

Atlanta Area Council Advancement and Recognition Committee Procedure Statement regarding:

<p>The applicant has personally appeared before me and demonstrated to my satisfaction that he has met all requirements for the (please print)</p> <p>Merit badge _____</p> <p>Name of counselor _____</p> <p>Address of counselor _____</p> <p>City _____ Zip code _____</p> <p>Telephone number of counselor _____</p> <p>Signature of counselor _____ Date _____</p> <p>Checked and recorded: _____</p> <p>Date _____</p> <p>Certificate and badge presented _____ Date _____</p> <p>Applicant will turn in this portion to his unit leader for record posting.</p>	<p>APPLICANT'S RECORD</p> <p>Name _____</p> <p>Has given me his completed application for the _____ Merit badge _____</p> <p>Completed on _____ / _____ / _____ by _____</p> <p>Signature of counselor _____</p> <p>Signature of unit leader _____</p> <p>NOTE TO BOY SCOUT, VARSITY SCOUT, OR YENTU PER: Retain this copy for your permanent records.</p>	<p>COUNSELOR'S RECORD</p> <p>Applicant _____</p> <p><input type="checkbox"/> Troop _____ Unit number _____</p> <p><input type="checkbox"/> Team _____</p> <p><input type="checkbox"/> Crew _____</p> <p>Merit badge _____</p> <p>Date completed _____ / _____ / _____</p> <p>Remarks: _____</p> <p>It is suggested that the counselor keep this record in case any question is raised later in regard to this award.</p>
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Registered Merit Badge Counselors signing blue cards for Scouts.

We've recently seen instances where Scouts were turning in blue cards that were signed by a counselor who was not currently registered. This is not fair to the Scout.

Every Merit Badge Counselor's Blue Card signature includes that counselor's BSA registration number.

Maintain your active status as a merit badge counselor by working with the District Advancement Committee, registering annually for as long as you are willing to serve.

As the Scout turns in the completed Blue Card to the Scoutmaster for final approval, The Scoutmaster and unit advancement coordinator should ensure that the registration number of the counselor is provided on the card.

It is the **Troop's responsibility** to work with the **District Advancement Chairs** to ensure proper Registration of Merit Badge Counselors and their registration number.

If Troops or private entities are providing Merit Badge Clinics to help facilitate Scout advancement they also must ensure that all Counselors are properly registered by listing in their records each Merit Badge Counselor's registration number.

Sam Harris
Council Advancement Chairman

David Jaracz
Vice Chair, Merit Badge Counselors

Date Jan 25, 2018