



# 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

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 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.

This policy pertains only to **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 an internal, single unit Merit Badge Day.

1. The Sponsoring Unit point-of-contact (POC) 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 all supporting documents approved and still have 60 days to get the advertising flyers posted on the OCBSA Website and out to Roundtables.
2. The POC shall secure the following documents from the Council Advancement website.
  - a. Instructions for Group Merit Badge Day
  - b. Group Merit Badge Day Application Form (a writable PDF form)
  - c. Items to include in Group Merit Badge Day Flyer
  - d. Merit Badge Day minimum prerequisites for each Merit Badge included in your Merit Badge Day.

NOTE: Approval to deviate from the minimum prerequisites must be approved, in writing, by your District Advancement Chair.



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### - Check List -

1. The POC, fills out the 2 page Group Merit Badge Day Application form (preferably by using a computer for clarity):
  - a. First page, fill in all fields down to just short of the first signature field.
  - b. Second Page, 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. All Merit Badge Counselors have completed Merit Badge Counselor Training.
    - iii. All Merit Badge Counselors are Youth Protection Trained (and current),
    - iv. All Merit Badge Counselors are Registered for the Merit Badge they will be instructing,
    - v. The Flyer must state "a Scout may earn only one Eagle required Merit Badge."
    - vi. The Flyer must list the prerequisites for each Merit Badge offered.
2. The POC signs the Merit Badge Day Application form.
3. The POC emails the following Merit Badge Day documents to their District Advancement Chair. The email address for each District Advancement Chair may be obtained from the Council Advancement website.
  - a. Group Merit Badge Day PDF Application.
  - b. The Flyer for this Group Merit Badge Day event.
  - c. Any additional supporting documentation.
4. The District Advancement Chair:
  - a. Reviews the documents and checks that all Advancement Committee Policies are being followed. See checklist above.
  - b. If all document are in order, then the District Advancement Chair 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 POC with deficiencies noted.
  - d. When Approved and signed the District Advancement Chair Emails the documents to the Council Advancement Committee Professional for review of the Flyer and subsequent posting to the document wall in the Council Service Center and forwarding the flyer to the ScoutWeek representative for inclusion in the next ScoutWeek.