

# Ed Bryant Scout Reservation

## Merit Badge Paperwork Procedure

At EBSR, our merit badge paperwork is all done digitally through Scoutingevent.com, which is the same program you used to register your Scouts for camp. On the leader flash drive, or at camp, you can look at the document entitled "Viewing and Printing Blue Cards" to see how you can view and print blue cards, partial cards, and advancement reports. Below is the staff procedure for entering merit badge progress and a description of the forms you can print.

### **Staff Procedure**

- 1) When Scouts enter an area to start a badge, they are entered onto the class roster (some digital where possible, others paper).
- 2) At the end of afternoon program each day, the Area Director is responsible to enter all the merit badge progress earned in their area that day. This is to be completed prior to dinner.
- 3) As this is a web based program, leaders will have access to progress earned that day after dinner via the Scoutingevent.com website.
- 4) On Wednesday at the 2<sup>nd</sup> Cup meeting, each unit will be provided with a paper printout of all the badge progress their Scouts have done by the close of Tuesday. This is a time where you can follow up with Area Directors and your Scouts to ensure accuracy.
- 5) During Camp Wide Games on Friday afternoon, a member from each area staff will be responsible for entering in all Friday's progress and ensuring that all data input from that area for that week is complete and accurate. Leaders will be able to review that data by the end of afternoon program (4:30pm) on Friday.
- 6) Area Directors will be available after dinner and up to campfire in the Peter Rice Office to answer questions and correct mistakes. They will also be available on Saturday Morning.

### **Scoutingevent.com Forms**

Unit Merit Badge Requirements – This form is a summary of all Scouts badge progress for your troop that week.

Blue Cards Front – This report will bring all **completed** blue card fronts for your Scouts that week. They will print 3 to a sheet and will be in the same order as the blue cards back form.

Blue Cards Back – This report will bring all **completed** blue card backs for your Scouts that week. They will print 3 to a sheet and will be in the same order as the blue cards front form.

Badges – Incomplete – This report will print a **partial** form for all incomplete badges earned by your Scouts.

\* Note that the Blue Cards report will only print completed cards, and the Badges – Incomplete will only print partials.