

Merit Badge Process

(as outlined in the *BSA Guide to Advancement 2021* with minor logistical adjustments for Troop 97G)

Step Number	Step Task	Step Responsibility
1.	The Scout develops an interest in a merit badge and may begin working on the requirements. <i>(It is suggested to wait to begin working on requirements until after speaking to the Counselor.)</i>	Scout
2.	The Scout and unit leader (Scoutmaster) discuss the Scout's interest in the merit badge.	Scout & Scoutmaster
3.	The unit leader (Scoutmaster) signs a blue card or otherwise documents the conversation and provides merit badge Counselor options if needed.	Scout & Scoutmaster
4.	The Scout contacts the Counselor.	Scout
5.	The Counselor considers any work toward requirements completed prior to the initial discussion with the unit leader.	Counselor
6.	The Scout, the Scout's buddy and the Counselor meet (often several times). (All meetings should be in line with 2-deep protocols.)	Scout & Counselor
7.	Partial progress is recorded as requirements are completed.	Counselor
8.	The Scout finishes the requirements.	Scout
9.	The Counselor approves completion (signs blue card). The Counselor keeps 1 part of the blue card and returns 2 parts of the blue card to the scout.	Counselor
10.	The Scout and the unit leader (Scoutmaster) meet to discuss the Scout's experience. The unit leader signs the applicant record section of the blue card or otherwise documents completion of the merit badge.	Scout & Scoutmaster
11.	The Scout submits the completed, signed blue card (2 parts) to the Advancement Chairperson.*	Scout
12.	The Advancement Chair documents and reports completion of the merit badge. The unit reports completion of the merit badge.	Advancement Chair
13.	The Scout receives the merit badge and the applicant record portion of the blue card at the next Court of Honor for the Scout to keep for their records.	Advancement Chair

**Completed blue cards (including 2nd scoutmaster signature) must be submitted to the Advancement Chair no later than 1 week prior to a Court of Honor in order to receive that merit badge at the Court of Honor.*

Merit Badge College, virtual camp and other prearranged options should not be the primary way to earn a merit badge. It's an alternative to the traditional and intended merit badge process and should be used sparingly. In all cases, a discussion with the Scoutmaster to obtain a blue card should be done prior to contacting a counselor or signing up for a prearranged program.