

# Merit Badge Policies and Procedures

Boy Scout Merit Badge Blue Card

1. **Choose a merit badge** to work on from those being offered by the troop or select one from the list.
2. **Find a Counselor.** If the troop is currently offering the merit badge you will be assigned a merit badge counselor. If there is not a counselor for the Merit Badge you select to work on, discuss with your Scoutmaster and he will help find a Merit Badge Counselor.
3. **Contact the Counselor** and ask him/her to counsel you.
4. **Get a blank blue card** from the Scoutmaster or the Advancement Chairman.
5. **Completely fill out the Merit Badge blue card.** The blue card should be completed in pen only. Complete with your information, the counselors name and the name of the Merit Badge. Some Merit Badge cards may be preprinted if a large amount of scouts are working on a specific Merit Badge.  
District: Mark Twain  
Council: Connecticut Rivers
6. **Bring the blue card to the Scoutmaster for his approval and signature.** *You may only begin work on the merit badge after the Scoutmaster signature is obtained on the front of the blue card.* The Scoutmaster will record the merit badge in Troop Master.
7. **Work with the Counselor to complete the required components of the Merit Badge,** regularly meeting with MB counselor, as indicated by your counselor, to complete the MB. Three people must be present at all meetings with the MB Counselor. The Counselor should hold onto your blue card while you are actively working on the Merit Badge. Merit Badges should be completed in a timely fashion. Any merit badges that have not been completed by the end of the Scouting year are to be turned over to the Scoutmaster and will be held until work is started again.

8. **The MB Counselor will sign the blue card** once he/she is satisfied that you have met all of the requirements of that Merit Badge. The counselor will sign off on the backside of the card on the left and center leaf. The merit badge counselor will keep the last third of the blue card, "Counselor's Record" and give the remaining two thirds to the Scout who will then turn it in to the Scout Master.
9. **Upon completion of the Merit Badge you must obtain the signature of the Scoutmaster.** Once he is satisfied that all of the requirements have been met to complete the Merit Badge, he will put the final signature on the rear center panel of the card, update the Troop Master record and pass it on to the Advancements.
10. **The signed MB blue card then goes to the Advancements Chairman** and they will record it in the computer and you will receive the completed blue card and the merit badge at the next Court of Honor. Completed and signed blue cards must be received by Advancement two weeks prior to the scheduled Court of Honor. The blue card must be saved. Put it in a safe place. **DO NOT LOSE IT !!!** Each person holding a portion of the blue card, the Merit Badge Counselor, The Advancement Chair and the Scout must hold on to these cards for 7 years, or until the Scout makes Eagle. If anything should happen to the Scouts records, the blue cards serve as proof of earning merit badge towards the Eagle rank.
11. **The Merit Badge will be awarded at a Court of Honor.** You will receive a card for each Merit Badge. This must be saved as well. Keep it separate from the blue card.

## **NOTES:**

- *The work MUST be the Scouts work; parents should help but let the scout earn it.*
- *It's not the badge that's important, but what is learned by completing the requirements.*