SELECTION

| | |
|------------------------------|------------------------|
| 1 ST choice _____ | 6 th _____ |
| 2 nd choice _____ | 7 th _____ |
| 3 rd choice _____ | 8 th _____ |
| 4 th choice _____ | 9 th _____ |
| 5 th choice _____ | 10 th _____ |

Parent/Guardian Permission

I hereby authorize the above named Scout to attend and participate in the Merit Badge University. I understand and give my Scout permission to visit off-site locations for some classes. In case of emergency, I understand every effort will be made to contact me (or an adult I designate). In the event I cannot be reached, I hereby give my permission to the physician selected by the adult leader in charge to secure proper treatment, including hospitalization, anesthesia, surgery, or injections of medication for my child. Any Scout that has disabilities and/or special needs **must have** a caregiver attend MBU with them. I understand that Scouts which create discipline problems at MBU may be dismissed and their parents contacted to pick them up immediately without refund.

| | | | |
|------------------------------|------------------------------------|---------------------------|--------------|
| Parent/Guardian Printed Name | | Parent/Guardian Signature | |
| Emergency Contact | Name (Should be a Parent/Guardian) | Relationship | Phone Number |
| | | | |

Scoutmaster Acknowledgement – Units must provide 1 counselor for every 5 scouts

The above named Scout is a registered, active member of our unit. My unit will take measures to ensure the Scout understands his responsibility in exemplifying Scouting ideals and behavior while a guest at MBU. The Scout will attend with the appropriate merit badge pamphlets (optional) and properly prepared Merit Badge Applications, also known as "Blue Cards".

| | | | |
|----------------------------|-------|-------------------------|--|
| Scoutmaster's Printed Name | | Scoutmaster's Signature | |
| Address | | | |
| City | State | Zip | |
| Email | Phone | | |

Payments will be made directly to the Tidewater Council Service Center payable by CASH OR CHECK (please make checks payable to BSA). REGISTRATION PAYMENT IS \$10 per Scout.

Three Rivers District
2016 / 2017 Merit Badge University
Merit Badge Counselor Application
 November 19, 2016 & February 18, 2017



Pinecrest Baptist Church, 209 Felton Rd, Portsmouth, VA 23701
 MERIT BADGE COUNSELORS ARE NEEDED and your participation will make this event a success.

Please submit this form by October 29, 2016 to:

Mr. Clark E. Ryder
 C/O Merit Badge University
 326 Saunder Drive, Portsmouth, VA 23701
 COUNSELOR APPLICATIONS MAY ALSO BE EMAILED TO SCOUTDAD219@VERIZON.NET

Counselor Information

| | | | | |
|---------|--|----------|-------|--|
| Name | | District | Troop | |
| Address | | | | |
| City | | State | Zip | |
| Email | | | Phone | |

MERIT BADGES I WISH TO COUNSEL AT MBU

| Merit Badges I will counselor for at MBU | Number of Scouts per session | | Number of 4 Hour Sessions | I am available on: | | Est. cost per Scout |
|---|---------------------------------|-------|---------------------------------|--------------------|----------------|------------------------|
| | MAX # | MIN # | | Nov 19 2016 | Feb 18 2017 | |
| | | | | | | \$ |
| | | | | | | \$ |
| | | | | | | \$ |
| | | | | | | \$ |
| | | | | | | \$ |
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| | | | | | | \$ |
| | | | | | | \$ |

Please list any MB prerequisites on the back of this form.

I am a registered Merit Badge Counselor and my Youth Protection is current.

Signature _____ date _____

Units are requested to register one counselor for every five scouts attending