

## **Chester County Council, BSA Approval for Merit Badge Opportunities With Organizations, Businesses, or other Group Instruction Events**

We welcome organizations such as museums, zoos, nature centers, recreation centers, home improvement centers, climbing facilities, and others with expertise to conduct merit badge programs. These organizations often have facilities, resources, and experts to offer superior programs in many areas. The BSA's *Guide to Advancement 2015* requires that all such programs have the written approval from the local council. This form is intended to guide and facilitate that approval process. If you have any questions you can email the council advancement team at [advancement@cccbsa.org](mailto:advancement@cccbsa.org).

Sometimes merit badges are offered by troops or groups of troops, districts, University of Scouting, day camps, or other Scouting groups. If the program is designed to offer merit badges to Scouts from more than one troop, this same approval process should be followed.

To get approval to offer a merit badge program, fill out this form and submit it to:

Council Advancement Committee, Chester County Council, 226 Exton Square  
Parkway, Exton, PA 19341, or email to [advancement@cccbsa.org](mailto:advancement@cccbsa.org).

A signed copy will be returned to you as soon as it is approved, or you will be contacted with any questions or issues. This approval is required before the program can be run or advertised.

Describe the event:

Organization/Sponsor: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

What merit badge(s) will you offer: \_\_\_\_\_

Offered on request, or scheduled event? \_\_\_\_\_

Dates and Times if scheduled event: \_\_\_\_\_

How is this program advertised? \_\_\_\_\_

Will there be a charge for this program? \_\_\_\_\_

What costs does this fee cover? For larger events, attach an event income and expense budget. \_\_\_\_\_

Who will collect and manage the funds? \_\_\_\_\_

May the Council publicize this program? \_\_\_\_\_

How is registration handled, by whom? \_\_\_\_\_

How will the security of registration data be maintained? \_\_\_\_\_

Is there any licensing agreement for registration mechanism? Provide a copy. \_\_\_\_\_

What facility will be used for the event? If there is any agreement required to use the space, provide a copy of the agreement. \_\_\_\_\_

How will the event be marketed? Attach any preliminary flyers, web pages, or other marketing materials.

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**Provide with this form:**

- Merit Badge Lesson Plan using attached format for **each merit badge** offered.
- Any agreements for facility, software, or other resources.
- Preliminary marketing materials.
- Income and Expense budget for the event.

**Organization agreement:**

We will offer this program as described, using approved merit badge counselors, following the Boy Scouts of America rules as summarized on the next page. We have read, understand, and will follow the information in the enclosed material.

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Signed

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Print Name and Title

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Date

**Approvals:**

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Council Advancement Committee

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Council Scout Executive

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Date

## **Summary of Rules for Merit Madge Events from the Guide to Advancement 2015.**

All requirements must be met exactly as written, No More, No Less.

All merit badge counselors must be approved by the Council advancement committee.

All merit badge counselors must have current BSA Youth Protection Training and, in Pennsylvania, the Act 153 clearances.

A youth member must not meet one-on-one with an adult. Sessions with counselors must take place where others can view the interaction, or the Scout must have a buddy: a friend, parent, guardian, brother, sister, or other relative—or better yet, another Scout working on the same badge—along with him attending the session.

There must be attention to each individual's projects and the fulfillment of **all requirements**. The counselor must know that every Scout – actually and **personally** – completed them. If, for example, a requirement uses words like “show”, “demonstrate,” “do”, “collect”, “make”, “identify”, “explain”, or “discuss”, then **every** Scout must do that. It is unacceptable to award badges on the basis of sitting in classrooms watching demonstrations, or remaining silent during discussions

Partial completions are acceptable as expected results, but that expectation must be clear in publicity materials.

The information distributed in advance of events where there is the expectation or possibility of partials must explain how merit badges can be finished after events, list merit badge prerequisites, and provide other helpful information that will establish realistic expectations for the number of merit badges that can be earned at an event.

Counselors must agree to sign off only requirements that Scouts have actually and personally completed.

Counselors must agree not to assume that stated prerequisites for an event have been completed without some level of evidence that the work has been done. Pictures and letters from other merit badge counselors or unit leaders are the best form of prerequisite documentation when the actual work done cannot be brought to the site of the merit badge event.

The Scout should come with a Merit Badge Application (Blue Card) signed by his Scoutmaster. This should be publicized in the event material. This card can be used to record which requirements have been completed in the case of a partial completion, and is used to certify the completion of the merit badge. The counselor must sign the card only after **all** requirements have been **completed** by the Scout.

Some form of evaluation response should be collected from each participant and reviewed by the staff.

## Merit Badge Lesson Plan Questions

A complete merit badge lesson plan must be submitted for each merit badge to be offered. This plan not only gives the advancement committee the information necessary to approve the program, but should also serve as a valuable planning tool for the merit badge counselors. The lesson plan should at least answer all of the applicable questions below.

### Pre-requisites:

What requirements must be done prior to the event?

What documentation must be brought as evidence that pre-requisites were completed?

Will the Scout be allowed to participate (and get a partial) if pre-requisites are not met?

How will this information about pre-requisites be communicated to the Scouts in advance?

### Requirements:

For **each requirement or sub-requirement** [1(a), 1(b), etc.] describe the following:

How will the material be taught, learned, Scouts instructed, etc.?

How will the material be tested, or the Scout's work be evaluated? How will **EACH Scout** (not the instructor) do the verb (do, show, list, collect, discuss, identify, make, explain, etc.) stated in the requirement?

For requirements with options (i.e. Do two of the following), which options will be offered, and will the Scout have choices in which options they can do?

How much time in the program will be allotted for teaching, projects, and testing this requirement or sub-requirement?

If applicable, in which session will this material be covered?

### Homework:

If there will be work to be done between merit badge sessions, what will be the assignments?

(Only for programs with multiple days.)

### Post-Requisites:

What requirement(s) will the Scout be expected to do **after** the merit badge event? This will require that the Scout contact a merit badge counselor (you or another counselor) after completing these requirement(s) to get his Merit Badge Application (blue card) signed. What information will be given to the Scouts on how to contact a counselor post-event? **Do not sign the card until all requirements are completed.**

### Resource Needs:

What facilities, space, equipment, supplies, or other resources are needed?

Will these be supplied by the merit badge counselor, the event, or the Scout?

### Time:

How many sessions will be needed for this merit badge?

How long will each session be?

### Group Size:

What is the maximum number of Scouts allowed in the class?

How many counselors and other staff will there be?

If more merit badge counselors or staff are available, could this increase?

### Fees:

Are there specific fees associated with this merit badge, in addition to any fee for the event?

What supplies or materials are provided for this fee?

### Merit Badge Counselors:

Who are the approved merit badge counselor(s) and what council has approved them?

Will other subject matter experts also be used? Who are they and what are their qualifications?

Does each merit badge counselor have a copy of the merit badge pamphlet?