

## Voyageur District

### SUMMARY OF MERIT BADGE COUNSELOR APPLICATION PROCESS

The purpose of this document is to explain the qualifications, rules, and process for all new merit badge counselor applicants.

#### QUALIFICATIONS:

Counselors must be:

1. At least 18 years old.
2. Recognized as having the skills required for each of the badges requested.
3. Trained in the aims of the Boy Scouts.
4. Recognized as having the ability to work with Scout-age boys.
5. Trained in the BSA advancement procedures.
6. Trained with the BSA youth protection program.
7. Must hold the boy accountable for all, and only, the requirements of each MB.

#### RULES:

1. Applicant must fill out the counselor information form every third year.
2. Applicant must be willing to have a background check run by National.
3. There is a limit of six merit badges that a counselor may be approved to work with if qualified.
4. Applicant must apply as an adult with the BSA using Form 28-501.
5. Registered adult leaders must re-apply as an MB counselor using Form 28-501, even though they are registered for a non-MB position.
6. Applicants may counsel any youth, including their own relative.
7. There is no fee to be a MB Counselor.
8. Retrain in Youth Protection every two years.
9. Review the Website "Guide for Merit Badge Counselors" every two years.

#### UNIT PROCESS:

1. Applicant should fill out form 28-501, "Adult Application."
2. Applicant should fill out form 34405, "Merit Badge Counselor Information."
3. Obtain signatures from Unit Committee chair and Chartered organization representative if and only if they agree that the applicant meets the qualifications listed above.
4. Indicate on these forms if they are applying for a specific unit or District wide MB counselor position.
5. Turn in both forms to the Scout Shop in Green Bay. They are not to be sent directly to Appleton.
6. Retrain in Youth Protection every two years.

#### DISTRICT PROCESS:

1. All forms at the Scout shop will be picked up weekly by a representative from the District Advancement Committee.
2. The forms will be checked and entered in the District database. Errors or problems will be discussed with the unit committee chair or Scoutmaster.
3. Forms will be signed by the District Advancement Committee merit badge representative.
4. Forms will be forwarded to the Council to be entered in the Council data base.

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Questions regarding this process: Write to Forest\_Kenworthy@sbcglobal.net