

Procedure for Earning Merit Badges

The Unit expects each Scout to maintain steady progress toward the Scout's goal of becoming an Eagle Scout. This includes working on and earning merit badges. Merit badges serve as way to learn new things or develop new skills. The badge itself is the symbol by which you receive recognition for what you have learned, already may have knowledge of, or skills in. Detailed below are the steps each Scout should take to earn a merit badge.

Before a Scout starty any merit badge he must complete steps 1 through 7 below:

1. Select a merit badge that interests you.
2. Select a merit badge counselor (see the Unit Leader or Unit Advancement Chairman for a list of counselors).
3. Obtain and fill out a blue merit badge card (from the Unit Advancement Chairman).

On the front side of the card fill in Part A, in ink:

Enter: Your **name**, street **address**, **city**, check the **Boy Scout** **Varsity Scout** or **Explorer** box as appropriate, and fill in the underlined information for the following, of **Type of Unit** No.: Number of Unit, District: Sand Lake, Council: CFC.

Card Front C B A

On the back side of the card complete each of the three sections in ink as follows:

Part D: On the appropriate lines write: the name of the **Merit Badge** you are going to work on; **Counselor's** name, street address, City, Zip code, and telephone number.

Part E: On the line next to "**Name**" write your name and on the line above "**Merit Badge**" write the name of the Merit Badge you are going to work on.

Part F: On the line next to "**Applicant**" fill in your name, check the Troop Team or Crew box as appropriate, fill in Unit Number on the line next to **Unit Number**, and on the line above "**Merit Badge**" write the name of the Merit Badge you are going to work on.

Card Back D E F

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4. Ask your Unit Leader to date and sign the front of the blue merit badge card on the lines above “Date” and “Signature of Unit Leader” (on bottom of **Part A**).
5. Get a copy of the merit badge pamphlet (from the Unit Library, or Public Library, or buy a copy where Boy Scout products are sold) and read it.
6. Call the merit badge counselor to get his or her initial directions, guidance, and advice on completing the requirements. Do not meet with counselor alone. You must have someone else present at all times.
7. Work on completing the requirements under your counselor’s guidance.
8. As you complete each requirement(s) call the merit badge counselor and arrange a meeting to demonstrate completion of the requirement(s). Ask the counselor to sign off on the completed requirement(s) in Part B, on the front side of the card.
9. Once all the requirements are complete the counselor will sign and date the backside of the Card on Parts D & E. The Counselor will also date and keep the counselor’s portion of the blue card (Part F).
10. Take the remaining two parts of blue merit badge card to your Unit and ask him or her to sign the card for the second time, this time on the line in the back of the card above “Signature of Unit Leader” (Part E).
11. Finally, take the completed and signed-off blue merit badge card to the Unit Advancement Chair and ask he/she will record your completion of the merit badge and to award you the badge.
12. When you are awarded the merit badge you will also receive Part B/E of the card. *This part of the card, not the cloth merit badge patch, is your evidence that you have earned the merit badge!* Keep this part of the card in a safe place just in case you need to verify that you have earned the badge. The Unit will retain Part A for its records, and as additional evidence of your having earned the merit badge.

What Badge is next for you,.....on the trail to Eagle?