



2025 CUA Merit Badge University Participant Event Guide

Hosted by the Washington DC District, Scouting America National Capitol Area Council

November 1 & 2, 2025 | 9:00 a.m. – 6:00 p.m. both days

Introduction & Contact Information

Thank you for your interest in the **2025 CUA Merit Badge University** hosted at [The Catholic University of America](https://www.cua.edu/).

This is an approved event of Scouting America National Capitol Area Council administered by the Washington DC District. The Scouts BSA advancement program is administered in compliance with the requirements in the [Guide to Advancement 2025](#) and applicable Scouting America National Capitol Area Council large Merit Badge event policies.

For general event questions, please contact:

- Alex Pham, Washington DC District Merit Badge Dean & CUA Merit Badge Event Lead
- alexpham.mbc@gmail.com

For registration questions, please contact:

- Christa Waterwiese, Washington DC Senior District Executive
- christa.Waterwiese@scouting.org

For counselor feedback or Scouts BSA advancement related questions, please contact:

- Alex Pham, Washington DC District Merit Badge Dean & CUA Merit Badge Event Lead
- alexpham.mbc@gmail.com
- David Astle, Merit Badge Lead, National Capital Area Council
- dave.sonia@verizon.net

In case of emergency during the event, please contact:

Department of Public Safety, The Catholic University of America - (202) 319-5111 or dial 911

To report abuse in the Scouting America program, contact 1-844-SCOUTS1 (1-844-726-8871) directly.

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Event Code of Conduct

The following code of conduct has been written to ensure the safety and enjoyment of all involved at the CUA Merit Badge University. Please review this document carefully before attending CUA Merit Badge University.

Follow the Scout Oath, Scout Law, & Outdoor Code: All attendees are expected to uphold the values in the Scout Oath and Scout Law. Scouts are expected to be trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent throughout the entirety of Merit Badge University.

Treat all members of volunteers, counselors, university staff, participants, and other personnel with respect: We expect all participants to treat each other respect, as they have volunteered their time to make MBU happen. This includes, and is not limited to, respecting participants' race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, or political affiliation.

Respect the property and materials of The Catholic University of America: This Merit Badge University is hosted at The Catholic University of America in Washington, D.C. We expect that you will respect the spaces and materials provided to you for MBU. This includes but is not limited to: only using materials provided to you, not using CUA technology unless explicitly instructed by your counselor, and not being in any CUA rooms unless a volunteer or counselor is present.

Personal responsibility for breakage or loss of personal property: CUA and the MBU staff are not responsible for any breakage or loss of personal property. It is the personal responsibility of attendees to keep track of their belongings throughout MBU.

No drugs, alcohol, firearms, vaping, or tobacco: We want MBU to be a fun and safe time for all involved. As such, absolutely no drugs, alcohol, firearms, vaping or tobacco products are permitted during MBU.

By attending MBU, you are agreeing to abide by the rules and regulations outlined in this code of conduct. As event staff reserves the right to remove any event participant in violation of this code of conduct.

Registration & Event Schedule

Registrations for the 2025 Washington, DC Merit Badge University will be handled exclusively online via Black Pug, the National Capital Area Council's registration platform. Space at this event is limited. Session registration slots are capped at a maximum of 15 Scouts or fewer at the discretion of the counselor and are awarded on a first-come-first-served basis.

Check-in for sessions on Saturday & Sunday will take place at a McGivney Hal. All Scouts must check in to confirm their attendance and receive their room location.

We anticipate a large of number of Scouts each morning for check-in, so please plan to arrive as early as possible. Showing up to morning check in at 15 minutes prior to your session or less will likely result in a late arrival to your session. Those with afternoon sessions only are encouraged to check in during the lunch break. Thank you in advance for your patience.

We anticipate parking will be available in the McMahon Parking lot and throughout campus. Metered parking is available via the Flowbird App.

IMPORTANT: We do not being able to accommodate same-day registrations. We will do our best to accommodate same-day schedule changes for Scouts, but those are not guaranteed. Please communicate any cancellations in advance to christa.waterwiese@scouting.org and alexpham.mbc@gmail.com so we may accommodate other Scouts.

- 8:00 a.m. - Check-In Opens
- 8:30 a.m. - Welcome Message
- 9:00 a.m. - All-day sessions begin
- 9:00 a.m. - Half-day morning sessions begin
- 1:00 p.m. - Half-day morning sessions conclude
- 1:00 p.m. - Lunch break (1 hour)
- 2:00 p.m. - Half-day afternoon sessions begin
- 6:00 p.m. - All day sessions conclude
- 6:00 p.m. - Half-day afternoon sessions conclude

As a courtesy to our event staff and volunteers, please plan to provide transportation for your Scouts immediately at the conclusion of their final session.

Packing List

Scouts are asked to bring the following items with them to the Merit Badge University:

- All Scouts should wear a full Scout uniform throughout the day
- Properly layered clothing - for indoor and outdoor activities (rain or shine)
- Bag lunch
- Paper and pens for note taking
- Any prerequisite Merit Badge work
- One Application for Merit Badge ("BLUE CARD") for each badge, filled out in blue or black ink (not pencil), with the Scout's name, Scout's address, and Unit Leader's signature.

1) Meet with your Unit Leader and acquire a signed BLUE CARD

Before starting any Merit Badge, Scouts are required to meet with their Unit Leader to have a conversation and receive a **BLUE CARD**. Fill out the sections below highlighted in **red text** with their information and make sure to bring it with them you to Merit Badge University:


Information for Applicant

- A merit badge application can be approved only by a registered merit badge counselor.
- You must have a buddy with you (Scout buddy system) at each meeting with the merit badge counselor.
- Turn in your approved application to your unit leader. You will be awarded the merit badge emblem and certificate at a suitable occasion.

Information for Counselor

- Merit badge applications must be signed in advance by the applicant's unit leader.
- The Scout must have his buddy (Scout buddy system) in attendance at all instructional sessions.
- You may not change any requirement, but you may share your knowledge or experience that will make the counseling more interesting and valuable.

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APPLICATION FOR MERIT BADGE


Name Scouts Name and
Address Address Here
City _____

Is registered
☒ Boy Scout ☐ Varsity Scout ☐ Venturer
of Troop No. 31
Trexler

District _____
Council Minsi Trails

and is qualified to begin working for merit badge noted on the reverse side.

Adult Leader will sign here.
Date _____ Signature of unit leader _____

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<p>The applicant has personally appeared before me and demonstrated to my satisfaction that he has met all requirements for the (please print)</p> <p>Name of Merit Badge _____</p> <p>Merit badge _____</p> <p>Counselor _____</p> <p>Fills out this section.</p> <p>City _____ Zip code _____</p> <p>Telephone number of counselor _____</p> <p>Signature of counselor _____ / _____ Date _____</p> <p>Checked and recorded: _____</p> <p>Date _____ Initials _____</p> <p>Certificate and badge presented _____ Date _____</p> <p>Applicant will turn in this portion to his unit leader for record posting.</p>	<p>APPLICANT'S RECORD</p> <p>Name Scouts Name _____</p> <p>has given me his completed application for the</p> <p>Name of Merit Badge _____</p> <p>Merit badge _____</p> <p>Completed on _____ / _____ by _____</p> <p>Signature of counselor _____</p> <p>Adult Leader signs here</p> <p>Signature of unit leader _____</p> <p>NOTE TO BOY SCOUT, VARSITY SCOUT, OR VENTURER: Retain this copy for your permanent record.</p>
<p>COUNSELOR'S RECORD</p> <p>Applicant Scouts Name _____</p> <p><input checked="" type="checkbox"/> Troop _____</p> <p><input type="checkbox"/> Team _____ Unit number 31 _____</p> <p><input type="checkbox"/> Crew _____</p> <p>Name of Merit Badge _____</p> <p>Merit badge _____</p> <p>Date completed _____ / _____ / _____</p> <p>Remarks: _____</p> <p>It is suggested that the counselor keep this record for at least 1 year in case any question</p>	

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2) Review the current requirements for the Merit Badge

It is important for Scouts, personally, to know the steps you need to take to complete your Merit Badge. The most current requirements are available on the Scouting America website --

<https://www.scouting.org/skills/merit-badges/all/>

(SCROLL DOWN ON THE WEBSITE TO FIND YOUR BADGE)

Navigate to your badge(s) and review the current requirements. Merit Badge pamphlets are also available at your local Scout Shop, and possibly through your Troop's librarian. Pamphlets are excellent resources to help you prepare, however, their requirements may sometimes not match current requirements on the Scouting America website. **The Scouting America website above is the only authoritative website with the current Merit Badge requirements, accept no substitutes.**

3) Start working on requirements and prepared materials for Merit Badge University

It is strongly encouraged that you to come prepared to show as many requirements finished and ready for sign off as possible. Over and above the prerequisites included in this guide.

Prepare to take pictures, printouts, models, and other evidence of your work with you to Merit Badge University. Counselors will not assume that you've finished your badge prerequisites or other requirements without seeing evidence that the work has been completed.

While researching, you may find many great resources to help you work on your Merit Badges, including unofficial "worksheets" for Merit Badges. Please know that while "worksheets" may be helpful learning aids for you personally, worksheets alone do not suffice for requirements that require you to discuss, tell, show, or demonstrate things. No Scouts will be required to use "worksheets" to complete Merit Badges.

4) Meet with your counselor and get your individual requirements signed off

Your Merit Badge counselor will work with you during your session to complete requirements. It's important to know that they will only sign off requirements that you, personally, have completed before or during the session. Your counselor will sign off the requirements that you personally have completed as you complete requirements, or at the end of the session, on your **BLUE CARD** and return it.

Attendance at your session does not guarantee that you will complete a Merit Badge. ***You alone are responsible for completing the requirements as written for your Merit Badges.***

If you complete your Merit Badge during the session, then congratulations! Your counselor will detach the "Counselor Record" segment from the **BLUE CARD**, write their contact information on the card, and then give you the remaining 2/3rds of the card. As soon as possible, take your completed **BLUE CARD** back to your Unit Leader to ensure that you receive credit for your work.

If you didn't complete your Merit Badge during the session, that is perfectly OK. You have still made progress towards earning your badge! **Make sure to get your counselor's contact information before leaving Merit Badge University so that you can follow up with them.**

Make sure to take your **BLUE CARD** back with you at the end of the session and keep it in a safe place. This is your record of your progress to completing your Merit Badge. It may be very difficult to replace if lost.

You don't have to start your badge over again, because any requirements you have recorded on your **BLUE CARD** are considered to be complete and valid until your 18th birthday.

5) Commit to following up with your counselor

No matter how many requirements you have left, it's recommended that you continue your work on your Merit Badges shortly after your session at Merit Badge University and keep in touch with your counselor to wrap up the rest of your requirements. At a time of mutual convenience, you may arrange to meet with your counselor and a buddy (or parent) to finish requirements in person. **Make sure to get your counselor's contact information before leaving Merit Badge University so that you can follow up with them.**

If meeting with your session's counselor after the event is inconvenient, you may choose to continue and complete your Merit Badges with a different counselor for the same badge (so long as they are registered Merit Badge Counselors). This includes counselors in your own Unit, at summer camp, and counselors closer to you geographically. Make sure you keep your **BLUE CARD** so that the new counselor can continue your progress. **Speak with your Scoutmaster to locate another counselor.**

6) Return completed **BLUE CARDS** to your Scoutmaster immediately

Once you have completed your Merit Badge. The counselor who completed the badge with you will detach the "Counselor Record" segment from the **BLUE CARD**, write their contact information on the card, and then hand you back the remaining 2/3rds of the card. Take your completed **BLUE CARD** back to your Unit Leader as soon as possible to ensure that you receive credit for your work.

7) If you have any questions, ask for help as soon as possible

If you have any questions about this document, suspect unfair treatment at the event, or suspect that Scouting America procedures have not been followed during or after this event, then please contact the following individuals:

For general event questions, please contact:

- Alex Pham, Washington DC District Merit Badge Dean & CUA Merit Badge Event Lead
- alexpham.mbc@gmail.com

For registration questions, please contact:

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dave.sonia@verizon.net

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Appendix 1 - Campus Map

Link to view and download a campus map: <https://www.cua.edu/res/docs/cuamap.pdf>

Parking - Please use Flowbird app [Google Play](#) OR [Apple Store](#)

Appendix 2 - Merit Badge Prerequisites

START HERE: Know Your Merit Badge Requirements

<https://www.scouting.org/skills/merit-badges/all/>

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Outside Work Requirements by Session

Prerequisites are hosted in an Excel Spreadsheet here:

[2025 CUA MBU – Pre-Requisites and Outside Work](#)

Participant Guide Changes

- September 25, 2025 – Second Edition