

Merit Badge Counseling

How to apply:

- New Counselors
 1. Fill out a BSA Adult Application form (available from your District Executive or the Scout Service Center). The leader position code will be "42" and the application requires only the approval of the District Executive because MB Counselor is not a unit position.
 2. Fill out a [Merit Badge Counselor Form](#) (No. 34405). This allows you to list what badges you want to counsel and how you are qualified. You can also designate a specific Troop with which to work, if desired. Include qualifications for each badge -- be specific and clear on expertise.
 3. Turn these forms in to your District Executive, District Advancement Chair, or the Troop Advancement Chair. The District or Council Advancement Chairman must approve your application in order to be accepted as a Merit Badge Counselor. Once accepted, the counselor will be registered in the BSA membership system.
- Existing Counselors (those who are currently registered as Code 42) who are applying for additional merit badge(s):
 1. No National Adult registration form needed
 2. Fill out another Merit Badge Counselor Information form (No. 34405). List ALL badges you want to counsel, including any for which you are currently listed, and how you are qualified.
 3. Include qualifications for each badge -- **be specific and clear on expertise**
- Be sure to include any special qualifications, or credentials required (e.g., firearms, climbing)
- Read the Counselor Responsibilities -- see below
- Submit your forms directly to the District Advancement Chairman, currently: Hal Wood, (513) 677-2870 or halwood@myrealbox.com
- Teaching may begin only after District approval

Counselor Responsibilities

1. You are welcome to act as a Merit Badge Counselor for one Merit Badge or several, as you wish, based on your interests and experience. However, normally a person will be approved as a Merit Badge Counselor for NO MORE than seven or eight Merit Badge subjects, of which NOT MORE THAN five may be Merit Badges that are required for the rank of Eagle Scout.
2. As a Merit Badge Counselor, your NAME AND PHONE NUMBER/S will appear in the Merit Badge Counselor List. This is a confidential list that is used only for the purpose of assisting Scouts in locating a Merit Badge Counselor. Although it is not possible to limit the number of boys you counsel to the Scouts of a particular Troop, you obviously are free to turn down any request if you don't have the time to spend.
3. The requirements for all Merit Badges are very clear and specific. As a Merit Badge Counselor, you must adhere to those requirements meaning, if the requirement says to "write, make, show, describe, talk, demonstrate, show evidence of, etc.," that is the required minimum. Merit Badge Counselors do not add or embellish any requirement, nor do they accept anything less than the minimum from the Scout.
4. The process to follow in the counseling cycle is:
 - a. The Scout receives permission from his Scoutmaster to work on a Merit Badge.
 - b. The Scout receives a list of certified Merit Badge Counselors from his Scoutmaster or Troop Advancement Chair.
 - c. The Scoutmaster signs one portion of a Merit Badge Card once the Scout has a Counselor.
 - d. The Scout contacts the Merit Badge Counselor and makes the necessary arrangements.
 - e. There must be two (2) Scouts or two (2) adults, one the Counselor, at ALL meetings.
 - f. The Scout brings his Merit Badge Card and Merit Badge Pamphlet to the Counselor at their first meeting.
 - g. When all requirements are met, the Counselor signs his or her portions of the card and retains his or her copy as a record. (Including any Scout who needs to finish a PARTIAL.)
 - h. The Scout returns the remaining two portions to his Scoutmaster for a final signature.
 - i. The application portion is submitted to the Council Service Center for recognition.
5. Please review the Merit Badge pamphlets and requirements for the subject or subjects on which you are going to be a Counselor. It is extremely important that you understand the background on what subject the Scout will be exposed, so that you can build and expand on it. Merit Badge pamphlets are available from the Council Service Centers.