

Merit Badge Counselor Flow Chart

MERIT BADGE COUNSELOR (MBC)

To become a counselor, the Merit Badge Counselor candidate to complete:

- Safeguarding Youth Training (submit certificate)
- Adult Application (paper or online)
- Merit Badge Counselor Information Sheet (paper)
- MBC online or in-person training (submit proof of completion)

Are you a current Merit Badge Counselor?

NO

YES

To update merit badges (add or remove), Merit Badge Counselor to complete:

- Merit Badge Counselor Information Sheet

Adult Application submitted online?

NO

YES

Submit all of the above to your District Executive team

Submit MBC Info sheet to District Advancement Chair

DE updates SSN (if PDF) and forwards Adult Application to MCC.registration

DE forwards MBC Information Sheet to District Advancement Chair

DISTRICT EXECUTIVE TEAM

DISTRICT ADVANCEMENT CHAIR

District Advancement Chair Approves and forwards MBC Information Sheet to Scoutbook Administrator and copies MCC.registration

Membership Services enters Adult Application in My.Scouting

MEMBERSHIP SERVICES

DISTRICT SCOUTBOOK ADMIN

Scoutbook Admin lets DAC and Membership Services know update is complete

Scoutbook Admin enters merit badges into Scoutbook

MBC receives email from Scoutbook regarding changes/additions