

## MERIT BADGES

### ***STARTING A MERIT BADGE (BLUE CARDS):***

- 1) Merit badges are recorded on “blue cards.” The blue cards have three sections labeled Application for Merit Badge, Applicant’s Record and Counselor’s Record.
- 2) When the scout is ready to start a merit badge, the scout asks the Scoutmaster for a blue card. The Scoutmaster signs and dates the blue card on the Application for Merit Badge and Applicant’s Record sections.
- 3) The scout fills in the information for Scout Name, Merit Badge Name, Troop 7, Hopewell District and Dan Beard Council on all three sections.

### ***WORKING ON MERIT BADGES (PARTIAL MERIT BADGES):***

- 1) In order to get requirements signed off, the scout must meet with a merit badge counselor registered with B.S.A. for that particular merit badge. Troop 7 has a merit badge counselor for almost all Eagle required merit badges. ***To find a merit badge counselor***, go to the troop website; [www.troop7bsa.org](http://www.troop7bsa.org). Click on the “Advancement Tab.” Then scroll down to the bottom of the screen and click on “Merit Badge Counselors.” Type in troop7 for the user id and scoutlaw for the password using all lowercase letters and no spaces. (It may ask you for the user id and password twice.) Once in, an Excel file will be opened listing all the merit badges alphabetically. Go to the desired merit badge for a listing of merit badge counselors and phone numbers. ***Always ask the merit badge counselor if they are still registered for that merit badge.*** Rick Repp will periodically update this merit badge counselor list from the Council information. The scout makes plans to meet with the merit badge counselor.
- 2) Only the requirements that have been completed are signed off by the merit badge counselor. The requirements are listed by number, (1, 2, 3a, 3b, etc. depending on the merit badge), on the “Applicant’s Record” section of the blue card.
- 3) If the number of a requirement, the date and the merit badge counselor’s initials are listed, the scout completed that particular requirement. Sometimes the counselors will initial the blue card once and run a line down the list of completed requirements.
- 4) Any requirement not signed off still needs to be completed to earn the merit badge. The scout can finish the merit badge at any time.
- 5) [www.meritbadge.org](http://www.meritbadge.org) is the best place to find the most up to date requirements for all merit badges. “Enter the Site”, click on “Merit Badges” on the left hand side or scroll down on the screen to select Merit Badges from the Boy Scouting section. Click on the specific merit badge to find a description of all the requirements.

### **COMPLETED MERIT BADGES:**

- 1) The merit badge is completed when the blue card is “signed off” by a merit badge counselor registered with B.S.A. for that merit badge. The merit badge counselor will tear off the “Counselor’s Record” section of the blue card to keep with their records.
- 2) The scout gives the blue card (two sections left) to the Advancement Chair to confirm completion. The Advancement Chair keeps the section titled, “Application for Merit Badge.” The “Applicant’s Record” section is given back to the scout.
- 3) The merit badge is recorded as complete in Troopmaster, B.S.A. software used to track awards. The merit badge patch and recognition card will be presented to the scout at the next Troop Court of Honor.

### **RECORD KEEPING:**

- 1) While the scout is working on the merit badge, he will keep the entire blue card (all three sections.) Do not lose the blue card. Otherwise, all requirements will have to be repeated and signed off again on a new blue card by the merit badge counselor. **NOTE:** *All blue cards from Summer Camp and Merit Badge Challenge (College) go directly to the Advancement Chair before being handed out to the scouts. The advancement chair records the requirements completed to date. This is the only record kept for partial merit badges and can be used to recreate lost blue cards for Summer Camp and Merit Badge Challenge merit badges.*
- 2) The Troop, the merit badge counselor and the Scout all have a record that the merit badge was completed. Once the Advancement Chair turns in a report to the Council for the Troop Court of Honor, the Council will also have a record.
- 3) Please keep the blue card in a safe place. This is the “proof” that the merit badge was earned. Keep until age 18 or until the Scout officially (confirmed by National B.S.A.) earns the rank of Eagle Scout.