# Troop 1 Merit Badge Process

*Note: the Scout completes these steps, not the parent!*

1. **Get a Merit Badge blue card** . The Scout decides what merit badge he wants to earn and gets a blank merit badge blue card from the Advancement Chair or the Scoutmaster.

2. **Fill the card out.** The scout fills out the blue card in neat handwriting with the Merit Badge name, Scout's name and address, Troop number (1), District name (Iron Horse), and Council name (Golden Empire Council).

3 . **Have the Scoutmaster sign the card.** The Scout has the Scoutmaster sign and date the blue card Purpose: so as to know which badge requirements to use in case the requirements change.

4. **Choose a merit badge counselor** .

a. To view the counselor listing go to http://www.troop1roseville.org/counsel.xls or http://www.gec-bsa.org/ironhorse/district/mb/ and verify the desired selection with the Advancement Chair .

b. The Scout calls the desired Merit Badge Counselor to see if he/she is willing be his counselor and schedule a time to meet. (recommend not choosing the Scout's parent to be the merit badge counselor)

5. **Initial discussion with merit badge counselor** . Meet (or talk on the phone) with the merit badge counselor to review the badge requirements . When meeting with the merit badge counselor, another Scout or the scout's parent must be present.

6. **Merit Badge counselor sessions, counselor incrementally initials off work** . Do the work, and then meet with the merit badge counselor to have him/her verify that you have completed the requirements (or test you if required by the badge). Have the merit badge counselor *incrementally initial off requirements on the blue card as the work is done.*

7. **When done with all requirements, obtain counselor's signature** . When all badge requirements are completed, the merit badge counselor will sign off on the blue card that the badge is completed. The merit badge counselor will retain the portion of the blue card that the counselor keeps for his/her records, and will return the other two parts of the blue card to the Scout.

8. **Get the Scoutmaster's signature** . The Scout brings the blue card back to the Scoutmaster to sign again (there is a place on the blue card for the Scoutmaster to sign when merit badge is completed),

9 **. Return blue card to Advancement Chair** . The Scout Returns the two pieces of the blue card back to the Advancement Chair.

10 **. You're done!** You'll receive the badge at the next court of honor. Be sure to keep the card in your file at home. You'll need them for your Eagle Board of Review!