



# **GOLDEN GATE AREA COUNCIL BOY SCOUTS OF AMERICA**

## **Advancement Committee & Merit Badge Sub-Committee Merit Badge Event Procedures – BSA Run**

The Advancement Committee is charged in the Guide to Advancement to ensure that all Merit Badge Events are done in accordance with BSA Regulations. The Advancement Committee has directed its Merit Badge Sub-Committee to investigate and make recommendations on these events.

### **A. Organizers must verify that:**

- a. Merit Badge Counselors (MBC) are known to be registered and approved as MBC for the badges they will be counseling. This shall be verified through Scoutbook with particular attention paid to the Counselors YPT date.
- b. Guest experts or guest speakers and assistants are not to accept the responsibilities of or behave as MBC, either at a group instructional event or at any other time. Their service is temporary, not ongoing.
- c. MBC agrees to sign off only those requirements that Scouts have actually and personally completed.
- d. MBC agrees not to assume prerequisites have been completed without some level of evidence that the work has been done. Pictures and letters from other MBC or unit leaders are the best form of prerequisite documentation when the actual work completed cannot be brought to the site of the merit badge event. Partial blue card approvals must be accepted.
- e. Copies of "Reporting Merit Badge Counseling Concerns," Guide to Advancement Sec. 11.1.0.0. be provided with registration materials.
- f. Guide to Safe Scouting provisions be followed.
- g. All payments must flow through the district or council. If not this may be considered an external event and subject to external event regulations, please check with the advancement committee if there are any questions.

- B. Submitted information should include the following (Organizers should coordinate with the Committee on when these items are needed):
  - a. Date(s), times and location
  - b. Cost per participant, and what that covers.
  - c. Merit badges are offered. For each merit badge, address:
    - i. Requirements to be completed in advance (Prerequisites);
    - ii. Requirements able to be completed at the fair;
    - iii. Requirements not covered by i. and ii. above, and therefore intended to result in partial blue card approvals.
    - iv. Format for counseling, e.g., individual, single group, revolving group, etc.
    - v. The expected ratio of counselors to Scouts during counseling.
  - d. Must have a detailed safety plan submitted appropriate Council authority and attached.
  - e. In addition, the organizers shall submit a listing of counselors and any program changes no later than 10 days prior to the event. If there are any significant changes these need to be brought up as urgent matters as they may require a re-evaluation
- C. The MB Committee will review and as necessary request clarification on submissions. They will report their findings and recommendations to the advancement committee.
- D. The Advancement Committee will review and act.
- E. The Committee will send the result to the organizers.
- F. The Committee at its discretion may send a delegation to observe the event. This delegation must be given complete access.