

Merit Badge Counselor Requirements  
Troop 2970, 2015-2016

A very good overview of the Merit Badge process is detailed at the BSA web site:  
<http://www.scouting.org/scoutsourc/GuideToAdvancement/TheMeritBadgeProgram.aspx>  
[x](#)

**Official rules are on BSA and National Capital Area Council (NCAC) web sites. Forms are on NCAC site listed below (and several other places), with specific instructions also at that web site.**

1. Any adult can be a Merit Badge Counselor. You do not need to be an Assistant Scout Master (ASM), council member, or other official Scout Leader.
2. Forms may be filled out and given to the Troop 2970 Merit Badge Dean in paper copy or emailed, but they have to be complete.
3. A candidate for MBC must submit a **BSA Adult Leader Application**, with all required information provided. This is required for all MBC, even if the candidate has already submitted an Adult Leader Application for another leadership position (e.g., Assistant Scout Master, Committee member) Key fields that if missing will cause form to be rejected:
  - a. Must be signed acknowledging background check, as well as signed on main form (two different pages).
  - b. Must have Social Security Number and Driver's License number on form.
  - c. Must answer all background section on right of form, including 3 references with phone numbers and all questions on #6.
  - d. Must enter "42" in Position Code field, and "Merit Badge Counselor" in Scouting position description field.
  - e. Only the Local Council copy needs to be filled in and submitted. Note: this is the only copy that does not gray out your social security number, which must be legible.
  - f. Unit leader's signature on the adult leadership form is now required; the form indicates that this is the troop's committee chairman vice the scoutmaster. Steve Shively is now the committee chairman. If you don't get his signature, I will after you send me your forms.
4. A candidate must submit Merit Badge Counselor Qualification Form (34405), which lists specific merit badges applied for and qualifications. One thing to verify is whether the counselor is willing to be a counselor for only Troop 2970, or any Scout in the Council. That is a check box on the application.
5. Note that the following merit badges require additional certifications:
  - a. Canoeing, Climbing, Lifesaving, Rifle Shooting, Rowing, Scuba Diving, Shotgun Shooting, Snow Sports, Swimming, and Whitewater

- b. Specific details on additional certifications are available at:  
<http://www.scouting.org/scoutsources/GuideToAdvancement/TheMeritBadgeProgram.aspx>
6. Must complete Youth Protection Training, and provide proof of training within the past 2 years. If beyond 2 years, the training must be redone. Recommend that this be completed within the last year (the training takes about 30 minutes). This is required for all adult positions, not just MB Counselor. A copy of the completed training certificate must be provided. ([www.myscouting.org](http://www.myscouting.org))
  7. Provide completed application package to Troop 2970 Merit Badge Dean, or a designated delegate. **DO NOT RETURN FORMS TO EITHER GOOSE CREEK DISTRICT OR NCAC DIRECTLY**, no matter what their forms say. The process has changed, and Troop 2970 is your conduit to district and council.
  8. Complete package includes totally completed:
    - a. Adult Leader Application, signed
    - b. Adult Leader Disclosure/Authorization Form, signed
    - c. Merit Badge Counselor Qualification Form
    - d. Certificate or wallet card of Youth Protection Training completion.

**Guidance from the Goose Creek District Merit Badge Committee:  
 YPT renewal date should be at least 9 months beyond submittal date.**

**Merit Badge Dean's Process for Submitting and Checking Merit Badge Counselor Applications: (Paul Damm is the MBD for Troop 2970)**

1. Combine all required completed forms information into 1 submission (scanned in altogether usually into 1 file) and send email noting that's its an MB Counselor application, name of candidate, and MBs requested, etc., to:  
[ncacgcmbc@gmail.com](mailto:ncacgcmbc@gmail.com)
2. Regularly check NCAC / Goose Creek Counselor List online for updates of approved counselors. It is updated a 1-2 times a year, most often at the end of the year.
3. Once approved and officially acknowledged by NCAC/Goose Creek (via email or web site), update troop records Excel spreadsheet, and send to Troop 2970 WebMaster for updating on troop web site: [webmaster@troop2970.org](mailto:webmaster@troop2970.org).
4. Let MB Counselor applicants know that they have been approved, and for which Merit Badges.
5. Update records on Troop Master

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