

TO QUALIFY AS A MERIT BADGE COUNSELOR, YOU MUST:

1. Be Youth Protection Trained: Training may be completed at [My.Scouting.org](https://www.myscouting.org).
2. Be at least 18 years old.
3. Be proficient in the merit badge subject by vocation, avocation, or special training.
4. Recognized as having the ability to work with Scout-aged youth (11–18).

TO APPLY AS A NEW MERIT BADGE COUNSELOR:

I. ARE YOU A CURRENT REGISTERED ADULT LEADER?

 NO YES

IF YOU ANSWERED “NO” PLEASE COMPLETE THE FOLLOWING STEPS:

1. Complete a [Boy Scouts of America \(BSA\) Adult Application](#).
 - List “42” as the Position Code. Enter “Merit Badge Counselor” in Scouting Position Description.
 - Unit Committee Chairman and Charter Organization Representative Signatures are NOT required.
 - There is no fee to register as a Merit Badge Counselor.
2. Complete the [Disclosure Authorization Form](#) (Page 9) of the BSA Adult Application.
3. Complete the online [Merit Badge Counselor Application](#).
 - Fully describe your qualifications for each merit badge.
 - You may apply to be a counselor for a maximum of ten merit badges. *Of those 10 badges, a Counselor may only be approved for 4 Eagle-Required Merit Badges.*
4. Complete Youth Protection Training at [My.Scouting.org](https://www.myscouting.org).
5. If applying for any merit badge listed as a [Special Qualifications](#) badge:
 - Include a copy of the completion certification or other documentation required for that specific merit badge.

IF YOU ANSWERED “YES” PLEASE COMPLETE THE FOLLOWING STEPS:

1. Complete the online [Merit Badge Counselor Application](#).
 - Fully describe your qualifications for each merit badge on Page 2.
 - You may apply to be a counselor for a maximum of ten merit badges. *Of those 10 badges, a Counselor may only be approved for 4 Eagle-Required Merit Badges.*
2. Complete Youth Protection Training at [My.Scouting.org](https://www.myscouting.org), if training is no current.
3. If applying for any merit badge listed as a [Special Qualifications](#) badge:
 - Include a copy of the completion certification or other documentation required for that specific merit badge.

ADDING AND/OR DROPPING MERIT BADGES:

1. If you are already registered as a Merit Badge Counselor and you wish to add or delete merit badges, make changes through the online [Merit Badge Counselor Application](#).
2. Be sure to check the “Add/Delete” space and explain your qualifications for any merit badges to be added.
3. If special qualifications apply to any added merit badge, also submit the required certification or documentation.
4. Send completed Merit Badge Counselor Application to support@baylakesbsa.org or submit via online form.

IF YOU NO LONGER WISH TO BE A MERIT BADGE COUNSELOR:

1. Request removal of your position via email to support@baylakesbsa.org or with the [online application](#).

ANNUAL RENEWAL OF MERIT BADGE COUNSELORS:

Merit Badge Counselor registrations renew automatically each year on August 1st as long as your Youth Protection Training is up to date. YPT must be renewed every 2 years. Monthly checks occur and counselors will be removed if not current with YPT.

Questions? Please email support@baylakesbsa.org or call (920) 734-5705.

The review and approval process can take up to 10 business days.

You will be notified by Bay-Lakes Council via email when your application has been approved.

LEARNING TO BE A MERIT BADGE COUNSELOR

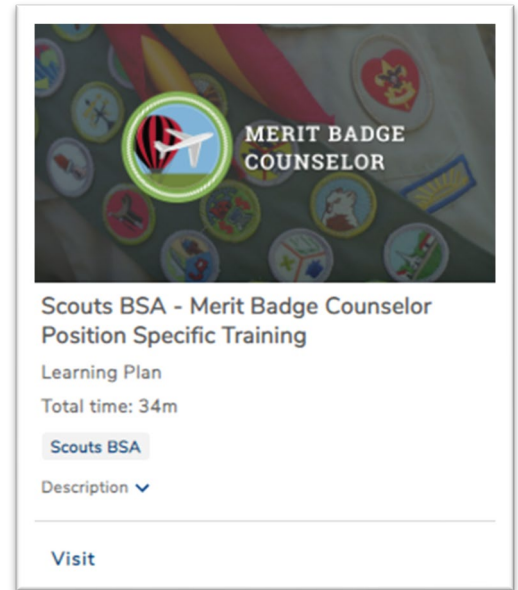
All merit badge counselors should seek training. It is important that they have a full understanding of their responsibilities and of the recommended practices for quality counseling. The presentation “[The Essentials of Merit Badge Counseling](#)” has been designed for this purpose.

ADDITIONAL RESOURCES INCLUDE:

- [Guide for Merit Badge Counseling](#)
- [The Merit Badge Program](#)
- [Merit Badge Counselors Guide to Using Scoutbook](#)
- [Guide to Safe Scouting](#)
- [Guide to Advancement](#)

TRAINING RESOURCES:

- Merit Badge Counselor Training is available via [My.Scouting.org](#)
 - Log into [My.Scouting.org](#) → Click **Menu Button**
 - In drop-down menu: Click **My Training**
 - Click **Scouts BSA Training**
 - Click **Visit**
 - On next screen, Click **Enroll**
 - On the next screen, you will see the two training modules, Click the blue **Start** text to complete each module:
 - Module 1: *Scouts BSA – Merit Badge Counselors – Before the First Meeting*
 - Module 2: *Scouts BSA – Merit Badge Counselors – Position Trained*



INSTRUCTIONS TO COUNSELORS:

- The unit leader (Scoutmaster, Crew Advisor, or Skipper) recommends and provides the name and contact information of at least one merit badge counselor to each Scout desiring to work on a merit badge. Before beginning to work with a youth, counselors should check the Scout’s merit badge application (blue card) to ensure it is signed by the unit leader.
- Every Scout must have another person with them at each meeting with a Merit Badge Counselor. This person can be the Scout’s parent/legal guardian or registered adult. No one-on-one contact is allowed between Scouts and counselors.
- Counselors may not add to or delete any merit badge requirements. Group instruction is allowed where special facilities and expert personnel make their most practical, or when Scouts are dependent on a few counselors for assistance. However, any group experience must provide attention to every individual candidate’s projects and progress and assure each has actually and personally fulfilled all the requirements. If, for example, a requirement uses words like “show,” “demonstrate,” or “discuss,” then every Scout must individually do so. It is unacceptable to award badges based on Scouts sitting in classrooms and watching demonstrations or remaining silent during discussions.
- When a Scout begins working on a merit badge, the current-year Scouts BSA Requirements book lists the official requirements in effect at that time. If requirements change after a Scout has started working on a merit badge, the requirements that were in effect when the Scout began working on the badge can still be followed unless the BSA’s National Council places a specific timeline on the implementation of new requirements.

MERIT BADGE COUNSELORS AND SCOUTBOOK

Registered Merit Badge Counselors are listed in [Scoutbook](#). It is up to the Merit Badge Counselor to decide if they would like to be viewable on [Scoutbook](#). Please review [Getting Started in Scoutbook](#), to set up your personal preferences within your Scoutbook profile.

[Merit Badge Counselors Guide to Scoutbook](#)

[Connect to Scouts in Scoutbook](#)

[Recording Merit Badge Progress](#)