

# Merit Badge Counselor Applications

This form is available electronically at [www.cccbsa.org](http://www.cccbsa.org), RESOURCES, FORMS/APPLICATIONS, Merit Badge Counselor Application

You can fill out this form electronically with Adobe Reader X (free download from <http://get.adobe.com/reader/>), then print it out, sign it; and submit it by mail, fax, or scan and email it to [registrar@cccbsa.org](mailto:registrar@cccbsa.org). You can also just print the form and fill it out by typing or printing neatly and then send it in.

There are four steps to register to be a merit badge counselor. These steps are the same for both council-wide merit badge counselors and troop-only merit badge counselors. No person should meet with Scouts as a merit badge counselor or sign a merit badge card until they have completed this process and received notification that they have been approved.

*Before applying to be a merit counselor for any merit badge, be sure you are familiar with all the requirements and are well qualified to teach all the material covered by all the requirements. You can check out the requirements, as well as various teaching aids, at [www.meritbadge.org](http://www.meritbadge.org). You should be an expert in the field, not just a facilitator.*

**The first step is to fill out a Merit Badge Counselor Information form.** This form follows the instructions. It defines which merit badges you are willing to be a merit badge counselor for, why you are qualified as an expert in these subject areas, and whether you want to be listed on the merit badge counselor lists sent to just one or two units or the lists sent to all local troops. This first form can also be used later to add additional merit badges or units. Except in unusual circumstances, you will not be approved as a merit badge counselor for more than 15 merit badges; including not more than 5 Eagle required merit badges.

**NOTE: Some merit badge counselors now require specific certifications or qualifications. See the list on the next page for these merit badges and the qualifications. Send your certifications with this application.**

Once you are registered as a merit badge counselor, your name and contact information will be included on merit badge counselor lists for all units near you, or the specific unit(s). These lists are published three times per year.

Each year you will be sent an email or letter confirming that you are willing to continue as a merit badge counselor. You must reply in the affirmative to this message, and you must have current Youth Protection Training, to stay on the list for the next year.

**The second step is to complete the Boy Scout Youth Protection Training.** The easiest way to do this is to electronically go to <http://www.myscouting.org>. You will need to sign in. If you have never taken a course at the new MyScouting you will have to create a user account. If you are already registered in some other position and have a BSA membership card with your Member ID then you should provide that so the training is put in your records. In the Membership Info section, the Council is "Chester County Council – West Chester, PA – 539" and your Member ID is on that membership card. If you are not already registered, you can skip the membership information. When you finish the training, print the certificate and submit it with the application.

**The third step is to fill out the ADULT APPLICATION.** This form must be submitted for the merit badge counselor position even if you are already registered as a Scoutmaster, assistant Scoutmaster, member of committee, or any other position. This is a requirement of BSA national, and is not a local requirement. This form is attached below. It is now two pages and both must be submitted. Both the Disclosure/ Authorization Form and the LOCAL COUNCIL COPY must be submitted to the council office. Note that the Social Security Number is required unless you are already registered in another position and your social security number is on file. If you are already registered with a unit or district, provide that information on the top of the form.

As a merit badge counselor, you will officially be a council Scouter (on the council charter not the unit charter), so no unit signatures are required. There is no fee to register as a merit badge counselor. Leave the APPROVAL FOR COUNCIL AND DISTRICT SCOUTERS signature blank.

**The fourth step is to submit all the above forms to the council office** at 504 S Concord Rd, West Chester, PA 19382 (fax 610-696-3389). This includes the Merit Badge Counselor Information Form, a copy of your Youth Protection Training certificate, and both pages of the Adult Application. See the next page for certifications for specific merit badges that must be submitted with your application.

You should receive a confirmation within about two or three weeks that your application has been processed and you can start to serve as a merit badge counselor.

**THANK YOU for your commitment to Scouting!**

# MERIT BADGES WITH SPECIFIC REQUIREMENTS FOR MERIT BADGE COUNSELOR QUALIFICATIONS AND CERTIFICATIONS

The BSA Guide to Safe Scouting, Guide to Advancement, and various merit badge pamphlets define safety requirements for merit badge counselors and merit badge activities. To meet these requirements, the Chester County Council Advancement Committee has implemented policies regarding applications for certain merit badge counselors.

The list below is just the merit badges for which you must submit copies of your certifications with your application to be a merit badge counselor. There are many other merit badges that describe safety requirements for supervision of conditions for certain activities in the merit badge. You should be familiar with these requirements that are detailed in the Notes to Counselor on the inside front cover of many merit badge pamphlets. Before you apply to be a counselor for a merit badge be sure you have studied the requirements for the badge and the related safety requirements, and be sure you will be able to teach all of the material in the badge within the BSA safety requirements.

**Canoeing Merit Badge:** Canoeing merit badge counselors must have either BSA Aquatics Instructor or Canoeing Instructor certification from the American Canoe Association, American Red Cross, or equivalent. Send a copy of your certification with this application.

**Lifesaving Merit Badge:** Lifesaving merit badge counselors must be an adult at least 21 years old with certification in Red Cross First Aid/CPR/AED or equivalent, and also as BSA Lifeguard or Aquatics Instructor or equivalent. We will accept American Red Cross Lifeguarding Instructor or YMCA Lifeguard Instructor as equivalent. Send a copy of your certifications and proof of age with this application.

**Rifle Shooting Merit Badge:** Rifle Shooting merit badge counselors must have a current BSA National Camping School (NCS) shooting sports director certification or a current National Rifle Association (NRA) Rifle Shooting Instructor or Coach certification. If you will be offering the muzzle loading option in the merit badge, you must be an NCS shooting sports director or NRA or National Muzzleloader Rifle Association (NMLRA) certified muzzleloader firearms instructor. All shooting must be supervised by an NRA certified Range Safety Officer (RSO). The Instructor and the RSO cannot be the same person (Two certified people are required when shooting). Note that commercial shooting ranges may provide RSOs. Send a copy of your certification with this application.

**Rowing Merit Badge:** Rowing merit badge counselors must have either BSA Aquatics Instructor certification or equivalent. Send a copy of your certification with this application or send a description of your equivalent training.

**Shotgun Shooting Merit Badge:** Shotgun Shooting merit badge counselors must have a current BSA National Camping School (NCS) shooting sports director certification or a current National Rifle Association (NRA) Shotgun Shooting Instructor or Coach certification. If you will be offering the muzzle loading option in the merit badge, you must be an NCS shooting sports director or NRA or National Muzzleloader Rifle Association (NMLRA) certified muzzleloading shotgun instructor. All shooting must be supervised by an NRA certified Range Safety Officer (RSO). The Instructor and the RSO cannot be the same person (Two certified people are required when shooting). Note that commercial shooting ranges may provide RSOs. Send a copy of your certification with this application.

**Whitewater Merit Badge:** Whitewater merit badge counselors must be certified as whitewater canoeing or kayaking instructors by the American Canoe Association or have equivalent certification, training, or expertise. Send a copy of your certification with this application or send a description of your equivalent training.



BOY SCOUTS OF AMERICA

# Chester County Council, BSA MERIT BADGE COUNSELOR INFORMATION

(Please type or print)

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**To qualify as a merit badge counselor, you must:**

- be at least 18 years old
- be proficient in the merit badge subject by vocation, avocation, or special training.
- be able to work with Scout-age boys
- be registered with the Boy Scouts of America as a Merit Badge Counselor (Position code 42)

**As a merit badge counselor, I agree to:**

- follow the most current requirements of the B.S.A. Merit Badge in this subject, making no deletions or additions, ensuring that the advancement standards are fair and uniform for all scouts.  
*Note:* Current requirements can be found in the latest "Boy Scout Requirements" book (published annually) or at <http://www.meritbadge.com>.
- have a Scout and his buddy present at all instructional sessions.  
*Note:* This is BSA policy for "Youth Protection". Youth Protection Training is available periodically throughout the council and is available online at <http://www.myscouting.org>.
- renew my registration annually if I plan to continue as a merit badge counselor.  
*Note:* A confirmation email or letter will be sent to you each year. Please reply promptly indicating whether you wish to continue as a Counselor. This is all you need to do to renew your registration.

List Merit Badge(s) here

**Please describe your qualifications for this merit badge. Be specific as to whether this is your job or hobby and the kind and amount of training you have in this subject. What is the basis for your passion for this subject? What would you list as qualifications on a job application for a job in this field?**

1.	_____
2.	_____
3.	_____
4.	_____
5.	_____

List additional merit badges and qualification information on the reverse side or on additional sheets.  
(Maximum 15 total including 5 Eagle required except in unusual circumstances)

**CHECK ONE:** (Note-this only determines what list you are published on. Once approved you may work with Scouts from any unit)

- I wish to be listed on merit badge counselor lists for unit number(s) \_\_\_\_\_.
- I wish to be listed on merit badge counselor lists for all local troops.
- I wish to be registered as a merit badge counselor for summer camp staff.

The Scoutmaster's approval to work on the merit badge is indicated by his signature on the blue card which should be presented by the Scout before starting the merit badge.

**CHECK ONE:**

- I have attached a new B.S.A. Adult application listing position code 42 - Merit Badge Counselor.
- I am already registered as a Merit Badge Counselor (position code 42) and listed on the council-published list as a registered Merit Badge Counselor (position code 42), in addition to any other positions for which I am already registered.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Once all the paperwork is submitted to the council office, you should receive confirmation within about 2-3 weeks that you have been approved. You should not meet with any Scouts about merit badges until you have received this confirmation. If there is any problem with your application, you will be contacted.

FOR COUNCIL ADVANCEMENT COMMITTEE USE ONLY

COUNCIL ADVANCEMENT COMMITTEE APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

## Disclosure/Authorization Form

### NOTICE TO APPLICANT REGARDING BACKGROUND CHECK

In order to safeguard the youth in our care, the Boy Scouts of America will procure consumer reports on you in connection with your application to serve as a volunteer, and the Boy Scouts of America may procure additional consumer reports at any time during your service as a volunteer in order to evaluate your continued suitability for volunteer service. The Boy Scouts of America has contracted with LexisNexis, a consumer reporting agency, to provide the consumer reports. LexisNexis may be contacted by mail at LexisNexis, 1000 Alderman Drive, Alpharetta, GA 30005 or by telephone at 800-845-6004.

The consumer reports may contain information bearing on your character, general reputation, personal characteristics, and mode of living. The types of information that may be obtained include but are not limited to Social Security number verification, sex offender registry checks, criminal records checks, inmate records searches, and court records checks. The information contained in these consumer records may be obtained by LexisNexis from public record sources. **The consumer reports will not include credit record checks or motor vehicle record checks.**

The nature and scope of the consumer reports are described above. Nonetheless, you are entitled to request a complete and accurate disclosure of the nature and scope of such reports by submitting a written request to LexisNexis at the address listed above. Additional notices for applicants in California, New York, Minnesota, and Oklahoma are provided.

### APPLICANT'S ACKNOWLEDGMENT AND AUTHORIZATION

I have carefully read this notice and authorization form and I hereby authorize the Boy Scouts of America and LexisNexis to procure a consumer report, which as described above will include information relating to my criminal history as received from reporting agencies. I understand that this information will be used to determine my eligibility for a volunteer position with the Boy Scouts of America. I also understand that as long as I remain a volunteer, additional consumer reports may be procured at any time. I understand that if the Boy Scouts of America chooses not to accept my application or to revoke my membership based on information contained in a consumer report, I will receive a summary of my rights under the Fair Credit Reporting Act and contact information for the reporting agency, LexisNexis.

## ADDITIONAL NOTICES TO CALIFORNIA, MINNESOTA, OKLAHOMA AND NEW YORK APPLICANTS

### California

Under California law, the consumer reports described above that the Boy Scouts of America will procure on you are defined as investigative consumer reports. These reports will be procured in connection with your application to serve as a volunteer, and additional reports may be procured at any time during your service as a volunteer in order to evaluate your continued suitability for volunteer service. The reports may include information on your character, general reputation, personal characteristics, and mode of living.

Under section 1786.22 of the California Civil Code, you may inspect the file maintained on you by LexisNexis, during normal business hours and with proper identification. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication, by appearing at LexisNexis's offices in person, during normal business hours and on reasonable notice, or by certified mail upon making written request. You may also receive a summary of the information contained in this file by telephone. LexisNexis will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information. This written explanation will be provided whenever a file is provided to you for visual inspection. If you appear in person, you may be accompanied by one other person of your choosing, who must provide reasonable identification.

### For Applicants in California, Minnesota, and Oklahoma Only

You have the right to request a free copy of any report procured on you. If you wish to receive a free copy of any report procured on you, check the box below.

I request a free copy of any report procured on me.

### New York

As explained above, a consumer report will be requested in connection with your application, and additional consumer reports may be requested during the course of your service with the Boy Scouts of America. You have the right, upon request, to be informed whether or not a consumer report was requested and, if a consumer report was request, of the name and address of the consumer reporting agency that furnished the consumer report.

**My signature below indicates that I have read, understood, and accept the accompanying disclosures and acknowledgements.**

First name (No Initials or nicknames) Please Print.

Middle name

Last Name

Suffix

Signature of Applicant

Date

Unit No.

# ADULT APPLICATION

524-501

## UNIT SCOUTERS (Fill in the circle).

The information obtained in this form is for the internal use of the BSA only.

Pack 
  Troop 
  Team 
  Crew 
  Ship 
 Unit No. 
     
 OR

Council/district position

District Name

1. Scouting background. Position Council Year

2. Experience working with youth in other organizations. Please provide contact information.

3. Previous residences (for last 5 years). City State

4. Current memberships (religious, community, business, labor, or professional organizations).

5. References. Please list those who are familiar with your character as it relates to working with youth. References may be checked.

Name \_\_\_\_\_  
 Telephone (\_\_\_\_) \_\_\_\_\_  
 Name \_\_\_\_\_  
 Telephone (\_\_\_\_) \_\_\_\_\_  
 Name \_\_\_\_\_  
 Telephone (\_\_\_\_) \_\_\_\_\_

6. Additional information. Yes or No (Mark each answer.)

- a. Do you use illegal drugs?  Yes  No
- b. Have you ever been convicted of a criminal offense? (If yes, explain below.)  Yes  No
- c. Have you ever been charged with child neglect or abuse?  Yes  No
- d. Has your driver's license ever been suspended or revoked? (If yes, explain below.)  Yes  No
- e. Other than the above, is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance, and care of young people? (If yes, explain below.)  Yes  No

Please print one letter in each space

First Name (No Initials or Nickname) Middle Name Last Name Suffix

Have you completed:  Youth Protection training (REQUIRED)  Fast Start training

Country Mailing Address City State Zip Code

Home Phone Business Phone Ext. Cell Phone

Date of birth (mm/dd/yyyy) Ethnic background:  African American  American Indian  Alaska Native  Asian  Caucasian/White  Hispanic/Latino  Pacific Islander  Other Driver's license No. State

Gender Social Security Number (required) Occupation Employer

Country Business Address City State Zip Code

Position Code Position (Description) Are you an Eagle Scout? Date earned (mm/dd/yyyy)

E-mail address (Select one)  Work  Home

I understand that:  
 a. The information that I have provided may be verified, if necessary, by contacting persons or organizations named in this application, or by contacting any person or organization that may have information concerning me, or by conducting a criminal background check. I hereby release and agree to hold harmless from liability any person or organization that provides information. I also agree to hold harmless the chartered organization, local council, Boy Scouts of America, and the officers, employees, and volunteers thereof.  
 b. By signing this application, I have read the attached information and apply for registration with the Boy Scouts of America. I agree to comply with the Charter and Bylaws, and the rules and Regulations of the Boy Scouts of America and the local council. I affirm that the information I have given on this form is true and correct. I will follow the Youth Protection policies.

Signature of applicant Date

APPROVAL FOR COUNCIL AND DISTRICT SCOUTERS  
 We are unaware of anything contrary to the information stated in this application. This application has been reviewed according to BSA procedures and this applicant meets the leadership qualifications of the Boy Scouts of America:

Signature of Scout Executive or designee Date