



When you decide you would like to earn a merit badge you (as in the **scout**) will need to follow this procedure.

1. Choose a merit badge to work on. There are many to choose from. Talk to the Scoutmaster. He will let you know if you are ready for the merit badge you choose. Some have pre-requisites. Examples: to do Swimming, you have to have 2<sup>nd</sup> and 1<sup>st</sup> Class swimming requirements done first. Emergency Preparedness requires you have First Aid. **Always ask the Scoutmaster before beginning a merit badge.**
2. Next get a Blue card from either the Scoutmaster (Mr. Paisley) or the Advancement chair (Mrs. Crum). **Fill it out and take it back to the Scoutmaster to sign.** They must be signed before beginning to work on the merit badge.
3. Contact the Merit Badge Coordinator (Mrs. Crum) to get a list of Merit Badge counselors for your chosen Merit badge. If the Merit Badge Coordinator is not available you may contact the Scoutmaster. **YOU** have to call the counselor and ask him/her to be your merit badge counselor. All counselors have a different routine. Some want to meet before beginning, some just after you complete the requirements. **NEVER, EVER GO ALONE. YOU MUST ALWAYS HAVE SOMEONE ELSE WITH YOU WHEN MEETING WITH A COUNSELOR.** This can be another scout, brother or sister, a parent or someone else your parent allows.
4. Work on the badge. When you think you are done, contact the Counselor again and set up a meeting. NEVER ALONE! If a requirement says to show, you will have to show the counselor, if it says to tell, you will just have to tell. You will need to do whatever the requirements say. You never have to do more than what is required. If the counselor approves everything, he/she will sign your blue card and keep the counselor part.
5. Bring signed card back to the Scoutmaster. He will sign it again and return it to you. You will then give the completed card to the Advancement chair (Mrs. Crum). You will receive the merit badge and your part of the card according to Troop policy.
6. Any questions on this procedure or on taking merit badges please see Mrs. Crum or Mr. Paisley.
7. Exceptions to the above: Summer camp merit badges or merit badges being worked on with the troop—you do not need to do step 3. The counselors are already set up. **YOU** are responsible for any summer camp pre-requisites and for any merit badges not completed. Just because you begin a merit badge with the Troop, does not mean you will complete it with the Troop. You may need to do step 3 if you do not complete a badge at camp or with the Troop. It is possible to get partial merit badges and then finish them later. In that case you will need to find another counselor to finish.