

Instructions for Merit Badge Counselor Registrations

For someone who is already a registered leader but not currently appointed as a Merit Badge Counselor:

1. Adult application, position is MBC, don't need to have signed by the CC/COR
2. MBC application

This assumes their CBC and YPT is already on file!!! If not, we would need the CBC authorization page and YPT verification as well. A written explanation should be provided on the MBC form as to their qualifications to mentor the badges they've requested. This is especially important for Eagle required merit badges.

Once the forms are received in the Council office, the merit badge counselor registration is signed off on by a Council Staff member (they sign the application like a Committee Chair or Chartered Org Rep would for a unit registration.) Then it is added to the volunteer's record, YPT is verified, and the MBC form is sent to the applicable District's Advancement Chairman who approves it. Once the DAC returns the signed MBC form to the Registrar, the merit badges are added and the counselor is officially ready to begin as a MBC.

If they are not currently registered with BSA in any capacity:

1. Adult application, position is MBC, applicant's signature is only one required
2. CBC form, (Criminal Background Check Authorization, part of adult application)
3. MBC application
4. Youth Protection certificate or copy of training validation page from Myscouting.org

A written explanation should be provided on the MBC form as to their qualifications to mentor the badges they've requested. This is especially important for Eagle required merit badge. Once the forms are received in the Council office, the process is the same as for someone who is already a registered leader but not currently registered as a merit badge counselor. (Above)

If they are already appointed as a MBC and just wish to add merit badges;

1. MBC application with only the new badges is required. *A written explanation should be provided on the MBC form as to their qualifications to mentor the badges they've requested. This is especially important for Eagle required merit badges.*

When the MBC Form is received in the Council office, membership, merit badge counselor status, and YPT are verified. The MBC application is then sent to the applicable District's Advancement Chairman who approves it. Once the DAC returns the signed MBC form to the Registrar, the merit badges are added and the counselor is officially ready to begin counseling the additional merit badges.

Merit badge counselors will no longer receive BSA membership cards as Merit Badge Counselor registrations are not paid memberships and therefore, do not have full BSA membership privileges. Merit Badge Counselors must renew their merit badge counselor status each July 1st if they wish to continue as a Merit Badge Counselor. In the proceeding May, counselors will receive a communication from the Council to which they should respond if they wish to renew. Youth protection training must also be current before registrations can be renewed. Merit Badge Counselor lists will be provided on a District basis to each district's District Executive who will share the MBC's lists with their Scoutmasters. The latest MBC listing can also be obtained at any time by sending an e-mail to Holly Barton, Registrar: hobarton@bsamail.org.