



Merit Badge Counselor Registration Process

This overview details the process for registering as a Merit Badge Counselor in the Dan Beard Council. See also:

1. Dan Beard Council Merit Badge Counselor Process: <http://www.danbeard.org/aboutmbc>
2. Flow Chart: http://www.danbeard.org/pubs/Merit_Badge_Counselor_Application_Process.pdf

1. First Time Registration:

- a. Prepare three documents:
 - i. a completed **adult application** (<http://www.scouting.org/filestore/pdf/524-501.pdf>)
If you are already registered with the BSA please write your Member ID on the application and mark the application as "Multiple." This will reduce the risk of creating a new Member ID for the Merit Badge Counselor Position.
 - ii. a copy of your **Youth Protection certificate**: <http://www.danbeard.org/YouthProtection>
Follow the instructions on the page to either create an account or log on to an existing account.
 - iii. the single page **Merit Badge Counselor Information Sheet**
(<https://www.scouting.org/filestore/pdf/34405.pdf>)
- b. Your *Adult Application* must list "**Merit Badge Counselor**" on the top under "Council/District position" and your District Name immediately below. It is imperative that both are complete as there are many other Scouting positions and eight districts within our Dan Beard Council. Without these identifiers, you are "lost" in the great numbers of volunteers.
- c. Complete ALL the information and add "**42**" in "Position Code" on the left.
- d. Send the completed applications directly to (or scan and email) your District Merit Badge Counselor Coordinator. If you do not know how to contact your District Merit Badge Coordinator, please contact your District Executive (visit www.danbeard.org/contact for a list of District Executive contacts).
- e. The District Merit Badge Coordinator reviews your adult application and signs off. He then forwards all three documents (adult application, counselor application and your YPT certificate to our Dan Beard Council registrar:
Lisa Jones, Registrar
Dan Beard Council, Boy Scouts of America
10078 Reading Road, Cincinnati, Ohio 45241
- f. Lisa enters your information into Scoutnet (the official national registration program for adults and Scouts).
- g. This registration process and background check normally takes about 30 days. Questions on the process or status of your application or if you are "registered" are directed to Lisa Jones at 577-7682 or Lisa.Jones@scouting.org.

2. Annual Automatic Renewal (YPT must be current)

- i. Lisa Jones emails all Merit Badge Counselors that it is time for renewal.
Wishes to continue in the position? *Then NO NEED to respond.* You are in the system!
- ii. If you wish to continue, do they have any updates to their list of merit badges they are currently counseling, additions or deletions.

Note: For District that have a MBCC role staffed, they may be able to offer additional assistance.

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References:

1. **Frequently Asked Questions:**
<http://www.scouting.org/scoutsource/boyscouts/guideformeritbadgecounselors/faq.aspx>
2. **Introduction to Merit Badges:**
<http://www.scouting.org/scoutsource/BoyScouts/AdvancementandAwards/MeritBadges.aspx>
3. **Merit Badge Review:** <http://www.scouting.org/scoutsource/BoyScouts/GuideforMeritBadgeCounselors/Review.aspx>
4. **Guide for Merit Badge Counselors:**
<http://www.scouting.org/scoutsource/boyscouts/guideformeritbadgecounselors/mbcounselorguide.aspx>
5. **Bryan on Scouting: sign up for this Blog on merit badges and advancement:**
<http://blog.scoutingmagazine.org/>
6. **Merit Badge Counselors: *Facts about limits and counseling family members***
<http://blog.scoutingmagazine.org/2014/11/19/merit-badge-counselors/>