

# Three Rivers District



2015 / 2016

Merit Badge University

## Leader's Guide and Registration Forms

Session 1 - November 21, 2015

Session 2 - February 27th, 2016

Location:

**Pinecrest Baptist Church**

209 Felton Rd, Portsmouth, VA 23701



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## I. General Description

### A. Merit Badge University (MBU)

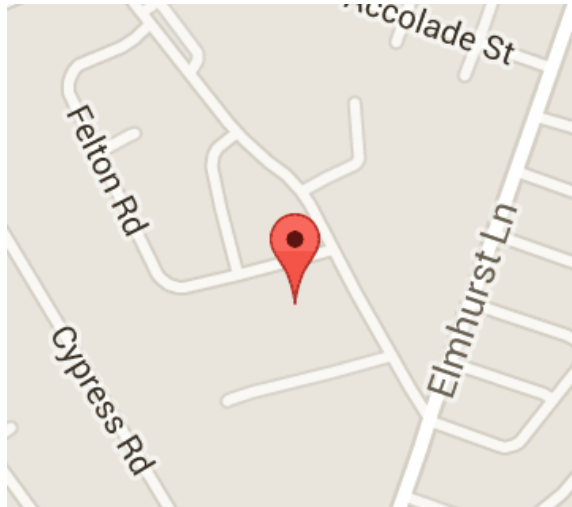
Three Rivers District Merit Badge University is an annual educational and advancement opportunity open to any active registered Scout. A registration fee is requested from participants which is limited to recovering the costs related to presenting the event. Unit Leaders, upon their request, are provided this Leader's Guide which contains most of the information concerning this event. Questions from Scouts and parents concerning this event should first go to Scoutmasters. Scoutmasters with questions should contact or email one of the following members of this year's MBU Committee:

Russell L. Eley, III  
rle4160@hotmail.com  
757-484-0053

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

Locations:

The location for MBU 2015-16 will be: **Pinecrest Baptist Church**  
**209 Felton Rd, Portsmouth, VA 23701**  
**Please do not contact the church concerning this MBU!**



### B. Dates

Merit Badge University is a TWO DAY event (1 day per month). Scouts are expected to attend all of their scheduled sessions to receive full credit for the merit badges unless alternative arrangements are agreed upon by the class instructor.

**Session 1: November 21, 2015**

**Session 2: February 27, 2016**



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**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	Classes Begin (Morning Period)
12:00 PM	Lunch
12:30 PM	Classes Begin (Afternoon Period)
4:30 PM	Classes 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 7, 2015	Applications and Leader's Guide released at Roundtable
October 8, 2015	Registration BEGINS
November 6, 2015	Registration ENDS
November 13, 2015	Acceptance Letter sent to Scoutmasters (by mail or e-mail)
November 21, 2015	MBU Part I
February 27, 2016	MBU Part II

**Registration**

Units participating are requested to register 1 MBC for every 5 scouts attending (rounded up to the next multiple of 5). The registration fee for Scouts attending classes at this MBU is \$10. This covers attendance at MBU for one or both sessions. Registration will be open through **November 6, 2015.** While space is limited, Scouts from outside the district 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.**



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**NEW THIS YEAR: Units &/or individuals will be advised of the total payment due at the conclusion of the second session. Payment should then be made by cash or check to the Tidewater Council Service Center - please make all checks payable to BSA.**

**How To Register – Big Picture**

- 1 Scout units are asked to provide 1 MBC for every 5 scouts attending (rounded up to the next multiple of 5). For example: 6 Scouts requires 2 registered MBCs participating.
- 2 Scoutmaster briefs Scouts and parents about MBU
- 3 Scouts fill out MBU applications
- 4 Scoutmaster fills 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 class

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 a very important record and may be the only record a Scout has of completing a merit badge when needed for a Board of Review. 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. The MBU staff recommends that a committee member or assistant scoutmaster fill out the blue cards (legibility and completeness is essential).

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**



## 2015/ 2016 Three Rivers District Merit Badge University Leader's Guide

### General Instructions

- The registration form is at the end of this Leader's Guide. Make as many copies as needed.
- 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, 2015.

### 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.
- 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.



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- 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 beginning October 8th, 2015. Those wishing to make arrangements to hand deliver the applications may do so by contacting one of the MBU Coordinators. **Again, units are asked to please submit all their applications together for ease in processing. NO PAYMENTS WILL BE ACCEPTED WITH REGISTRATIONS!**

All units submitting applications by mail should send them to this address:

Mr. Russell L. Eley, III  
c/o Merit Badge University  
4208 Hawksley Dr  
Chesapeake, VA 23321

For questions concerning registration, please contact:

Mr. Russell Eley  
Rle4160@hotmail.com  
757-484-0053 No calls prior to 9AM or after 9PM  
A SCOUT FOLLOWS THE SCOUT LAW -... COURTEOUS, KIND...



### III. Program

#### ***A. Badges Available***

Below is listed merit badges which have been made available for registration at MBU in past years (Eagle-required in **Bold** print). Each Scout should make their first through tenth selections. The registration staff will try to provide each Scout with their top selections. However, due to popularity and availability of MBCs, some classes will fill up quickly or may not be offered. ***Scouts who register early have the best chance of getting their desired classes.***

- |                                     |                            |
|-------------------------------------|----------------------------|
| American Heritage                   | Fingerprinting             |
| Art                                 | Fire Safety                |
| Astronomy                           | <b>First Aid</b>           |
| Basketry                            | Genealogy                  |
| Backpacking                         | Geocaching                 |
| <b>Camping</b>                      | Geology                    |
| <b>Citizenship in the Community</b> | Medicine                   |
| <b>Citizenship in the Nation</b>    | Metal Work                 |
| <b>Citizenship in the World</b>     | Music                      |
| Coin Collecting                     | Pioneering                 |
| <b>Communications</b>               | <b>Personal Fitness</b>    |
| Computers                           | <b>Personal Management</b> |
| <b>Cooking</b>                      | Photography                |
| Crime Prevention                    | Public Speaking            |
| Disability Awareness                | Reading                    |
| Electricity                         | Robotics                   |
| Electronics                         | Safety                     |
| Emergency Preparedness              | Textiles                   |
| Engineering                         | Traffic Safety             |
| <b>Environmental Science</b>        | Weather                    |
| <b>Family Life</b>                  | Woodworking                |
|                                     | Wood Carving               |

#### ***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 2015 Requirement Book.

#### ***C. Effective Revision of Requirements and Merit Badge Pamphlets***

Prerequisites



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Several merit badges, such as Personal Management, require at least 3 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.

#### ***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 (or Promise) and the Scout Law.
- Wear my official uniform.
- Attend the classes I am assigned.
- Be personally responsible for breakage, damage, or loss of property.
- Be courteous to other students, 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 should take their own medicine if needed during class.
- 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.



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<b>Merit Badge</b>	<b>Required Sessions</b>
American Heritage .....	1
Art .....	1
Astronomy .....	1
Backpacking .....	1
Basketry.....	1
<b>Camping</b> .....	<b>2</b>
<b>Citizenship in the Community</b> .....	<b>2</b>
<b>Citizenship in the Nation</b> .....	<b>2</b>
<b>Citizenship in the World</b> .....	<b>1</b>
Coin Collecting .....	1
<b>Communications</b> .....	<b>2</b>
Computers .....	1
<b>Cooking</b> .....( This class is for the entire day (AM & PM session) Day 1 only – It will be off-site ).....	<b>2</b>
Crime Prevention .....	1
Disability Awareness .....	1
Electricity .....	1
Electronics.....	1
<b>Emergency Preparedness</b> .....	<b>2</b>
Engineering .....	1
<b>Environmental Science</b> .....	<b>2</b>
<b>Family Life</b> .....	<b>2</b>
Fingerprinting.....	1
Fire Safety & Safety.....	1
<b>First Aid</b> .....	<b>2</b>
Genealogy .....	1
Geocaching.....	1
Geology .....	1
Medicine.....	1
Metalworking .....	1
Music.....	1
<b>Personal Fitness</b> .....	<b>2</b>
<b>Personal Management</b> .....	<b>2</b>
Photography .....	1
Pioneering .....	1
Public Speaking.....	1
Reading .....	1
Robotics.....	1
Textiles .....	1
Traffic Safety .....	1
Weather .....	1
Wood carving .....	1
Woodwork.....	1



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## Prerequisites

The following are some possible prerequisites. As instructors change their lesson plans, that may result in revised &/or additional prerequisites prior to and during MBU.

### Astronomy

Requirement 1, requires outside pm session.

### Citizenship in the Community

Bring notebook, may require an outside session.

### Citizenship in the Nation

Bring notebook, may require an outside session.

### Citizenship in the World

Requirement 7

### Camping

Requirement 9

### Coin Collecting

Requirements 5,7,9,10

### Computers

If a scout can bring a laptop, that will be beneficial.

Scouts should do some pre-work on requirements 6 and 7.

The counselor will contact Scouts to discuss requirement 3.

### Cooking

This is a full day merit badge offered for a full day November 22, 2014, only.

Scouts will be transported off-site to the hosting facility.

### Genealogy

Requirements 2a, or b, 3,4b, 5, 6\*, 7\*

\* forms will be handed out to each scout.

### Music

Requirement 1: Bring an instrument if you don't want to sing.

Requirement 3: Write out responses to 2 of the 4 choices and share with the class.

Requirement 4: Do a or b at the merit badge session OR do c or d at home and bring to the session.

### Personal Fitness



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Requirements 1, 6

Personal Management

An outside session will be required.

Pioneering

An outside session will be required.

Reading

A visit to the library is planned.

Textiles

1. Wear an old work-type shirt under the uniform shirt. Scouts will take off their uniform shirt and work in the old shirt during class.
2. Bring a clean white t-shirt with NO logos, words, graphics, etc. printed on it.
3. Be prepared to fully participate.

Photography

Bring your camera.

Three Rivers District  
**2015 / 2016 Merit Badge University**  
**Registration Form**  
 November 21, 2015 & February 27, 2016



**Student Registration (Print Legibly)**

Name	District	Unit
Address	Rank	Age
City	State	Zip
Email	Phone	

**MERIT BADGE SELECTION**

1 <sup>ST</sup> choice _____	6 <sup>th</sup> _____
2 <sup>nd</sup> choice _____	7 <sup>th</sup> _____
3 <sup>rd</sup> choice _____	8 <sup>th</sup> _____
4 <sup>th</sup> choice _____	9 <sup>th</sup> _____
5 <sup>th</sup> choice _____	10 <sup>th</sup> _____

**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 an 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 and active member of our Unit and requested to enroll in the requested merit badges. 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 come to class with the appropriate merit badge pamphlets (optional) and properly filled-in (and signed) Merit Badge Applications (known as “Blue Cards”).

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

**NEW FOR 2015! – Units &/or Individuals will be billed by MBU at the conclusion of the second session. Payments will then 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.**

*Scouts should bring pocket money (\$5 recommended) to buy their lunch on-site or bring a bag lunch for each session!*



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**Instructor's Application**

The Three Rivers District 2015 - 2016 Merit Badge University will be held on November 21, 2015, and February 27, 2016, at Pinecrest Baptist Church, 209 Felton Rd, Portsmouth, VA 23701 . MERIT BADGE COUNSELORS ARE NEEDED FOR THIS EVENT. YOUR PARTICIPATION IS NEEDED IN ORDER TO HELP MAKE THIS EVENT A SUCCESS. PLEASE RETURN THE BELOW FORM, NO LATER THAN NOVEMBER 1, 2015, TO:

Mr. Russell Eley  
C/O Merit Badge University  
4208 Hawksley Drive, Chesapeake, VA 23321  
COUNSELOR APPLICATIONS MAY ALSO BE EMAILED TO RLE4160@HOTMAIL.COM

We request at least one counselor from each unit sign up for every five scouts who plan to register. Please understand that not all counselors who apply will be scheduled to instruct due to varying demand for merit badges &/or multiple counselor applications being received. Only counselors notified by the MBU committee should plan to instruct at the event.

**MBU SCHEDULE (both days)**

- 7:00 AM – Church Open for Instructors and Staff
- 7:30 AM - Check-in for Scouts
- 7:45 AM - Opening Ceremony
- 8:00 AM – 12:00 AM Morning MB Session
- 12:00 AM – 12:30 Lunch (Lunch may be purchased at event or bring your own)
- 12:30 PM – 4:30 PM Afternoon MB Session
- 4:30 PM – 4:45 PM – All participate in take down & clean up and pick up
- 5:00 PM - Church Closed

Scouts will be able to work on 2 merit badges during each day - one in the morning and one during the afternoon. At the counselor's discretion, prerequisites, homework, or additional meetings between dates may be necessary to complete merit badge requirements. Scouts that do not complete all requirements will get a partial MB. Some merit badges may be completed at one 4-hour period or in one day. Most Eagle required merit badges are anticipated to require both dates. Counselors are asked to please plan enough material to fill the entire four-hour block so no Scouts are released from classes early. Thank you for your support.

Name: \_\_\_\_\_ Troop# \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Merit Badge \_\_\_\_\_

Maximum Number Of Scouts You Will Teach: \_\_\_\_\_

Minimum Number Of Scouts You Will Teach: \_\_\_\_\_

Preferred Date: (Circle One or Both) Nov 21, 2015 Feb 27, 2016

Preferred Session Time (Circle One or Both) 8:00 am 12:30 pm

Number of 4-hour Sessions Needed to Complete the Merit Badge: \_\_\_\_\_

I am current with my Youth Protection Training: ( ) YES ( ) NO

Please list any MB Prerequisites on the back of this sheet.

While expense reimbursement may be available; preference will be given to those counselors who offer to teach courses at minimal or no expense. My anticipated expense per student for this class is: \$ \_\_\_\_\_