**5 Steps to a Blue Card**

1. **Fill out the front of the card**
   - Unit Leader needs to sign and date before starting.

2. **Start the back 1-2-3**
   - Complete the requirements.
   - Counselor needs to initial and date each completed requirement. Then also needs to sign in 2 places and date in 3 places when ALL COMPLETE.

3. **Take the class**
   - CNC Counselor needs to initial and date each completed requirement. Then also needs to sign in 2 places and date in 3 places when ALL COMPLETE.

4. **Verify Blue Card is complete**
   - Unit Leader signs Applicant Record after Counselor.

5. **Turn in to your unit leader**
   - All information must be completed prior to turning in the card or there may be delays in awarding the merit badge.