

## TROOP 599

### MEMBERSHIP PACKAGE (new scouts)

#### Checklist of Items

A boy must be (a) eleven (11) years old, (b) in the sixth grade or (c) at least 10 ½ and have completed the Arrow of Light requirements as a Webelos scout to join the Boy Scouts of America. The attached forms must be completed by each scout and his parents upon first joining Troop 599. Please return the completed forms to Walter Brookhart or Ruthanne Schulte. For ease in processing, please keep the completed package together with the checklist and your check on top. We recommend that you keep a copy of the completed forms and this checklist in your Parents' Manual.

**Please plan to attend your son's induction ceremony at our next Court of Honor or at our New Scout Induction in May.** See the Troop calendar for the dates.

- Boy Scout Application [single page, multi-copy form]
- Scout Agreement [signed by both scout and parent]
- Parent Agreement [signed by both parent and scout]
- Personal Health & Medical Record **[Must be notarized.]**  
[This is a fillable pdf form that is posted on our website under the Troop Forms button. Parts A and B are completed by you. Part A must be signed by you before a Notary Public. Part C must be completed by your doctor. **You must use this form.**]
- Medical Treatment/Hold Harmless Agreement **[Must be notarized.]**
- Agreement to Conduct and Discipline Policy
- Media Release Form
- Parent Transportation Commitment  
[All drivers on outings must have a Youth Protection Training Certificate completed since March 1, 2018, on file in TroopMaster. YPT can be completed on-line in about 70 minutes at [www.my.scouting.org](http://www.my.scouting.org) . Click on "Begin with Youth Protection" & follow the instructions.]
- Parent Driver/Insurance Information
- Parent Resource Commitment
- Merit Badge Counselor Application  
[To become a counselor you must complete the Merit Badge Counselor and BSA Adult applications, along with YPT and MB Counselor training. See Mr. Brookhart for details.]
- Dues check for \$100.00 payable to Troop 599 for the year ending August 2019.

Upon completion of the attached forms and payment of the required fee, each new scout will be issued the uniform and instructional items unique to Troop 599, i.e., a Troop hat, a Troop T-shirt (activity or Class B shirt), a name badge for his field or Class A uniform and a Troop Notebook, along with a number of patches. Parents will be provided with a copy of the Parents' Troop Handbook. Each scout also must have at least one complete Class A uniform and a BSA Scout Handbook. Both may be purchased from the Scout Shop at 2225 North Loop West. Alternatively, the handbook may be purchased from the troop at cost (\$15.00 with standard binding or \$20.00 with spiral binding) and used uniform parts may be obtained free from our Troop Uniform Exchange.

# TROOP 599

## SCOUT AGREEMENT

Form #101

Revised: 2/02

I (print name of scout), \_\_\_\_\_, do hereby state my desire to be a member of the Boy Scouts of America, Troop 599. By joining BSA Troop 599, I understand that I must follow the policies of the BSA and Troop 599, and live up to the obligations and responsibilities of a member of BSA Troop 599 as listed in the Scout Handbook and as outlined below. If I do not, I understand that I risk losing my membership to make way for those Scouts who wish to participate, be active and advance in rank.

### OBLIGATIONS AND RESPONSIBILITIES

The scout should read and discuss the following with his parents to ensure that the scout understands each obligation or responsibility. The scout should then initial each box. The scout and his parents should sign at the bottom.

#### 1. Conduct

I, as a Scout, agree to do my best to live up to the Scout Oath, the Scout Law, Scout Motto and Scout Slogan at all times. I will do my best to help the members of my family, scout troop, church and community whenever needed. I will conduct myself maturely and always try to understand and respect the rights and feelings of other people.

#### 1. Attendance

I, as a Scout, agree to attend as many of the activities of BSA Troop 599 as I can, including weekly meetings, monthly outings, summer camp, fundraising or service projects, and other special events as scheduled by the troop. I understand that an attendance record of at least 75% is desirable. An overall attendance record of less than 50% is unacceptable, and will not qualify as active participation for advancement.

#### 1. Uniform

I, as a Scout, understand that Scouting is a uniformed organization. I agree to wear my complete uniform when required.

#### 1. Advancement

I, as a Scout, agree to do my best to advance in rank on a regular basis. I will meet with my adult Patrol Advisor on a regular basis to discuss my progress. I also agree to bring my Scout Handbook to all meetings and outings and my Troop Notebook to all meetings.

#### 1. Improvement

I, as a Scout, agree to work toward becoming a better leader, to learn to communicate better, to consider the needs of others, as well as my own, and to help my patrol and troop leaders carry out the goals and programs of the troop.

#### 1. Responsibility

I, as a Scout, understand that my patrol and I will be issued a patrol box, including gear and tents, for use on troop outings. I understand that the cost of equipping a patrol with such gear is about \$1,000.00 and, accordingly, I agree to maintain and care for that gear properly. I further agree to replace or to pay for replacement or repair of troop gear which is lost or damaged beyond normal wear and tear.

#### 1. Fundraising

I, as a Scout, understand that the troop raises funds to purchase equipment and carry out our scouting programs by selling holiday greenery. (The greenery sales profit provides about 2/3 of the costs of operating the troop.) I understand that every Scout is expected to help with this project by meeting his retail sales quota of \$300.00. I agree to sell and distribute my quota or pay the troop the amount that my sales fall short of the \$300.00 quota.

Signature of Scout: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent(s) as witness: \_\_\_\_\_ Date: \_\_\_\_\_

# TROOP 599

## PARENT AGREEMENT

Form #102  
Revised: 2/02

I, the parent(s) of (insert name of scout) \_\_\_\_\_, hereby express my desire for my son to be an active member of Boy Scouts of America, Troop 599 for the upcoming scouting year. I recognize the goals/aims of scouting, and the benefits to be derived by my son's participation in a strong and effective troop. I therefore, agree to support and help Troop 599 maintain high quality programs by meeting my obligations/responsibilities to my son and the troop as follows:

Please read and initial each box indicating your acceptance of each line item below, then sign at the bottom.

### 1. Parent Involvement

I agree to support and encourage my son by showing interest in and familiarity with his scouting activities, including rank advancement. I will participate in troop activities, such as Courts of Honor, Banquets, Parent/Son outings, Boards of Review and other activities to the best of my ability.

### 1. Attendance by Scout

I agree to do my best to see that my son attends all troop activities, and I will ensure that he arrives and is picked up on time. I realize that timely transportation to and from troop functions affects the success of those functions and is thus, of substantial importance. I realize that Scouting is a uniformed organization, and I will ensure that my son is in proper uniform.

### 1. Transportation Support

I realize that the camping program is the heart of the Boy Scout program and the reason many boys join scouts. I also understand that transportation to and from outings is something Scouts cannot provide for themselves. I, therefore, agree to support my son and his patrol by providing transportation for my son and members of his patrol both to and from at least two outings (one each in the spring and fall) each scout year. (Transportation will be coordinated by patrol leaders and the adult Transportation Chairman. Records will be kept as to parental driving participation in an effort to balance the job.)

### 1. Troop Gear

I understand that the troop has invested a substantial sum in gear and equipment for use on outings and that the proper care and maintenance of this gear is essential. I understand that each patrol will be issued a patrol box with gear, including tents, costing about \$1,000.00. While the troop understands that gear is subject to normal wear and tear, I agree that my son and/or I will replace or pay for replacement or repair of gear which is lost or damaged beyond normal wear and tear.

### 1. Fund Raising

I understand that the troop raises funds to purchase equipment and carry out our scouting programs by selling holiday greenery. (The greenery sales profit provides about 2/3 of the costs of operating the troop.) I understand that every Scout is expected to help with this project by meeting his retail sales quota of \$300.00. I agree to support and encourage my son to sell and distribute his quota. I agree to pay the troop the amount that my son's sales fall short of the \$300.00 quota.

I agree to carry out these obligations and responsibilities so that everyone will share equally in bringing the best scouting program possible to the boys of Troop 599.

Signature of Parent(s):

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Signature of Scout as witness:

\_\_\_\_\_ Date: \_\_\_\_\_

Scout's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Consent for Medical Treatment**

It is my desire that my son (named above) receive medical treatment in the event of any medical emergency. I do hereby give my consent to the leaders, agents or representatives of Boy Scouts of America, Troop 599, to seek immediate and appropriate medical attention as they deem necessary. I recognize that I will be contacted as soon as practical in the event of such medical emergency. I hereby release, acquit and waive all claims against the leaders, agents and representatives of Troop 599 for any and all act(s) and omission(s) by such leaders, agents and representatives of Troop 599 in obtaining such medical attention, and all act(s) and omission(s) of any physician or other medical personnel who render, directly or indirectly, such medical attention. I will hereby defend, indemnify and hold harmless the leaders, agents and representatives of Troop 599 and Memorial Drive United Methodist Church who render or obtain such medical attention from any and all claims asserted against them as a result of such medical attention.

**Hold Harmless Agreement**

Having elected to enroll my son as a member of the Boy Scouts of America, Troop 599, sponsored by Memorial Drive United Methodist Church, I acknowledge that membership in Boy Scouts is voluntary for both boys and adults. I further understand that the purpose of the Boy Scouts is to provide Scouts a means of building desirable qualities of character, to train them in the responsibilities of participating citizenship, and to develop in them mental, moral and physical fitness. I feel that my son will benefit from membership in Troop 599 of the Boy Scouts of America and do hereby express my desire for my son to participate in all activities sponsored by the troop.

I have full confidence that every precaution will be taken to ensure the safety and well being of my son and, thus, do hereby agree to assume all risks, responsibilities and liabilities incident to my son's participation in all activities, including transportation to and from those activities, sponsored by Troop 599 while he is a member thereof. I do hereby release, absolve, indemnify and hold harmless all leaders, agents and representatives of Troop 599, and waive all claims against the Boy Scouts of America, Troop 599, and Memorial Drive United Methodist Church and their agents, leaders and representatives for any act(s) and omission(s) giving rise to any physical and/or mental injury, accident or death resulting from the activities of Troop 599.

Signed by the parent(s) of the above named Scout on this \_\_\_ day of \_\_\_\_\_, 201\_\_ at Houston, Harris County, Texas.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**STATE OF TEXAS  
COUNTY OF HARRIS**

Before me, a Notary Public, on this day personally appeared \_\_\_\_\_ [name(s) of person(s) appearing] known to me to be the person(s) whose name(s) is/are subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Texas

\_\_\_\_\_  
Printed Name

[Seal]  
My commission expires: \_\_\_\_\_



## Agreement to Conduct and Discipline Policy

### Summary of Conduct Rules:

1. Failure to follow reasonable directives from an adult or junior leader is unacceptable.
2. Unruly, loud, disrespectful or disobedient behavior will not be tolerated.
3. When the sign goes up, everyone is quiet.
4. No swearing, offensive or use of unfit language.
5. No fires of any kind are permitted inside tents.
6. Fire safety rules will be enforced at all times.
7. No Scout will carry or use a knife, until he has had the proper training and is in possession of a valid "Tote 'N Chip" card.
8. Sheath knives and knives with blades of more than four (4) inches will not be carried by boys or adults.
9. Lights out will be respected.
10. Respect other people's property. No borrowing of any person's or Troop's equipment or property without prior consent.
11. No alcohol or any other controlled substances are allowed by Scouts or adults (except medication of which the adult leadership is aware).
12. No use of any tobacco products by any boy members.
13. Tape/CD players, portable TV's, radios, portable games, cell phones, etc. are not allowed. Personal CD players and radios, with headphones, may be allowed during long travels to and from an event but requires prior driver and Scoutmaster approval.
14. Firearms, firecrackers, fireworks, ammunition, black powder, sling shots, bows and arrows, paint ball guns or any other weapons are prohibited. Exceptions will be made only for Troop approved archery and rifle ranges.
15. No food, candy or soft drinks are allowed in tents.
16. Horseplay or inappropriate physical roughness will not be tolerated. Never restrain another Scout. No shoving, punching, kicking or stick fighting is allowed.
17. No throwing of rocks or other objects. Throwing rocks is unacceptable.
18. Respect other people's feelings. Threatening or intimidating another person by word or action is not allowed. No hazing, "put-downs", ridiculing or name-calling. Use nicknames only if that Scout does not object.
19. No Scout shall leave an activity and/or designated area without the Scoutmaster's or an Assistant Scoutmaster's express permission to do so.
20. Never venture off alone. The "buddy system" will be used at all times to provide support and safety.
21. The intentional destruction of or damage to natural or man-made areas, as well as to personal or Troop property is forbidden.
22. Lying. This type of behavior is inconsistent with the goals and ideals of Scouting and will not be tolerated.
23. No fighting allowed. Fistfights, hurtful comments, jokes at other people's expense, etc. have no place in Scouting.
24. The Scoutmaster (with counsel from his Assistant Scoutmasters) reserves the right to determine other forms of unacceptable behavior as they occur.
25. When in doubt let the Scout Oath and Scout Law be your guide.

### Summary of Discipline Policy and Options:

1. Each Adult Scout Leader has a full and complete copy of the Troop 599 Conduct and Discipline Policy, and they will discipline any Scout who violates the above Rules according to that Policy. A copy of this Policy may be downloaded from the troop website at [www.scouttroop599.org](http://www.scouttroop599.org).
2. The disciplinary actions may include: Time Out, Removal of the Scout from Activity, Written Essays or Apology Letters, Apology Speeches, Parental Attendance Required on Outings, Probation, Suspension, Withholding Rank Advancement, and even Expulsion from the Troop.
3. Disciplinary actions not allowed are: Any form of Physical or Emotional Discipline or Abuse.

We, \_\_\_\_\_ [scout] and \_\_\_\_\_ [parent]  
have read, understand, and agree to follow the Rules established above, and recognize that a violation of any of those Rules will result in Disciplinary Action by the Troop.

\_\_\_\_\_  
Scout's Signature

254661v1

\_\_\_\_\_  
Parent/Guardian's Signature

# TROOP 599 MEDIA AUTHORIZATION FORM

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It is the intent of Troop 599 to follow the BSA Guidelines for Youth Protection at all times, including in our web site and newsletter.

- Contact information for youth members will **NOT** be posted on the publicly accessible portion of the Troop web site; such information, however, may be posted in a password secured location only **WITH** the written permission of the Scout's parent/guardian.
- A Scout's partial name and/or recognizable photograph may be posted or published only **WITH** written permission from his parent/guardian.
- Adult registered leaders serving in troop positions will be treated in a similar manner.
- Troop 599's web site may provide links to external sites including BSA sponsored sites. However, it will not host chat rooms, discussion lists or any technology which would allow our youth members to engage in interactive, unmoderated, anonymous interaction with strangers on the internet. **Parents are nonetheless always encouraged to monitor youth activity on the Internet.**

If you are willing to have your Scout or yourself included on the web site or the newsletter, **please complete, sign and return the authorization section below.** This authorization will remain in effect until you request to have you/your Scout's name and photo removed from future publications. A request for removal must be in writing, signed by the parent/guardian/adult and directed to both the Web Site Coordinator and Committee Chairman. Troop 599 will maintain this media release form on file for all its members and will endeavor to follow parent preferences when posting or publishing information, including names, photos and contact information on the Internet or in the newsletter.

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**I hereby grant Troop 599 permission to use the following personal information on the Troop 599 Internet web site and newsletters.**

**Scout's Name:** \_\_\_\_\_ (please print)

PLEASE CHECK THE APPROPRIATE LINES BELOW FOR **YOUR SCOUT**

Scout's first name and last initial may be posted or published.	Yes _____	No _____
Photograph of Scout may be posted or published.	Yes _____	No _____
Scout's contact information (e-mail and telephone number) may be posted in a password secured location.	Yes _____	No _____

**Adult Leader's Name:** \_\_\_\_\_ (please print)

PLEASE CHECK THE APPROPRIATE LINES BELOW IF YOU ARE AN **ADULT LEADER**

Leader's full name may be posted or published.	Yes _____	No _____
If previous answer is YES, go to next line. Only Leader's first name and last initial may be posted or published.	Yes _____	No _____
Photograph of Leader may be posted or published.	Yes _____	No _____
Leader's contact information (e-mail, telephone number and address) may be posted.	Yes _____	No _____

**Parent/Guardian/Adult Leader Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## PARENT TRANSPORTATION COMMITMENT for 2018-19

The extensive camping program undertaken each year by Boy Scouts of America, Troop 599 requires significant adult participation to provide the required transportation. We must have 20 - 25 drivers for each of the nine (9) campouts planned throughout the year. To make this program work, every parent must do his/her part. With gas costing almost \$3.00 per gallon and the troop often having difficulty finding transportation for all scouts, **it is now mandatory that all parents drive on at least two (2) campouts each year. Further, all drivers must have a Youth Protection Training Certificate completed since March 1, 2018, on file in TroopMaster.** YPT can be completed on-line in about 70 minutes at [www.my.scouting.org](http://www.my.scouting.org). Click on "Begin with Youth Protection" and follow the instructions.

Parents are encouraged, but not required, to camp with the Troop when they drive. While each patrol should provide sufficient drivers for each outing, in order to help our Patrol Leaders and Transportation Chairman schedule the required drivers, please circle on the following list the two (2) campouts on which you would prefer to drive. We will try to accommodate your selections. **If you do not select at least two campouts, two will be selected for you.**

Biking / Hiking / Fishing (Warda)	September 14 - 16, 2018
Galveston Bay Fishing (Clear Lake)	October 19 - 21, 2018
50 <sup>th</sup> King Ranch Outing (Lockhart)	November 16 - 18, 2018
Troop-o-Ree / Medieval Games (Flatonia)	December 7 - 9, 2018
Climbing / Rappelling (Fredericksburg)	January 25 - 27, 2019
MB & Scout Skills (Navasota)	February 22 - 24, 2019
Swamp & River Tour (Vidor)	March 22 - 24, 2019
Canoeing (Silsbee)	April 13 - 14, 2019
Beach Outing (Matagorda Beach)	May 10 - 12, 2019

Scout's Name: \_\_\_\_\_

Scout's Patrol: \_\_\_\_\_

Driver's Name (Dad): \_\_\_\_\_

Cell Phone No.: \_\_\_\_\_

Driver's Name (Mom): \_\_\_\_\_

Cell Phone No.: \_\_\_\_\_

## TROOP 599

### 2018-19 RECORDS UPDATE and PARENT DRIVER/INSURANCE INFORMATION

Scout's Name (First and Last) \_\_\_\_\_

Street Address \_\_\_\_\_ ZIP Code \_\_\_\_\_ Home Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Father's Name (First and Last) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Street Address\* \_\_\_\_\_ ZIP Code \_\_\_\_\_ Home Phone\* \_\_\_\_\_

Father's Employer \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mother's Name (First and Last) \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Street Address\* \_\_\_\_\_ ZIP Code \_\_\_\_\_ Home Phone\* \_\_\_\_\_

Mother's Employer \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

\* (if different from that of Scout)

### Driver/Insurance Information

Troop 599 is required to file an application for a Tour Permit with the Sam Houston Area Council office of the Boy Scouts of America prior to each troop outing. As part of the permit application, we are required to list all drivers, together with the vehicles that will be used to transport scouts to and from the outing, and verify that each driver and vehicle is covered by bodily injury and property liability insurance. Coverage limits must be at least equal to the minimum required by the state where the vehicle is registered. BSA recommends at least \$50,000/\$100,000/\$50,000. BSA will provide secondary coverage above the driver's limits. Seat belts are required for all vehicle occupants. T599 is also required to have the Texas driver's license number of all drivers. **If, during the scouting year, you should trade or purchase a new vehicle, please provide the appropriate new information to the Troop Records Coordinator.** Please provide the following information.

#### Driver Information

Please provide the following information for each adult driver who may drive your vehicle.

Driver Name	Driver's License No. (including state)	Cell Phone No.
1.		
2.		

#### Vehicle/Insurance Information

Please provide the following information for each vehicle that you may use to transport scouts. Following the example, list the primary vehicle first, followed by any other vehicles you may use.

Vehicle Year/Make/Model	License Plate No.	Owner's Name	Number of pass- engers (including driver and gear)	Does each pass- enger have a seatbelt?	Liability Insurance (at least \$50K/\$100K/\$50K)		
					Bodily injury liability		Property damage per accident
					per person	per accident	
1.							
2.							
3.							



# BOY SCOUT TROOP 599 PARENT RESOURCE COMMITMENT FOR 2018-19

Scout's Name \_\_\_\_\_  
 Father's Name \_\_\_\_\_  
 Mother's Name \_\_\_\_\_

Helping your son and others have fun, learn and advance in Troop 599 can be a most rewarding experience. But, you'll never know until you VOLUNTEER. As Troop 599 has grown to more than 120 boys, it has become critical that ALL PARENTS share in the jobs required to keep our program running. In addition to driving to and from at least two (2) outings **it is required that all parents assist in at least one (1) area.** While a few jobs require a commitment of 20-50 hours per month, many only take 1-2 hours per month or a concentrated effort within a short time span. Please check the areas below in which you would be willing to help. Rank your preferences (1, 2, 3, etc.). Indicate interest for both father and mother. **Brief descriptions of the responsibilities of each position are included on the back of this form.**

<b>Outings</b>	<b>Dad</b>	<b>Mom</b>	<b>Programs</b>	<b>Dad</b>	<b>Mom</b>
Outings	_____	_____	Weekly Programs	_____	_____
Equipment	_____	_____	Courts of Honor	_____	_____
Transportation	_____	_____	Scout Sunday	_____	_____
Troop Vehicles	_____	_____	Scouting for Food	_____	_____
Medical Records	_____	_____	May Banquet	_____	_____
Summer Camp	_____	_____	Silent Auction	_____	_____
High Adventure	_____	_____	Scout Fair	_____	_____
Venture	_____	_____	Chaplain	_____	_____

<b>Development</b>	<b>Dad</b>	<b>Mom</b>	<b>Administration</b>	<b>Dad</b>	<b>Mom</b>
Advancement	_____	_____	Committee Chairman	_____	_____
Merit Badges	_____	_____	Fundraising	_____	_____
Boards of Review	_____	_____	Treasurer	_____	_____
Data / Records	_____	_____	Secretary	_____	_____
Patrol Advisor	_____	_____	Membership	_____	_____
Leadership Advisor	_____	_____	Parent Resources	_____	_____
Eagle Advisor	_____	_____	Newsletter Editor	_____	_____
First Class Emphasis	_____	_____	Telephone Committee	_____	_____
Order of the Arrow	_____	_____	Uniform Exchange	_____	_____
Training	_____	_____	Scoutmaster	_____	_____

## TROOP 599 - PARENT RESOURCE DESCRIPTIONS

### Outings

**Outings** - assisting in planning, coordinating and preparing for outings; advising ASPL of Outings.

**Equipment** - assisting with equipment; organizing, checking condition, buying supplies; advising ASPL(s) of Equipment.

**Transportation** - organizing drivers to/from outings.

**Troop Vehicles** – ensuring that the Troop truck and trailer are always properly serviced and prepared for each planned use.

**Medical Records** – keeping track of medical forms for all scouts; making sure they are current and available for outings.

**Summer Camp** – helping select, plan, prepare, coordinate or lead the Troop's annual Summer Camp outing. Computer skills (MS / Word and/or Excel) very helpful.

**High Adventure** - helping plan, prepare, and coordinate special summer high adventure outings.

**Venture** - assisting as a Venture leader; providing guidance; planning and participation on outings.

### Development

**Advancement** – keeping advancement records; purchasing awards; tracking scout progress.

**Merit Badges** - being a merit badge counselor; or coordinating merit badge classes.

**Boards of Review** – sitting on advancement Boards of Review (no uniformed leaders); or coordinating Boards of Review.

**Data / Records** - keeping troop records (advancement, contact data, training, attendance) in Troopmaster.

**Patrol Advisor** - advising a patrol; providing guidance, tracking and promoting advancement; assisting with leadership position assignments.

**Leadership Position Advisor** – advising scouts serving in troop leadership positions of Scribe, Librarian, Historian, Bugler or Webmaster; providing guidance and tracking progress.

**Eagle Advisor** – advising Life scouts on the path toward Eagle; providing guidance on Eagle project preparation and reporting.

**First Class Emphasis** – being a uniformed leader in the FCE program; teaching skills to new scouts.

**Order of the Arrow** – being the Troop OA representative to the council; planning and coordinating OA elections.

**Training** - tracking scout and adult training certificates and expiration; organizing special leadership training courses (Youth Protection Training, Safe Swim, etc).

### Programs

**Weekly Programs** - assisting in planning, providing speakers, organizing demonstrations; advising ASPL of Programs.

**Courts of Honor** - organizing refreshments at Courts of Honor.

**Scout Sunday** - organizing helpers for church service; arranging for photographer; coordinating the luncheon and selling tickets.

**Scouting for Food** – driving scouts on donation routes; delivering food; or organizing and managing the October food drive.

**Banquet** – planning and organizing the May banquet (table decorations and food).

**Silent Auction** – obtaining donated items (occurs at May Banquet).

**Scout Fair** – coordinating participation of the Troop in the April Scout Fair; organizing the training/equipment; overseeing event.

**Chaplain** - serving as the Troop adult Chaplain; mentoring scout Chaplain Aide.

### Administration

**Committee Chairman** - chairing the Troop Committee; managing yearly registration; facilitating filling of committee positions; overseeing all administrative functions.

**Fundraising** - organizing and managing greenery sale.

**Treasurer** - managing the troop checkbook; processing all receivables and payables.

**Secretary** - providing minutes of committee meetings.

**Membership** - coordinating yearly membership recruiting of Webelos and transferring Scouts; advising Den Chiefs and ASPL of Membership.

**Parent Resources** - maintaining database of parents and their interests in serving the Troop.

**Newsletter Editor** – compiling, editing, designing, and publishing the monthly newsletter.

**Telephone Committee** – being on a telephone tree for a patrol; or organizing and assigning specific telephone tree messaging.

**Uniform Exchange** - maintaining inventory, soliciting donations and managing surplus/donated uniforms.

**Scoutmaster** – serving as the Troop Scoutmaster; advising the Senior Patrol Leader and his ASPLs.



# Boy Scouts of America

## MERIT BADGE COUNSELOR INFORMATION



(Please type or print legibly.)

Name\* \_\_\_\_\_ Primary phone\* \_\_\_\_\_  Home  Cell  Work

Address\* \_\_\_\_\_ Other phone \_\_\_\_\_  Home  Cell  Work

City/state/zip\* \_\_\_\_\_ Other phone \_\_\_\_\_  Home  Cell  Work

Email address\* \_\_\_\_\_  I do not have email. Age \_\_\_\_\_

District \_\_\_\_\_ Unit:  Troop  Team  Crew  Ship No. \_\_\_\_\_ BSA ID \_\_\_\_\_

I am not affiliated with a district.

I am not affiliated with a unit.

\*Required field. Primary phone and email address indicate how Scouts should contact you.

**To qualify as a merit badge counselor, you must**

- Be at least 18 years old and of good character.
- Be registered with the Boy Scouts of America (position code 42).
- Complete Youth Protection training.
- Be recognized as having the skills and education in the merit badge subjects covered and hold any required qualifications and training as outlined in the *Guide to Safe Scouting* or the *Guide to Advancement*—or use others so qualified.
- Be able to work with Scout-age boys.

**As a merit badge counselor, I agree to**

- Follow the requirements of the merit badge, making no deletions or additions, ensuring that the advancement standards are fair and uniform for all Scouts.
- Have a Scout accompanied by his buddy during all instructional sessions.
- Keep my Youth Protection training current.
- Renew my registration annually if I plan to continue as a merit badge counselor.

Merit Badges <i>For more than eight merit badges, attach additional sheets.</i>	Add (A) Drop (D)	For each merit badge, list qualification(s) that support your request. <i>Qualifications could include college degrees, formal training certificates, positions held, and specific life experiences.</i>
1.	A	
2.		
3.		
4.		
5.		
6.		
7.		
8.		

A = Adding a new merit badge that you will counsel to the roster. D = Removing your name from the roster for this merit badge.

**Complete the following:**

- This is a new application (first time to register as a merit badge counselor).  
Attach this form to the BSA Adult Application, indicating position code 42.
- This is an update to an existing list of merit badge subjects.
- I no longer wish to serve as a merit badge counselor.

Youth Protection training date \_\_\_\_\_  
*(Attach copy of the current certificate.)*

**I agree to work with:**

- All Scouts
- All Scouts in these districts: \_\_\_\_\_
- Only with Scouts in these units (indicate whether troop, team, or crew): \_\_\_\_\_

*Counselors are encouraged to be available to work with any Scout in any unit.*

I plan to serve as a merit badge counselor for this event or outside organization: \_\_\_\_\_

**Council Approval:**

Name (print) \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# INSTRUCTIONS FOR MERIT BADGE COUNSELORS

## What's It All About?

The merit badge counselor is a key player in the Boy Scout advancement program. Whatever your area of expertise or interest—whether it is a special craft or hobby (basketry, leatherwork, coin collecting), a profession (veterinary medicine, aviation, engineering), or perhaps a life skill (cooking, personal management, communication)—as a merit badge counselor, you play a vital role in stirring a young man's curiosity about it. By serving as a counselor, you offer your time, knowledge, and other resources so Scouts have the opportunity to broaden their horizons. And in doing so, your mission is to combine fun with learning.

You are both teacher and mentor to the Scout as he learns by doing. By presenting opportunities for growth via engaging activities like designing a Web page (Computers), performing an ollie and a wheelie (Snow Sports), or fabricating rope (Pioneering), you may pique a young man's interest and inspire a Scout to develop a lifelong hobby, pursue a particular career, or become an independent, self-supporting adult.

## Learning to Be a Merit Badge Counselor

All merit badge counselors should seek training. It is important that they have a full understanding of their responsibilities and also of the recommended practices for quality counseling. The presentation "The Essentials of Merit Badge Counseling" has been designed for this purpose and covers the following topics:

A Scouting overview: mission, aims, and methods	Merit badge program role and benefits
Merit badge counselor qualifications	How to become a counselor
The merit badge counseling process	Merit badge requirements
Effective counseling	Group instruction and camp settings

The session can be downloaded and viewed from <http://www.scouting.org/scoutsorce/BoyScouts/GuideforMeritBadgeCounselors/MBCounselorGuide.aspx>.

Another resource is the *Guide for Merit Badge Counseling*, No. 34532. This resource can be found online at [www.scouting.org/BoyScouts/GuideforMeritBadgeCounselors/MBCounselorGuide.aspx](http://www.scouting.org/BoyScouts/GuideforMeritBadgeCounselors/MBCounselorGuide.aspx).

## Processing This Application

Merit badge counselors *must* register as adult Scouters and be approved by the council advancement committee for each merit badge listed on this Merit Badge Counselor Information form. A merit badge counselor does not have to pay a registration fee, but must complete an Adult Application for position code 42, fill out this form, and complete BSA Youth Protection training. Submit the Adult Application with the Merit Badge Counselor Information form to your council. Counselors may wish to associate with a particular unit but are encouraged to serve any Scout from any unit.

## Special Qualifications and Guidelines for Merit Badge Counselors

A number of merit badges involve activities that are restricted or require certification or special training for those supervising these activities. See the *Guide to Advancement*, topic 7.0.1.1, "Qualifications of Counselors." Merit badge counselors may personally meet these required qualifications, or they may use others so qualified. Additionally, the BSA *Guide to Safe Scouting* has specific requirements and procedures for shooting sports and for aquatics, winter, and other activities. These policies apply to all BSA activities, including merit badge instruction. For other merit badges where specific BSA requirements do not exist, counselors should have sufficient depth of knowledge and experience to understand how to safely present the material.

## Instructions to Counselors

- The unit leader (Scoutmaster, Varsity Coach, crew Advisor, or Skipper) recommends and provides the name and contact information of at least one merit badge counselor to each Scout desiring to work on a merit badge. Before beginning to work with a youth, counselors should check the boy's merit badge application (blue card) to ensure it is signed by the unit leader.
- Every Scout must have a buddy with him at each meeting with a merit badge counselor. This buddy could be another Scout, a parent or guardian, a brother or sister, or a relative or friend. There is no one-on-one contact allowed with Scouts and counselors—the buddy requirement is mandatory.
- Counselors may not add to or delete any merit badge requirements. Group instruction is allowed where special facilities and expert personnel make this most practical, or when Scouts are dependent on a few counselors for assistance. However, any group experience must provide attention to every individual candidate's projects and progress, and assure each has actually and personally fulfilled *all* the requirements. If, for example, a requirement uses words like "show," "demonstrate," or "discuss," then every Scout must individually do so. It is unacceptable to award badges on the basis of Scouts sitting in classrooms and watching demonstrations or remaining silent during discussions.
- When a Scout begins working on a merit badge, the current-year *Boy Scout Requirements* book lists the official requirements in effect at that time. If requirements change after a Scout has started working on a merit badge, he may stay with the requirements in effect when he started unless the BSA's National Council places a specific timeline on the implementation of new requirements.



## MERIT BADGE LIST<sup>1</sup>

American Business	<b>Environmental Science</b>	Pioneering
American Cultures	<b>Family Life</b>	Plant Science
American Heritage	Farm Mechanics	Plumbing
American Labor	Fingerprinting	Pottery
Animal Science	Fire Safety	Programming
Animation	<b>First Aid</b>	Public Health
Archaeology	Fish & Wildlife Mgmt.	Public Speaking
Archery	Fishing	Pulp & Paper
Architecture	Fly Fishing	Radio
Art	Forestry	Railroading
Astronomy	Game Design	Reading
Athletics	Gardening	Reptile & Amphibian Study
Auto Maintenance	Genealogy	Rifle Shooting
Aviation	Geocaching	Robotics
Backpacking	Geology	Rowing
Basketry	Golf	Safety
Bird Study	Graphic Arts	Salesmanship
Bugling	<b>Hiking</b>	Scholarship
<b>Camping</b>	Home Repairs	Scouting Heritage
Canoeing	Horsemanship	Scuba Diving
Chemistry	Indian Lore	Sculpture
Chess	Insect Study	Search & Rescue
<b>Citizen in Community</b>	Inventing	Shotgun Shooting
<b>Citizenship in Nation</b>	Journalism	Signs, Signals & Code
<b>Citizenship in World</b>	Kayaking	Skating
Climbing	Landscape Architecture	Small Boat Sailing
Coin Collecting	Law	Snow Sports
Collections	Leatherwork	Soil & Water Cons.
<b>Communication</b>	<b>Lifesaving</b>	Space Exploration
Composite Materials	Mammal Study	Sports
Computers	Medicine	Stamp Collecting
<b>Cooking</b>	Metalwork	Surveying
Crime Prevention	Mining in Society	<b>Sustainability</b>
<b>Cycling</b>	Model Design & Building	<b>Swimming</b>
Dentistry	Motorboating	Textile
Digital Technology	Moviemaking	Theater
Disabilities Awareness	Music	Traffic Safety
Dog Care	Nature	Truck Transportation
Drafting	Nuclear Science	Veterinary Medicine
Electricity	Oceanography	Water Sports
Electronics	Orienteering	Weather
<b>Emergency Prep</b>	Painting	Welding
Energy	<b>Personal Fitness</b>	Whitewater
Engineering	<b>Personal Management</b>	Wilderness Survival
Entrepreneurship	Pets	Wood Carving
Exploration	Photography	Woodwork

1. Eagle required merit badges are in **bold red** print.