

Merit Badge Counselor Applications

There are two steps to register to be a merit badge counselor. These steps are the same for both council-wide merit badge counselors and troop-only merit badge counselors. No person should meet with Scouts as a merit badge counselor or sign a merit badge card until they have completed this process.

One step is to fill out and submit a Merit Badge Counselor Information form. This form is the next page. This form defines which merit badges you are willing to be a merit badge counselor for, why you are qualified as an expert in these subject areas, and whether you want to work with Scouts from all units, or only Scouts in a specific unit or units. This form should be submitted with the adult leader application on the following pages. This first form can also be used later to add additional merit badges or units.

Once you are registered as a merit badge counselor, your name and contact information will be included on merit badge counselor lists for all, or the specific, unit(s).

Each year you will be sent an email or letter confirming that you are willing to continue as a merit badge counselor. You must reply in the affirmative to this message to stay on the list for the next year.

The second step is to complete and submit an ADULT APPLICATION. This form must be submitted for the merit badge counselor position even if you are already registered as a Scoutmaster, assistant Scoutmaster, member of committee, or any other position. This is a requirement of BSA national, and is not a local requirement. This form is available as a paper form and is attached below. It is now two pages and both must be submitted. If you are using the bound printed form, it must be the new form with the Disclosure/Authorization Form. Both the Disclosure/Authorization Form and the LOCAL COUNCIL COPY must be submitted to the council office. The CHARTERED ORGANIZATION COPY and UNIT COPY are not needed, although it is always a good idea to keep a copy of any form you fill out. The important fields are:

- Name, signature, and date on the Disclosure/Authorization form
- If you are already registered with a unit, provide that information
- Name
- Have you completed Youth Protection Training? (Recommended but not required to apply)
- Mailing address
- Home Phone
- Date of Birth
- Gender
- Social Security number (required to register)
- Position Code=42 (already filled out on the attached form)
- Position Description=Merit Badge Counselor (already filled out on the attached form)
- E-mail address
- Any relevant demographic/reference information on the right
- Yes/No answers to item 6.
- Signature of applicant and date

Any other fields can be filled in, but are not required. If you are applying to be a merit badge counselor, you will officially be a council Scouter (on the council charter not the unit charter), so unit signatures and information are not required. There is no fee to register as a merit badge counselor.

Both forms should be submitted to the council office, 504 S Concord Rd, West Chester, PA 19382. You should receive a confirmation within 2 weeks that your application has been processed and you can start to serve as a merit badge counselor.

THANK YOU for your commitment to Scouting!



BOY SCOUTS OF AMERICA

Chester County Council, BSA MERIT BADGE COUNSELOR INFORMATION

(Please type or print)

Name: _____ Date of Birth: _____

Address: _____ City _____ State: _____ Zip _____

Home Phone _____ Work Phone _____ E-mail _____

To qualify as a merit badge counselor, you must:

- be at least 18 years old
- be proficient in the merit badge subject by vocation, avocation, or special training.
- be able to work with Scout-age boys
- be registered with the Boy Scouts of America as a Merit Badge Counselor (Position code 42)

As a merit badge counselor, I agree to:

- follow the most current requirements of the B.S.A. Merit Badge in this subject, making no deletions or additions, ensuring that the advancement standards are fair and uniform for all scouts.
Note: Current requirements can be found in the latest "Boy Scout Requirements" book (published annually) or at <http://www.meritbadge.com>.
- have a Scout and his buddy present at all instructional sessions.
Note: This is BSA policy for "Youth Protection". Youth Protection Training is available periodically throughout the council and is available online at <http://olc.scouting.org>.
- renew my registration annually if I plan to continue as a merit badge counselor.
Note: A confirmation email or letter will be sent to you each year. Please reply promptly indicating whether you wish to continue as a Counselor. This is all you need to do to renew your registration.

List Merit Badge(s) here

Please describe your qualifications for this merit badge. Be specific as to whether this is your job or hobby and the kind and amount of training you have in this subject. What is the basis for your passion for this subject?

1.	_____
2.	_____
3.	_____
4.	_____
5.	_____

List additional merit badges and qualification information on the reverse side or on additional sheets.

CHECK ONE:

I wish to work with only Scouts from _____ with their Scoutmaster's approval.

Unit Number(s)

I will work with Scouts from all units with their Scoutmaster's approval.

The Scoutmaster's approval is indicated by his signature on the blue card presented by the Scout before starting the merit badge.

CHECK ONE:

I have attached a new B.S.A. Adult application listing position code 42 - Merit Badge Counselor.

I am already registered as a Merit Badge Counselor (position code 42) and listed on the council-published list as a registered Merit Badge Counselor (position code 42), in addition to any other positions in which I am already registered.

Signature: _____ Date: _____

Once all the paperwork is submitted to the council office, you should receive confirmation within 2 weeks that you have been approved. You should not meet with any Scouts about merit badges until you have received this confirmation. If there is any problem with your application, you will be contacted.

FOR COUNCIL ADVANCEMENT COMMITTEE USE ONLY

COUNCIL ADVANCEMENT COMMITTEE APPROVAL _____ DATE _____

Disclosure/Authorization Form

NOTICE TO APPLICANT REGARDING BACKGROUND CHECK

In order to safeguard the youth in our care, the Boy Scouts of America will procure consumer reports on you in connection with your application to serve as a volunteer, and the Boy Scouts of America may procure additional consumer reports at any time during your service as a volunteer in order to evaluate your continued suitability for volunteer service. The Boy Scouts of America has contracted with ChoicePoint, a consumer reporting agency, to provide the consumer reports. ChoicePoint may be contacted by mail at ChoicePoint, 1000 Alderman Drive, Alpharetta, GA 30005 or by telephone at 800-845-6004.

The consumer reports may contain information bearing on your character, general reputation, personal characteristics, and mode of living. The types of information that may be obtained include but are not limited to Social Security number verification, sex offender registry checks, criminal records checks, inmate records searches, and court records checks. The information contained in these consumer records may be obtained by ChoicePoint from public record sources. The consumer reports will not include credit record checks or motor vehicle record checks.

The nature and scope of the consumer reports are described above. Nonetheless, you are entitled to request a complete and accurate disclosure of the nature and scope of such reports by submitting a written request to ChoicePoint at the address listed above. Additional notices for applicants in California, New York, Minnesota, and Oklahoma are provided.

APPLICANT'S ACKNOWLEDGMENT AND AUTHORIZATION

I have carefully read this notice and authorization form and I hereby authorize the Boy Scouts of America and ChoicePoint to procure a consumer report, which as described above will include information relating to my criminal history as received from reporting agencies. I understand that this information will be used to determine my eligibility for a volunteer position with the Boy Scouts of America. I also understand that as long as I remain a volunteer, additional consumer reports may be procured at any time. I understand that if the Boy Scouts of America chooses not to accept my application or to revoke my membership based on information contained in a consumer report, I will receive a summary of my rights under the Fair Credit Reporting Act and contact information for the reporting agency, ChoicePoint.

My signature below indicates that I have read, understood, and accept the accompanying disclosures and acknowledgements.

First name (No Initials or nicknames) Please Print.

Middle name

Last Name

Suffix

Signature of Applicant

Date

ADDITIONAL NOTICES TO CALIFORNIA, MINNESOTA, OKLAKOMA AND NEW YORK APPLICANTS

California

Under California law, the consumer reports described above that the Boy Scouts of America will procure on you are defined as investigative consumer reports. These reports will be procured in connection with your application to serve as a volunteer, and additional reports may be procured at any time during your service as a volunteer in order to evaluate your continued suitability for volunteer service. The reports may include information on your character, general reputation, personal characteristics, and mode of living.

Under section 1786.22 of the California Civil Code, you may inspect the file maintained on you by ChoicePoint, during normal business hours and with proper identification. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication, by appearing at ChoicePoint's offices in person, during normal business hours and on reasonable notice, or by certified mail upon making written request. You may also receive a summary of the information contained in this file by telephone. ChoicePoint will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information. This written explanation will be provided whenever a file is provided to you for visual inspection. If you appear in person, you may be accompanied by one other person of your choosing, who must provide reasonable identification.

For Applicants in California, Minnesota, and Oklahoma Only

You have the right to request a free copy of any report procured on you. If you wish to receive a free copy of any report procured on you, check the box below.

I request a free copy of any report procured on me.

New York

As explained above, a consumer report will be requested in connection with your application, and additional consumer reports may be requested during the course of your service with the Boy Scouts of America. You have the right, upon request, to be informed whether or not a consumer report was requested and, if a consumer report was request, of the name and address of the consumer reporting agency that furnished the consumer report.

ADULT APPLICATION

UNIT SCOUTERS (Fill in the circle).

The information obtained in this form is for the internal use of the BSA only.

Pack Troop Team Crew Ship

Unit No.

OR

Council/district position

District Name

1. Scouting background.
Position _____ Council _____ Year _____

2. Experience working with youth in other organizations.

3. Previous residences (for last 5 years).
City _____ State _____

4. Current memberships (religious, community, business, labor, or professional organizations).

5. References. Please list those who are familiar with your character as it relates to working with youth. References will be checked when necessary.

Name _____

Telephone (_____) _____

Name _____

Telephone (_____) _____

Name _____

Telephone (_____) _____

6. Additional information. Yes or No
(Mark each answer.)

a. Do you use illegal drugs? Yes No

b. Have you ever been convicted of a criminal offense? (If yes, explain below.) Yes No

c. Have you ever been charged with child neglect or abuse? Yes No

d. Has your driver's license ever been suspended or revoked? (If yes, explain below.) Yes No

e. Other than the above, is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance, and care of young people? (If yes, explain below.) Yes No

Please print one letter in each space

First Name (No Initials or Nickname)

Middle Name

Last Name

Suffix

Have you completed: Youth Protection training Fast Start training

Country

Mailing Address

City

State

Zip Code

Home Phone

- -

Business Phone

- -

Ext.

X

Cell Phone

- -

Date of birth (mm/dd/yyyy)

/ /

Ethnic background:

African American American Indian Alaska Native Asian Caucasian/White Hispanic/Latino Pacific Islander Other

Driver's license No.

State

Gender

M F

Social Security Number (required)

- -

Occupation

Employer

Country

Business Address

City

State

Zip Code

Position Code

Position (Description)

Merit Badge Counselor

Are you an Eagle Scout?

Yes No

Date earned (mm/dd/yyyy)

/ /

E-mail address

(Select one)

Business

Home

I understand that:

a. The information that I have provided may be verified, if necessary, by contacting persons or organizations named in this application, or by contacting any person or organization that may have information concerning me, or by conducting a criminal background check. I hereby release and agree to hold harmless from liability any person or organization that provides information. I also agree to hold harmless the chartered organization, local council, Boy Scouts of America, and the officers, employees, and volunteers thereof.

b. By signing this application, I have read the attached information and apply for registration with the Boy Scouts of America. I agree to comply with the Charter and Bylaws, and the rules and Regulations of the Boy Scouts of America and the local council. I affirm that the information I have given on this form is true and correct. I will follow the Youth Protection guidelines.

I affirm that the information I have given on this form is true and correct. I will follow the Youth Protection guidelines.

Signature of applicant

Date

APPROVAL FOR COUNCIL AND DISTRICT SCOUTERS
We are unaware of anything contrary to the information stated in this application. This application has been reviewed according to BSA procedures and this applicant meets the leadership qualifications of the Boy Scouts of America:

Signature of Scout Executive or designee

Date