

# MERIT BADGE PROCESS

## TROOP 101

### Rochester Hills, Michigan

In Troop 101, Scouts are expected to take the initiative to earn Merit Badges. The adult leaders are here to help. This document outlines the steps a Scout should take to earn a Merit Badge. Summer Camp is a great time to earn several Merit Badges each year.

- Select a Merit Badge
- Find another Scout or Scouts to work on the same Merit Badge
- Obtain information on the Merit Badge
  - Borrow the Merit Badge Pamphlet from the Troop Librarian
  - Or, buy the Merit Badge Pamphlet at the Council Trading Post
  - You can also download the Merit Badge requirements online at [www.usscouts.org](http://www.usscouts.org)
- Request a Merit Badge blue card from Mr. Woodfield or Mr. Shelton
- Fill out the three sections of the blue card
  - 1a) On the front of the Application for Merit Badge
    - Enter your name, address and city
    - Check the Boy Scout box
    - Enter "Troop" and No. "101"
    - Enter District "Ojibwa" and Council "Clinton Valley"
  - 1b) On the back of the Application for Merit Badge
    - Enter the name of the Merit Badge
  - 2) On the Applicant's Record
    - Enter your name
    - Enter the name of the Merit Badge
  - 3) On the Counselor's Record
    - Enter your name as Applicant
    - Check the Troop box and enter Unit Number "101"
    - Enter the name of the Merit Badge
- See Mr. Woodfield or Mr. Shelton to have them sign the blue card
- See Mr. Woodfield, Mr. Shelton or Mrs. Coutteau to get the name and number of a Merit Badge Counselor
- Contact the Merit Badge Counselor to make arrangements to begin working on the Merit Badge
- When you complete the Merit Badge, the Counselor will complete the blue card and return two sections to the Scout; the Application for Merit Badge section and the Applicant's Record section
- Turn in the completed blue card to Mr. Shelton.  
Mr. Shelton will return the Applicant's Record section to the Scout.
- The Scout should keep the Applicant's Record section for all completed Merit Badges. A three ring binder with clear plastic baseball card holders is great for this.