

Merit Badge Procedures

Merit Badges are part of the rank advancement process once a Scout reaches 1st Class. The Scout can earn merit badges anytime after joining the Troop by following the simple procedure shown below. He does not have to wait until he reaches 1st Class to begin working on merit badges. A scout must earn a total of 21 merit badges, 12 of which are required, in order to attain the rank of Eagle.

1.	Choose a merit badge to work on.	Choose a Merit Badge from those being run by the troop or select one from the list.
2.	Find a counselor	If the Troop is currently running 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 you find a Merit Badge Counselor.
3.	Contact the counselor	Contact the Merit Badge Counselor and ask them to counsel you.
4.	Get a BLANK Merit Badge card.	The Blue Cards can be picked up from the Scoutmaster or the Advancement Chair.
5.	Completely fill out the merit badge card	District: Mark Twain Council: Connecticut Rivers Merit Badge Cards 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. This is printed from Troop Master.
6.	Bring the Merit Badge card to the Scoutmaster to sign	You may only begin working on the merit badge after the Scoutmasters signature is obtained on the front of your Blue Card. The Scoutmaster will record the merit badge in Troop Master.
7.	Work with your counselor to complete the Merit Badge	Work on the required components of the Merit Badge, regularly meeting with your Merit Badge Counselor, as indicated by your counselor, to complete the merit badge. Three people must be present at all meetings with the merit badge counselor. The Counselor should hold onto your blue card while you are 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.	Counselor's Signature	Once the Merit Badge Counselor 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.	Completed Merit Badge	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.	Merit Badge card to Advancements.	Once Advancements receives the Blue Card, 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.	Presentation of the Merit Badge	The Merit Badge will be awarded at the 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.