



Merit Badge Counselor Application Process

Golden Gate Area Council would like to thank you for volunteering as a Merit Badge Counselor (MBC) and for sharing your time and talents with the scouts of our council. As a merit badge counselor, you can teach skills and introduce concepts that may change the course of a boy or girl's life. Many scouts have been guided to their chosen careers or discovered lifelong hobbies through the BSA merit badge program. This opportunity would not exist without adult volunteers giving of their knowledge and time selflessly to help shape the leaders of tomorrow. Thank you for your support.

There are five basic steps required to be a merit badge counselor

- ▶ Fill out a Boy Scouts of America Adult Application
- ▶ Take Youth Protection Training or be current within two years
- ▶ Fill out a Merit Badge Counselor Information form
- ▶ Complete merit badge counselor training
- ▶ Submit applications to the council service center for approval by the Council Advancement Committee

And they are covered in detail below.

Fill out a Boy Scouts of America Adult Application

Online: [Boy Scouts of America Adult Application](#) (form 524-501) or
Pick up a paper form at the Council Service Center.

Fill the form out completely including the Position code **42**, Scouting position (description) **Merit badge counselor**, and Social Security Number. There is no fee associated with registering as a merit badge counselor. You must register with the Boy Scouts of America as a merit badge counselor even if you are already registered in another position such as assistant scoutmaster or committee member.

Take Youth Protection Training

Youth protection training must be current within the last two years. Youth protection training can be taken online through <https://my.scouting.org>. Please attach a copy of your Youth Protection training certificate.

Fill out a Merit Badge Counselor Information form

This is where you provide contact information for our Council's Merit Badge Counselor list and explain what experience you have that relates to the merit badge(s) you choose to counsel. Click this link to access the form: [Merit Badge Counselor Information Form](#).

The following list provides guidance on completing the form fully and accurately and ensuring timely approval.

- ▶ Fill out all required contact information
- ▶ Read the sections regarding qualifications and what you agree to.
- ▶ List the merit badges in the left column and note whether you are adding (A) or dropping (D) the merit badges.
- ▶ For each badge you must list qualifications to support your request. The electronic fillable form allows you to enter a limited explanation on the front. If you need more space, use the back of the paper or additional paper. Providing more information will enable us to process your application in a timely manner. Failure to provide any explanation of qualifications may result in delays or return of the application.
- ▶ If you are applying for any merit badges in the following section, be familiar with the additional qualifications and include copies of requested paperwork.
- ▶ Merit badges with additional requirements or certifications are described in brief here. Reference *Guide to Advancement* 7.0.1.1:
- ▶ Rifle Shooting and Shotgun Shooting - All instruction involving any handling of firearms or live ammunition must be supervised by a certified BSA National Camp School shooting sports director, or NRA Rifle/Shotgun Shooting Instructor or Coach. Shooting must be supervised by an NRA-certified Range Safety Officer. Merit badge counselors who are not certified will not be able to handle firearms, live ammunition or conduct shooting without assistance from certified personnel. Reference *Guide to Safe Scouting* and *BSA National Shooting Sports Manual* no. 30931.
- ▶ Archery - Archery activities must be supervised by a BSA National Camping School–trained shooting sports director or USA Archery or National Field Archery Association instructor, or by someone who has been trained by one of the three; or alternatively, the activities may be supervised by someone with at least Level 1 training in the operation of an archery range from USA Archery, NFAA, or an equivalent.
- ▶ Climbing - All climbing, belaying, and rappelling exercises and activities must be supervised by a rock climbing instructor who is a mature and conscientious adult at least 21 years old, and who is trained in BSA Climb On Safely and understands the risks inherent to these activities. Training as a BSA climbing Level 2 Instructor is highly recommended. Someone with certification in First Aid/CPR/AED from the American Red Cross (or equivalent) must be present at these activities.
- ▶ Canoeing, Kayaking, Lifesaving, Rowing, Scuba Diving, Swimming, Water Sports, and Whitewater – Merit badge counselors must have current Safety Afloat and Safe Swim Defense training (available online through my.scouting.org). Please attach a copy of your certifications to the application.
- ▶ Lifesaving - Demonstrations or activities in or on the water must be supervised by an adult at least 21 years old with certification in Red Cross First Aid/CPR/AED or equivalent, and also as BSA Lifeguard or Aquatics Instructor or equivalent.
- ▶ Scuba Diving - All phases of SCUBA instruction (classroom, pool and open-water training) must be conducted by a recreational diving instructor in good standing with a scuba agency recognized by the Boy Scouts of America (PADI, NAUI, SSI, IDEA, PDIC, or SDI, or be a member of the WRSTC). Merit badge counselors who are not certified will not be able to conduct instruction. Reference *Guide to Safe Scouting* BSA Scuba Policy.

Complete Merit Badge Counselor Training

Merit badge counselor training is required for all new merit badge counselors to ensure that counselors understand the Boy Scouts of America's aims, methods, and mission. It is also important they know how Scouts can learn and grow through the merit badge process. The Merit Badge Counselor Training course can be taken on <https://my.scouting.org>.

Submit applications to the council service center for approval by the Council Advancement Committee

Submit copies of your applications and any necessary certifications to the council service center including the following:

- ▶ BSA Adult Application
- ▶ Youth Protection Training certificate current within two years
- ▶ Merit Badge Counselor Information form
- ▶ Any certifications required for specific merit badges

Merit badge counselor applications are provisionally reviewed and approved by the Council registrar based on criteria set down by the Council Advancement Merit Badge Sub-Committee. Any items needing further review will go to the District MB Dean for review and approval. Confirmed merit badge counselors will be added to Scoutbook.com. You will receive an email advising you that you have been added to the list. Please log in and verify your badges are correct and set your visibility preferences.

MBC MUST MAINTAIN VALID YPT THROUGHOUT THEIR REGISTRATION.

Failure to do so will result in being removed from the list.

If you wish to add or delete Merit Badges or cease to be a MBC, you must submit an updated MBC information form as per the above steps.

Merit Badge Counselor Renewal

In May, you will receive an email with a MBC Renewal form that must be submitted back by the included due date to renew for the next 12 months. Please ensure that your YPT is up to date or you will not be renewed. PLEASE ensure THE COUNCIL HAS A VALID EMAIL FOR YOU!

For more info on Merit Badge Counseling using Scoutbook

[Merit Badge Counselor Recordkeeping in Scoutbook](#)