



## Merit Badge Counselor Required Documents and Application Process

### REQUIRED Documents

New merit badge counselors need to turn in 3 items. If all three required documents are not provided at one time or they are incomplete in any way (no signatures, etc.), all forms will be returned to the potential MBC by mail. The documents will not be held in the service center. Once all items are complete they may be returned to the council service center to be processed.

New merit badge counselors need to turn in 3 items:

1. [Adult Application](#)
2. [Merit Badge Counselor Application](#)
3. Youth Protection Training Certificate

Check if the Adult Application is filled out completely. The most common items missing are the following:

1. Signature of Applicant
2. Initials on the 4 questions above the signature
3. The 6 questions on the right side of the application
4. The Disclosure/Authorization Form

Check the Merit Badge Counselor Application. The most common items missing are the following:

1. Signature of Applicant
2. District Name
3. YPT Date

If all is good, please send all three documents to the Arlington Heights office Attn: Paul

If the applicant is already a MBC and they just want to make changes to their badges, they need to fill out a MBC application with the changes. Please check that it is complete.

If they are not complete, Paul will need to send them back for corrections.

### MBC Application Process

- 1) All complete MBC applications & Adult Applications along with the YPT Certificate, should be sent or routed via interoffice mail to Paul Whittenhall at the Arlington Heights Service Center, 617 E Golf Rd, Ste 101, Arlington Heights, IL, 60005.

**Des Plaines Valley  
Center for Scouting**  
811 W. Hillgrove Avenue  
La Grange, IL 60525  
(312) 421-8800

**Northwest Suburban  
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617 E. Golf Road Suite 101  
Arlington Heights, IL 60005  
(312) 421-8800

**Robert J. Welsh  
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8751 Calumet Avenue  
Munster, IN 46321  
(312) 421-8800

**Steve Fossett  
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1218 W. Adams Street  
Chicago, IL 60607  
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- 2) From there the MBC Application will be scanned and emailed to the District Advancement Chair for approval. The Council Advancement Chair will be copied on the email.
- 3) The District Advancement Chair has 7 days to send a reply email with whether the applicants have been approved or denied.
  - a. If approved, District Chair is to sign MBC application and return to Paul via email or drop off at service center. If District Chair is unable to send signed approval back to Paul or drop off in person, Paul will sign them if told to do so by the District Advancement Chair and will store them in a digital file.
  - b. If denied, District Advancement Chair is to send the unsigned application email back with a short reason why. The District Advancement Chair is also responsible for contacting the potential MBC to explain why they weren't approved and to see if that can be changed. If the denial is overturned, the same process as above is to be followed.
  - c. If no reply within 7 days, Paul will send an email to the Council Advancement Chair with the VP of Program copied to alert them that there was no approval and to ask for the application to be reviewed and for a decision to be rendered.
  - d. Once applications are approved they will be processed with Shared Services.

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