

Great Lakes Council, BSA
Council Advancement Committee
Advancement Committee Policies and Procedures

How to Become a Merit Badge Counselor

- 1) A prospective merit badge counselor shall obtain a Great Lakes Council *Merit Badge Counselor Information Sheet* (4.1a) either from the District Advancement Chair/designee or the Great Lakes Council website.
- 2) When the applicant has been merit badge counselor trained and youth protection trained they will complete the *Merit Badge Counselor Information Sheet* indicating which merit badges they wish to counsel and their qualifications for counseling those merit badges.
- 3) The applicant must fill out a new BSA Adult Application form (current version) inserting the number '42 - Merit Badge Counselor' where it requests position code. This must be submitted by **all** applicants even if they are currently registered in another position in Scouting. Note: all information including the SSN and Driver's License number must be filled in. Only the applicant signs the application. No unit level signatures are required.
- 4) The *Merit Badge Counselor Information Sheet*, the BSA Adult Application form, and a copy of the *Youth Protection Training* certificate are returned to the District Advancement Chair/designee for review and approval.
- 5) The prospective counselor will be notified by the advancement chair/designee as to the decision.
- 6) **Prospective counselors may not begin counseling before notification of approval.**
- 7) In the event of an issue with the background check the council professional staff shall contact the counselor and the advancement chair/designee to inform them there is an issue. The professional shall inform the counselor that their counseling status has been suspended pending resolution of the issue.
- 8) Merit badge counselors must renew their district membership annually. They will be notified as to when and how this is to be done.