

BAY-LAKES COUNCIL MERIT BADGE COUNSELOR APPLICATION INSTRUCTIONS

TO QUALIFY AS A MERIT BADGE COUNSELOR, YOU MUST:

1. Be Youth Protection Trained: Training may be completed at My.Scouting.org.
2. Be at least 18 years old.
3. Be proficient in the merit badge subject by vocation, avocation or special training.
4. Recognized as having the ability to work with Scout-age boys (Ages 11 – 18).

TO APPLY AS A MERIT BADGE COUNSELOR, YOU MUST:

1. **Complete a Boy Scouts of America (BSA) Adult Application.**
 - List “42” as the Position Code. Enter “Merit Badge Counselor” in Scouting Position Description.
 - Unit Committee Chairman and Charter Organization Representative Signatures are not required.
 - There is no fee to register as a Merit Badge Counselor.
2. **Complete the Disclosure Authorization Form (Page 3) of the BSA Adult Application.**
3. **Complete pages 1 and 2 of the Bay-Lakes Merit Badge Counselor Application form.**
 - Fully describe your qualifications for each merit badge on Page 2.
 - You may apply to be a counselor for a maximum of seven merit badges.
 - Complete Youth Protection Training at My.Scouting.org. Be sure to send a copy of the certificate of completion with your application.
4. **If applying for any merit badge listed below under “Special Qualifications.**
 - Include a copy of the certification or other documentation required for that specific merit badge.

THE APPLICATION PROCESS:

1. **Submit ALL of the following documents:**
 - BSA Adult Application Form
 - Youth Protection Certificate
 - Bay-Lakes Merit Badge Counselor Application (2 Pages)
 - Disclosure Authorization Form
 - Special Qualifications (If needed.)

Mail to: Bay-Lakes Council, PO Box 267, Appleton, WI 54912-0267
Email to: jennifer.neuville@scouting.org **OR** **Fax to:** 920-734-1991
2. **If already registered in another Scouting position, you still must complete the BSA Adult Application form.** If you have previously completed Youth Protection Training, you may submit your BSA Membership ID number on the MBC Information Form in lieu of the YPT certificate.
3. The review and approval process can take up to 30 days. You will be notified by the District Advancement Committee via email when your application has been approved.
4. Please review the *BSA Guide for Merit Badge Counselors* available at: www.scouting.org/sitecore/content/Home/BoyScouts/GuideforMeritBadgeCounselors/MBCounselorGuide.aspx
5. Please complete the Merit Badge Counselor Training Session at My.Scouting.org.

ADDING AND/OR DROPPING MERIT BADGES:

1. If you are already registered as a Merit Badge Counselor and you wish to add or delete merit badges, submit only an updated Merit Badge Counselor Application Form.
2. Be sure to check the “Add/Delete” space and explain your qualifications for any merit badges to be added.
3. If special qualifications apply to any added merit badge, also submit the required certification or documentation.

ANNUAL RENEWAL OF MERIT BADGE COUNSELORS:

Approved Bay-Lakes Merit Badge Counselors' registration is renewed annually on August 1st, as long as a current Youth Protection Training is completed and on file with the Council office. Youth Protection Training must be renewed every two years through My.Scouting.org.

INSTRUCTIONS

Special Qualifications:

Counselors for the following merit badges must meet the specific requirements stated below and must submit **proof of qualification** with their application.

Archery	<p>Must hold one of the following:</p> <ol style="list-style-type: none"> BSA National Camping School-trained shooting sports director OR a USA Archery or National Field Archery Association Instructor, or training by one of the three. Be a minimum of Level I Trained in the operation of an archery range from USA Archery, NFAA or an equivalent
Canoeing:	<p>Must hold one of the following:</p> <ol style="list-style-type: none"> BSA Aquatics Instructor American Canoe Association Canoeing Instructor American Red Cross Canoeing Instructor
Climbing:	<p>Must be:</p> <ol style="list-style-type: none"> Trained in <i>BSA Climb on Safely</i> At least 21 years of age <p>NOTE: Training as a BSA Climbing Level 2 Instructor is recommended. An American Red Cross First Aid/CPR/AED trained volunteer must be present at all climbing activities.</p>
Kayaking:	<p>Must hold one of the following:</p> <ol style="list-style-type: none"> BSA Aquatics Instructor certification Paddle Craft Safety Instructor certification Kayaking Instructor certification from American Canoe Association, British Canoe Union or American Red Cross
Lifesaving:	<p>Must be:</p> <ol style="list-style-type: none"> Certified in Red Cross First Aid/CPR/AED or equivalent Certified as BSA Lifeguard or Aquatics Instructor or equivalent At least 21 years of age
Rifle Shooting:	<p>Must hold one of the following:</p> <ol style="list-style-type: none"> A BSA National Camping School shooting sports director An NRA Rifle Shooting Instructor or Coach <p>For activity with muzzle-loading rifles (Option C), must also be (a) a certified BSA National Camping School shooting sports director or (b) a NRA or National Muzzleloader Rifle Association certified muzzle-loading firearms instructor.</p>
Rowing:	<p>Must be a BSA Aquatics Instructor or equivalent, or trained by an instructor so qualified</p>
Scuba Diving:	<p>Must be trained and sanctioned by one of the following agencies:</p> <ul style="list-style-type: none"> Professional Association of Diving Instructors National Association of Underwater Instructors Scuba Schools International International Diving Educators Association Professional Diving Instructors Corporation Scuba Diving International World Recreational Scuba Training Council
Shotgun Shooting:	<p>Must hold one of the following:</p> <ol style="list-style-type: none"> A BSA National Camping School shooting sports director An NRA Rifle Shooting Instructor or Coach <p>For activity with muzzle-loading rifles (Option C), must also be (a) a certified BSA National Camping School shooting sports director or (b) a NRA or National Muzzleloader Rifle Association certified muzzle-loading shotgun instructor.</p>
Snow Sports:	<p>Must be at least 21 years of age and committed to BSA Winter Sports Safety (Guide to Safe Scouting)</p>
Swimming:	<p>Must be trained in BSA Safe Swim Defense and BSA Safety Afloat.</p>
Whitewater:	<p>Must be certified as whitewater canoeing or kayaking instructor by American Canoe Association, or equivalent</p>