

**APPLICATION TO CONDUCT A MERIT BADGE EVENT**

Please complete this application if you are going to counsel a merit badge in a group setting. Troop merit badge work does not require submission of this form.

Please be sure to follow the BSA Guide to Advancement directives on group instruction (section 7.0.3.2)

**Merit Badge Event Organizer's Information**

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

District \_\_\_\_\_

**Event Information**

Date(s) of Event \_\_\_\_\_

Location(s) of Event \_\_\_\_\_

Has this event been done before? Yes / No (circle) If so, date last completed \_\_\_\_\_

Maximum # of Scouts in attendance: \_\_\_\_\_

Is there a charge for this event? Yes/No (circle) If it is an event charge enter here \_\_\_\_\_

Individual merit badge charges should be entered on the merit badge spreadsheet.

For each Merit Badge that is planned to be offered please fill out one line on the attached spreadsheet. Please note that the scout must present a merit badge card signed by their scoutmaster to the merit badge counselor and any completed pre-work. Please keep in mind recommended scout/counselor ratios.

Please submit this application and the spreadsheet to the Council Advancement Committee **at least** 90 days prior to announcing or promoting this clinic. If there are questions regarding your clinic, someone may call you to clarify.

Resources to review prior to offering a merit badge event:

BSA Guide to Advancement Section 7

<https://www.scouting.org/resources/guide-to-advancement/toc/>

Merit Badge group instruction guide

[https://filestore.scouting.org/filestore/pdf/512-066\\_WEB.pdf](https://filestore.scouting.org/filestore/pdf/512-066_WEB.pdf)

A Guide to Merit Badge Counseling

<https://filestore.scouting.org/filestore/pdf/512-065.pdf>