



Boy Scouts of America

Orange County Council Advancement Committee

Group Merit Badge Day Application



Supplemental **Policy** Review and Sign Off of Group Merit Badge Day Application Instructions

1. This policy pertains to only **Group** Merit Badge Day events.
A Group Merit Badge Day is defined as any Orange County Council Scouting Unit holding a Group Merit Badge Day for Scouts from other Units, Districts and/or Councils.
Note: there is **no** requirement for any Council Advancement Committee approval of any Unit wishing to conduct a Unit Merit Badge Day.

2. The Sponsoring Unit Merit Badge Day Coordinator starts the Group Merit Badge Day application process with enough lead time to deliver the completed Application package to their District Advancement Chair at least **90 days prior to their Merit Badge Day event**.
This is necessary to provide sufficient time to get the application supporting documents approved and still have 60 days to get the advertising flyers out to Roundtables.

3. Secure the following documents from the Council Advancement website.
 - a. Instructions for Group Merit Badge Day
 - b. Application for Group Merit Badge Day Application
 - c. Items to include in Group Merit Badge Day Flyer
 - d. Include the Merit Badges with the minimum prerequisites for each Merit Badge included in your Merit Badge Day
 - e. The intent of this Orange County Council policy is to ensure that all Merit Badges earned in a group setting are instructed and earned in compliance with the aims and goals of Scouting.
The information provided above is to assist Units who would like to hold a Group Merit Badge Day. Any questions about this policy should be discussed with your District Advancement Chair.

- Check List -

1. The Sponsoring Unit Merit Badge Day Coordinator, using a computer, fills out the 2 page Group Merit Badge Day Application form - a **fillable** PDF form by:



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- a. First page, fill in all fields down to just short of the first signature field.
 - b. Second Page, using a computer, fill in the three columns for each Merit Badge the Merit Badge Day will offer.
 - c. Verify each of the following:
 - i. Merit Badge Counselors are currently registered with BSA.
 - ii. Youth Protection Trained,
 - iii. Registered Merit Badge Counselor for the Merit Badge they will be instructing,
 - iv. The Flyer must state "a Scout may earn only one Eagle required Merit Badge."
 - v. Flyer must state the prerequisites listed for each Merit Badge
 - d. The Sponsoring Unit Merit Badge Day Coordinator **electronically** signs the Merit Badge Day Application form.
 - e. Attach a copy of the following document to the E-mail:
 - i. Group Merit Badge Day PDF Instructions.
 - ii. Group Merit Badge Day PDF Application.
 - iii. The Flyer for this Group Merit Badge Day event.
 - iv. Council approved Tour and Panning Activity Form, insurance rider, etc.
 - v. Any additional supporting documentation.
 - f. The Sponsoring Unit Merit Badge Day Coordinator E-mails the Merit Badge Day documents listed above to their District Advancement Chair. The E-mail for each District Advancement Chair may be obtained from the Council Advancement website.
2. The District Advancement Chair:
- a. Reviews the documents and checks that all Advancement Committee Polices are being followed. See check list above.
 - b. If all document are in order, then the District Advancement Chair **electronically** signs the Group Merit Badge Day Application or,
 - c. If the documentation is not as it should be, the District Advancement Chair returns it to the Unit Merit Badge Day Coordinator with deficiencies noted.
3. The Council Advancement Chair:
- a. Reviews the documents and **electronically** signs the Group Merit Badge Day Application.
 - b. The Council Advancement Chair E-mails the documents to:
 - i. The Council Advancement Committee Professional for review of the Flyer and subsequent posting to the document wall in the Council Service Center.
 - ii. To the Council Advancement Committee Scouter responsible for Merit Badges.