



# Boy Scouts of America — Northeast Illinois Council



## MERIT BADGE COUNSELOR APPLICATION

(Please type or print legibly.)

Name\* \_\_\_\_\_ Primary phone\* \_\_\_\_\_ Home  Cell  Work

Address\* \_\_\_\_\_ Other phone \_\_\_\_\_ Home  Cell  Work

City/state/zip\* \_\_\_\_\_ Other phone \_\_\_\_\_ Home  Cell  Work

Email address\* \_\_\_\_\_  I do not have email Age: \_\_\_\_\_

Council Northeast Illinois Council - 129 Unit: Troop Team Crew Ship Unit Number: \_\_\_\_\_ BSA ID: \_\_\_\_\_

I am not affiliated with a unit.

**\*Required field. Primary phone and email address indicate how Scouts should contact you from our on-line Published list.**

Please select which information you would like viewable on-line. The counselor list is sent to ScoutMasters once a month.

Email  Phone  Both Email and Phone

Do not publish information online

To qualify as a merit badge counselor, you must:

Contact Scoutmaster for information

- Be at least 18 years old and of good character.
- Register with the Boy Scouts of America (using position code 42, no fee required).
- Complete Youth Protection training every two years.
- Be recognized as having the skills and education in the merit badge subjects covered and hold any required qualifications and training as outlined in the *Guide to Safe Scouting* or the *Guide to Advancement*—or use others so qualified.
- Be able to work with Scout-age boys.

Merit Badges	Add (A) Drop (D)	For each merit badge, list qualification(s) that support your request. <i>Qualifications could include college degrees, formal training certificates, positions held, and specific life experiences.</i>
1.		
2.		
3.		
4.		
5.		
6.		

A = Adding a new merit badge that you will counsel. D = Removing your name for this merit badge.

### As a merit badge counselor, I agree to

- Follow the requirements of the merit badge, making no deletions or additions, ensuring that the advancement standards are fair and uniform for all Scouts.
- Have a Scout accompanied by his buddy during all instructional sessions.
- Keep my Youth Protection training current.
- Renew my registration annually if I plan to continue as a merit badge counselor.

### Complete the following, as appropriate:

This is a new application (first time to register as a merit badge counselor). Attach this form to the BSA Adult Application, indicating position code 42.

If you were a previous Counselor but did not renew, please select new application.

This is an update to an existing list of my merit badge subjects.

I no longer wish to serve as a merit badge counselor.

If applicable, I plan to serve as a merit badge counselor for this event or outside organization: \_\_\_\_\_

Youth Protection training date \_\_\_\_\_

**(Attach copy of the current certificate.)**

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Please return to:

Northeast Illinois Council  
c/o Merit Badge Counselor Administrator  
2745 Skokie Valley Road  
Highland Park, IL 60035  
Email: meritbadge@neic.org

### Council Approval:

Name (print) \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

# INSTRUCTIONS FOR MERIT BADGE COUNSELORS

## What's It All About?

The merit badge counselor is a key player in the Boy Scout advancement program. Whatever your area of expertise or interest—whether it is a special craft or hobby (basketry, leatherwork, coin collecting), a profession (veterinary medicine, aviation, engineering), or perhaps a life skill (cooking, personal management, communication)—as a merit badge counselor, you play a vital role in stirring a young man's curiosity about it. By serving as a counselor, you offer your time, knowledge, and other resources so Scouts have the opportunity to broaden their horizons. And in doing so, your mission is to combine fun with learning.

You are both teacher and mentor to the Scout as he learns by doing. By presenting opportunities for growth via engaging activities like designing a Web page (Computers), performing an ollie and a wheelie (Snow Sports), or fabricating rope (Pioneering), you may pique a young man's interest and inspire a Scout to develop a lifelong hobby, pursue a particular career, or become an independent, self-supporting adult.

## Learning to Be a Merit Badge Counselor

All merit badge counselors should seek training. It is important that they have a full understanding of their responsibilities and also of the recommended practices for quality counseling. The presentation "Getting the Most From Merit Badge Counseling" has been designed for this purpose and covers the following topics:

A Scouting overview: mission, aims, and methods	Merit badge program role and benefits
Merit badge counselor qualifications	How to become a counselor
The merit badge counseling process	Merit badge requirements
Effective counseling	Group instruction and camp settings

The session can be downloaded and viewed from [www.scouting.org/BoyScouts/AdvancementandAwards/resources.aspx](http://www.scouting.org/BoyScouts/AdvancementandAwards/resources.aspx).

Another resource is the *Guide for Merit Badge Counseling*, No. 34532. This resource can be found online at [www.scouting.org/BoyScouts/GuideforMeritBadgeCounselors/MBCounselorGuide.aspx](http://www.scouting.org/BoyScouts/GuideforMeritBadgeCounselors/MBCounselorGuide.aspx).

## Processing This Application

Merit badge counselors *must* register as adult Scouters and be approved by the council advancement committee for each merit badge listed on this Merit Badge Counselor Information form. A merit badge counselor does not have to pay a registration fee, but must complete an Adult Application for position code 42, fill out this form, and complete BSA Youth Protection training. Counselors may wish to associate with a particular unit but are encouraged to serve any Scout from any unit.

## Special Qualifications and Guidelines for Merit Badge Counselors

A number of merit badges involve activities that are restricted or require certification or special training for those supervising these activities. See the *Guide to Advancement*, topic 7.0.1.1, "Qualifications of Counselors." Merit badge counselors may personally meet these required qualifications, or they may use others so qualified. Additionally, the BSA *Guide to Safe Scouting* has specific requirements and procedures for shooting sports and for aquatics, winter, and other activities. These policies apply to all BSA activities, including merit badge instruction. For other merit badges where specific BSA requirements do not exist, counselors should have sufficient depth of knowledge and experience to understand how to safely present the material.

## Instructions to Counselors

- The unit leader (Scoutmaster, Varsity Coach, crew Advisor, or Skipper) recommends and provides the name and contact information of at least one merit badge counselor to each Scout desiring to work on a merit badge. Before beginning to work with a youth, counselors should check the boy's merit badge application (blue card) to ensure it is signed by the unit leader.
- Every Scout must have a buddy with him at each meeting with a merit badge counselor. This buddy could be another Scout, a parent or guardian, a brother or sister, or a relative or friend. There is no one-on-one contact allowed with Scouts and counselors—the buddy requirement is mandatory.
- Counselors may not add to or delete any merit badge requirements. Group instruction is allowed where special facilities and expert personnel make this most practical, or when Scouts are dependent on a few counselors for assistance. However, any group experience must provide attention to every individual candidate's projects and progress, and assure each has actually and personally fulfilled *all* the requirements. If, for example, a requirement uses words like "show," "demonstrate," or "discuss," then every Scout must individually do so. It is unacceptable to award badges on the basis of Scouts sitting in classrooms and watching demonstrations or remaining silent during discussions.
- When a Scout begins working on a merit badge, the current-year *Boy Scout Requirements* book lists the official requirements in effect at that time. If requirements change after a Scout has started working on a merit badge, he may stay with the requirements in effect when he started unless the BSA's National Council places a specific timeline on the implementation of new requirements.

