BOY SCOUTS OF AMERICA MERIT BADGE BLUE CARD PROCESS

- 1. **BEFORE** a Scout starts working on a merit badge, he should obtain a **Blue Card** from the Troop Advancement Coordinator or Scoutmaster. The Scout should fill out the Name, Address and City, Troop, Troop number, District and Council (Westmoreland Fayette).
- 2. On the back of the Blue Card on the <u>Applicant's Record</u> section of the card, the Scout needs to fill out his name and the name of the Merit Badge he will be working on.
- The Scout also needs to fill in the Merit Badge name on the first piece of the back page.
- 4. Once all of this is filled out, the Scout needs to have the Scoutmaster sign and date the bottom of the Application for Merit Badge section. This part of the Blue Card is kept by the Scoutmaster or Advancement Chair for their records, once the merit badge is completed.
- 5. The Scout is then ready to work with a Merit Badge Counselor to complete the requirements of the merit badge. The Counselor will fill in, date, and initial the requirements section of the card as each requirement is completed; however some Counselors will just write **COMPLETE** on this section of the card.
- 6. The Counselor should fill in their information in the first section on the back of the Blue Card with their Name, Address, Phone Number, and sign and Date upon completion.
- 7. The Counselor should also fill in the completed date and sign the applicant's record portion of the card.
- 8. The third portion of the **Blue Card** should be kept by the Counselor for their records, however some do not remove and keep it.
- 9. Once the merit badge is completed and the **Blue Card** is signed by the Counselor, the Scout needs to bring it back to the Scoutmaster to have the completed **Applicant's Record** portion signed off.
- 10. Once all signatures are obtained, the Scout turns in both remaining portions of the Blue Card to the Advancement Chair; who will keep the <u>application for merit badge</u> piece for the Troop's records and return the <u>Applicant's Record</u> along with the Merit Badge itself to the Scout at the next Court of Honor. Scouts should retain all their portions of their <u>Blue Cards</u> as they can be requested by the <u>Eagle Board of Review</u>.

