



Merit Badge University
Ms. Pat Thomas, 111 Cope Administration Building
Middle Tennessee State University
Murfreesboro, Tennessee 37132

Dear Scout Leader,

Please find enclosed an application packet for the Merit Badge University to be held at Middle Tennessee State University on February 26, 2011. Class space is limited and Scouts are assigned to classes based on date of receipt of application emails. Early submittal is encouraged -- and no applications will be accepted after **December 20, 2010, but most classes close by beginning of December**. Due to the MTSU Holiday Schedule in December, campus offices and services are closed on these dates, which is why we must set strict deadlines.

Don't forget the required Release/Waiver form for ALL scouts. (Form enclosed- reproduce as needed)

⇒ **BRING this to MBU – Don't return with applications, please.**

Each troop must register at least **two** adults who will attend all day to meet BSA's two-deep policy requirement. As in the past, an adult program will be provided. We also have Red Cross Certification and the Boy Scout Leader Position Specific training classes.

Registration will take place from **7:30 AM - 8:30 AM** (Central Time) at the James Union Building (**JUB**) building. A map is included in this package. The closing ceremony will begin at **3:45 PM**. A \$15 application fee for each Scout **AND adult** must accompany your application. This covers lunch, a patch, and general administrative costs.

For adults and Scouts, we will offer a Red Cross **certification** class. **Red Cross 1**: "Standard First Aid & Adult CPR. There is an additional **\$30** fee for Red Cross materials and certification. These are not merit badges.

Scouts must get the appropriate merit badge book, **read** it in ADVANCE, and bring it and all prerequisite materials/projects to MBU.

Uniform for everyone will be "the Field Uniform," as defined by your Unit Committee.

See the **IMPORTANT PROCESSING NOTICE** in this packet. We will only accept emailed class application lists this year. **We fill quickly ... Don't delay!** Once you receive your class confirmation email from me, you must send the hardcopy and payment via the U.S. Mail to the person and address at the top of this letter.

By filing an application, UNIT LEADERS certify that all scouts are eligible and approved to take the merit badge/class requested **AND the prerequisite requirements have been completed where necessary.**

As usual, we will have our Regular Adults Program sessions for those adults not attending or teaching classes.

Upon checking in at MBU, you will be asked for a cell number for one leader to be used in case of an emergency.

If you have questions, contact me by email cadamson@mtsu.edu or by phone (615) 898-2398 Monday-Friday.

In Scouting Service,

Carla J. Adamson
Merit Badge University
<http://www.mtsu.edu/~mtsumbu>

IMPORTANT PROCESSING CHANGE

We will not use the traditional paper application form beginning with MBU 2010.

Step One in the registration process will be you emailing MBU a list of Scouts and their top three class choices along with the Adult choices for either a class or the regular adult program. Send email to cadamson@mtsu.edu

We serve units from several states, so be sure to include in your email the Unit's:

1. Number,
2. Hometown and State
3. Leader's complete contact information (cell and home phone numbers with area code, mailing address, email address etc.).

Use this format for your email lists:

SCOUTS

<u>Last Name, First Name</u>	<u>Scout Rank</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>(use class codes from Class List)</u>
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Smith, Joe	Life Scout	AN, CH, DE			
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ADULTS

<u>Last Name, First Name</u>	<u>Scouting Position</u>	<u>Class Choice or regular program</u>
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Jones, John	Scoutmaster	RC
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MBU staff will attempt to place your scouts in one of his three choices. Once the assignments are finalized, MBU will email you an Official Class Assignment List.

- DO NOT SEND A CHECK UNTIL YOU RECEIVE THE OFFICIAL ASSIGNMENT LIST FROM MBU. Classes close rapidly!

Once the list is finalized, you must then send a copy of the finalized list and fee via the U.S. Mail. to:

- Ms. Pat Thomas/MTSU MBU
- 111 Cope Administration Building
- Middle Tennessee State University
- Murfreesboro, TN 37132

Your check and hardcopy of the list must arrive within 14 days of the confirmation email.

- Please send a SINGLE check made payable to **MTSU/MBU**.
- Unit Forms without payment will be removed from the database.
- ***NO Cash Payments Accepted on MBU Day & NO Walk-ons Allowed by University Policy.***
- **Refund Policy:**
 - No refunds unless entire unit cancels two weeks prior to MBU.
 - In case of inclement weather, MBU may be cancelled and notification made via this web site and emails to registered units. Due to limited availability of facilities, we do not have a "snow day" scheduled.
 - If you feel it unsafe to travel, we will refund your fees even if MBU is not cancelled.

UNIT LEADER'S NOTICE:

YOU must PRINT the Scout Leader Letter, Class List, Release Form and Map packet to have all the necessary documentation for your unit's trip to MBU.

Release Form: Special Instructions

- The release/waiver form is required for ALL Scouts attending MBU.
- **Do NOT send them with your applications.**
 - Must be signed by Scout AND parent.
- **Bring these forms to the registration table on the day of MBU.**
- No properly signed form ... no participation in classes.
 - It's the LAW!

If you have questions, contact John High via email cadamson@mtsu.edu

Bring one signed form for each Scout. No Form = No MBU Participation

**MTSU CAMPUS RECREATION
CHILDREN'S PROGRAM & MTSU MERIT BADGE UNIVERSITY
WAIVER/RELEASE AND AUTHORIZATION TO SEEK MEDICAL ASSISTANCE**

We, the undersigned, minor and parent/guardian hereby voluntarily expressly and affirmatively execute this agreement in return for permission for _____ ("Participant") to participate in **merit badge class** to which he is assigned.

We recognize that there are many risks of injury, including serious disabling injuries, that may arise due to participation in this activity and that it is not possible to specifically list each and every individual risk. However, knowing the material risks and appreciating other injuries and even death are a possibility, we hereby voluntarily and expressly assume all of the delineated risks of injury, all other possible risk of injury, and even risk of death, which could occur by reason of participation.

If my child, _____, member of BSA Unit # _____, born _____ 19____, becomes ill or involved in an accident and I or another adult whom I have authorized in writing to act in my absence cannot be contacted immediately (whether due to unavailability or the need for immediate action under the circumstances), I authorize Middle Tennessee State University to seek any necessary for this treatment and authorize the treating hospital/physician to provide my child any emergency medical treatment they deem necessary or appropriate (including anesthesia). I accept full responsibility for any expenses incurred in the medical treatment of my child, to the extent such expenses are not covered by the following:

Health Insurance Company: _____

Policy Number: _____

Medicaid No.: _____

Child's known allergies or physical conditions: _____

We hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE Middle Tennessee State University, the Board of Regents of the State of Tennessee, their officers, or employees (hereinafter referred to as RELEASEES) from any and all liability, claims, demands, actions and damage, or injury, including death, that may be sustained by me, or which may result from emergency medical treatment sought as a result of said participation in this activity. We further hereby AGREE TO INDEMNIFY AND HOLD HARMLESS the RELEASEES from any loss, liability, damage or cost, including medical bills, court costs and attorneys' fees, that may occur due to participation in said activity, WHETHER CAUSED BY NEGLIGENCE RELEASEES or otherwise. We subjectively understand the risks of my participation in this activity, and knowing and appreciating these risks of my participation. I, Participant's Parent/Guardian further state that I am Participant's [] Parent's [] Guardian, and am fully competent to sign this Agreement. We expressly intend for myself, for the Participant, and for Participant's family, estate, heirs, administrators, personal representative, or assigns to be bound by this document, and it shall be deemed as a RELEASE, WAIVER, DISCHARGE AND COVENANT NOT TO SUE the above-named RELEASEES. This document shall remain in effect for each and every time I participate in the activities listed herein. This release shall be construed in accordance with the laws of the state of Tennessee.

We have had an opportunity to ask questions. Any questions asked have been satisfactorily answered.

Parent/Guardian of Participating Minor

Home Phone

Work Phone

Minor Participant

Person to contact in case Parent/Guardian cannot be contacted. Home Phone

Work Phone

MBU @ MTSU February 26, 2011 Murfreesboro, TN

MBU Hours 8:30 a.m. – 4:00 p.m. Central Time

Registration Table Opens at 7:30 a.m.

Classes Meet 9 a.m. to 3:45 p.m.



Scouts Must be First Class **OR** Age 13 by Date of MBU

No applications accepted after December 15, 2009, but most classes fill in mid-Nov.

Holiday breaks & our desire to get assignments back to units ASAP force deadline enforcement.

MBU is designed to assist Scouts in completing requirements for merit badges. The instructors will address as many requirements as possible during the class. In order to facilitate these objectives,

All Scouts must:

- **Bring** {do not send with applications} a signed Waiver/Release form {**ALL SCOUTS Must Bring on MBU DAY**}
- Read the entire merit badge book for the assigned class before MBU.
- Complete all prerequisites before MBU day; bring to class. Bring a merit badge book to MBU.

Scout Leaders **must certify that all scouts**

- **Have a Waiver/Release form signed by parent or legal guardian ***,
- **Are eligible and approved to take the merit badges/classes requested, and**
- **The prerequisite requirements have been completed where necessary. ****

Most badges are completed at MBU -- but some may require unit follow-ups & local leader "sign off" once completed. Final responsibility rests with the unit on all matters of credit and the awarding of the badges. Scouts will be given their completion sheets at the end of class. **

Class Code	Merit Badge	<i>Complete Before MBU</i> * Signed Waiver/Release Form for <u>all</u> Scouts ** Upon Receipt of Class Assignments. Check for Updates or Additions
AN	Archaeology	Read MB Book
AR	Architecture	Read MB Book. Bring a clipboard, a couple of pencils, and up to 10 sheets of plain paper
AV	Aviation	3b Build a model FPG-9 ; plans in Merit Badge Handbook Read MB Book
CH	Chemistry	Read MB Book
CN	Citizenship in the Nation	2, 3, 6 & 8 Read MB Book
CW	Citizenship in the World	7a, 7b Read MB Book
CM	Communications	5, 6, 7, 8 Read MB Book
DE	Dentistry	#3: Bring proof of visit
DA	Disability Awareness	Read Book: #3 and #4
EE	Electronics/Electricity (2 badges)	Read MB Books
EN	Engineering	Read Book
EP	Emergency Preparation	Earn First Aid MB bring proof. Read MB Book
ES	Environmental Science	1, 2, 3e, 4 Read MB Book
FA	First Aid	Prepare & Bring personal first aid kit as noted in M.B. book Read MB Book
GE	Geology	Read MB Book
LA	Landscape Architecture	12" ruler, familiarity with common shrubs & trees Read Book
LW	Law	4, 7 Read Book
SH	Scouting Heritage	4,5,6 Read Book

Additional Adult Training Opportunities Beyond the Regular Adult Program

RC1	Standard First Aid & Adult CPR Certification	Youth register on youth application form. Adults register on the adult form. Not a merit badge
LSP	Boy Scout Leader Specific Training	Adult Leaders -- Not a Merit Badge
REG	Regular Adult Program	General Information and Scouting Specific Sessions

Have MBU questions? Contact John High at cadamson@mtsu.edu or by phone (615) 898-2398 Mon-Fri)

MTSU MBU Web Site www.mtsu.edu/~mtsumbu

Driving Directions to MBU

From Nashville

Take I-24E to Murfreesboro exit 78B.

1. Merge onto Old Fort Parkway (Hwy 96E) and drive 2.1 miles.
2. Turn right onto Broad Street (US-41S/70S).
3. Drive 0.4 miles and turn left onto W. Main Street, proceed through the town square to E. Main Street.
4. Proceed on E. Main Street.
5. Turn left onto Middle Tennessee Blvd.
6. Turn left at Bell St. (first traffic light) and then left into the Bell Street parking lot.

From Knoxville

1. Take I-40W to Nashville/Lebanon and exit onto 840W.
2. Take Murfreesboro/Smyrna (US-41S/ 70S) exit 55A.
3. Merge onto US-41S/ 70S (Broad Street).
4. Drive 4.5 miles and turn left onto W. Main Street, proceed through the town square to E. Main Street.
5. Proceed on E. Main Street.
6. Turn left onto Middle Tennessee Blvd.
7. Turn left at Bell St. (first traffic light) and then left into the Bell Street parking lot.

From Chattanooga

1. Take I-24W toward Nashville.
2. Take Murfreesboro exit 81.
3. At the red light, turn right onto Church Street (US-231N).
4. Drive 0.9 miles and turn right onto Middle Tennessee Blvd..
5. Drive 1.9 miles to Main Street.
6. Cross Main Street and continue on to Bell St. (first traffic light past Main).
7. Turn left at Bell St. and then left into the Bell Street parking lot.

Merit Badge University 2010: Scouts Must be at least First Class in Rank OR Age 13 BY Date of MBU
Middle Tennessee State University: Registration Form To Be Returned by Deadline

Welcome to Middle Tennessee State University



Merit Badge University

James Union Building (JUB - # 11 on map) Assemble here for Registration and the Opening / Closing ceremonies.

Park in the Bell Street Lot

Registration Begins at 7:30 AM Central Time; Opening at 8:30 AM; Closing at 3:45 PM

On the day of MBU, contact the MBU staff at (615) 414-8242 or MTSU Police at (615) 898-2424

Please use email to contact Carla J. Adamson with any questions to cadamson@mtsu.edu or call (615) 898-2398 (M-F), if you do not have email. For updates: www.mtsu.edu/~mtsumbu
Names and top 3 class choices may be emailed to Carla J. Adamson. Hardcopies and payment must be received via U.S. Mail no later than December 20, 2008.