

Merit Badge Counselor Enrollment Packet



Contact 706-733-5277 with questions!

Helping Scouts, Helping Communities!

ADULT APPLICATION

This application is also available in Spanish. Esta solicitud también está disponible en español.

MISSION

The mission of Scouting America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Scout Law.

Your participation in Scouting America can help youth become better citizens.

Adult leaders serve as important role models for youth in Scouting America and this application aids the chartered organization in selecting qualified adult volunteer leaders.

SAFEGUARDING YOUTH TRAINING

All adult applicants are required to take this training in order to complete the adult application process. Go to my.scouting.org to create an account and take the training online, or contact your local council for classroom training. Include a copy of your completion certificate with this application.

CRIMINAL BACKGROUND CHECK*

In order to complete the adult application process, you will need to review the different disclosures that have been separately provided to you. The separate authorization form must be signed and returned when you submit your application.

EXCERPT FROM THE DECLARATION OF RELIGIOUS PRINCIPLE

Scouting America maintains that no member can grow into the best kind of citizen without recognizing an obligation to God and, therefore, recognizes the religious element in the training of the member, but it is absolutely nonsectarian in its attitude toward that religious training. Its policy is that the home and organization or group with which the member is connected shall give definite attention to religious life. Only persons willing to subscribe to these precepts from the Declaration of Religious Principle and the Bylaws of Scouting America shall be entitled to register.

All adult leaders agree to comply with the Scouter Code of Conduct.
scouting.org/health-and-safety/guidelines-policies

***The three different background check forms must be torn off and each separately given to the applicant.**

SKU 661087



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Leader Requirements

Scouting America is open to all who meet the requirements, and leaders are selected based on individual merit. Adult leaders must possess the moral, educational, and emotional qualities that Scouting America deems necessary for positive leadership to youth. They must also:

- Abide by the Scout Oath, Scout Law, and Scouter Code of Conduct. The Scouter Code of Conduct can be found at [scouting.org/health-and-safety/gss/bsa-scouting-code-of-conduct](https://www.scouting.org/health-and-safety/gss/bsa-scouting-code-of-conduct).
- Subscribe to the precepts of the Declaration of Religious Principle.
- Reside within the USA or a U.S. territory, or be a U.S. citizen residing outside the USA.
- Be 21 years of age or older for primary leadership positions.
- Be 18 years of age or older for assistant leadership positions.
- Complete Safeguarding Youth training (SYT) before application is processed and renew training as required by going to my.scouting.org and creating an account.
- Review the disclosure information related to Scouting America's background check process and complete and sign a Background Check Authorization form.
- Take leader position-specific training at my.scouting.org. Classroom training may also be available through your local council.

It is the philosophy of Scouting to welcome all eligible adults, regardless of gender, race, ethnic background, or sexual orientation, who are willing to accept Scouting's values and meet any other requirements of membership.

APPROVAL REQUIRED—UNIT ADULTS

The chartered organization representative is approved by the head of the chartered organization. All other adult leader applications must be accepted and approved by the head of the chartered organization or the chartered organization representative.

Scout executive or designee must approve any adults who answer "yes" to any Additional Information question.

APPROVAL REQUIRED—COUNCIL and DISTRICT ADULTS

Scout executive or designee must accept and approve all council and district adults.

Scout executive or designee must approve any adults who answer "yes" to any Additional Information question.

The adult leader application process will not be complete until Safeguarding Youth training has been completed and a criminal background check has been obtained.

Health information. You should inform your unit leadership of any condition that might limit your participation. Before participating in activities with your unit, please fill out the Annual Health and Medical Record, No. 680-001, found on scouting.org/forms and provide it to your unit leadership.

Scout Life. Registered adults get a special \$15 rate. For a subscription to a magazine that helps children grow in the Scouting program, just fill in the Scout Life circle on the application and pay the subscription price.

THE NATIONAL REGISTRATION FEE IS NONREFUNDABLE.

Scouting America Privacy Policy

Scouting America protects the confidentiality of the names and personal information of those who are affiliated with the organization. No commercial or unauthorized use is made of the names, addresses, and other confidential information. Scouting America and its affinity groups may use registration information to notify registrants of benefit opportunities.

For general questions, contact your Scouting America local council or visit scouting.org for current policies.

What Is the Scouting America Program?

The Scouting America program is outlined in the official publications of Scouting America. Activities that are not in these publications are not a part of the Scouting program. Leaders must not allow youth members or program participants to engage in any unauthorized or prohibited activities.

Training for New Leaders

Scouting America is committed to your success as a volunteer while serving young people. To help you be successful, there are training materials designed for you. Training resources are available through your local council and at my.scouting.org.

What Makes a Trained Leader?

You are considered a trained leader when you have completed leader position-specific training for your position and have current Safeguarding Youth training.

Safeguarding Youth Begins With You™

Child abuse is a serious problem in our society, and unfortunately, it can occur anywhere, even in Scouting. For that reason, Scouting America continues to create barriers to abuse beyond what have previously existed in Scouting.

Scouting America is committed to providing a safe environment for young people. All adult leaders must complete Safeguarding Youth training as part of the registration process and renew their training as required. It is highly recommended that parents who participate in Scouting activities complete SYT. To learn more about Scouting America's Safeguarding Youth resources, go to scouting.org/training/safeguarding-youth.

Mandatory Reporting

All persons involved in Scouting must immediately report to local authorities any good-faith suspicion or belief that any child is or has been physically or sexually abused; physically or emotionally neglected; exposed to any form of violence or threat; or exposed to any form of sexual exploitation including the possession, manufacture, or distribution of child sexual abuse material, online solicitation, enticement, or showing of obscene material. No person may abdicate this reporting responsibility to any other person.

Additionally, any **known or suspected abuse or behavior that might put a youth at risk** must also be reported to the local Scout executive or the Scouts First Helpline (1-844-SCOUTS1 or 1-844-726-8871) if your Scout executive or local council cannot be reached.

Safeguarding Youth Policies

- Two registered adult leaders 21 years of age or over are required at all Scouting activities, including meetings. There must be a registered female adult leader over 21 in every unit serving females. A registered female adult leader over 21 must be present for any activity involving female youth.
- One-on-one contact between adult leaders and youth members is prohibited both inside and outside of Scouting.

These and other key Safeguarding Youth policies are addressed in the training and at scouting.org/training/safeguarding-youth.

To learn about Scouting America's other health and safety policies, please review the online version of the *Guide to Safe Scouting*, the Scouter Code of Conduct, and the SAFE Checklist, which are available at scouting.org/health-and-safety.

Scout Oath

On my honor I will do my best to do my duty to God and my country and to obey the Scout Law; to help other people at all times; to keep myself physically strong, mentally awake, and morally straight.

Scout Law

A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.

SCOUTING AMERICA ADULT APPLICATION

All fields must be completed in order to process your registration.

First name (Full legal name)		Middle name (if none leave blank)		Last name		Suffix (if any)	
Country	Home Address			Date of Birth (mm/dd/yyyy)			
				/ /			
City	County	State	Zip	Social Security Number (required)			
				- -			
Ethnic background: ☐ Black/African ☐ Caucasian/White ☐ Native American ☐ Hispanic/Latino ☐ Alaska Native ☐ Pacific Islander ☐ Asian ☐ Other ☐ Male ☐ Female							
Primary phone		Alternate phone		Extension			
- -		- -		x			
Please select your preference of communication: ☐ Email ☐ Phone Call ☐ SMS/Text							
Email address				Occupation			
Are you an Eagle Scout? Yes ☐ No ☐ If so, enter date earned Eagle (mm/dd/yyyy)				Employer			
/ /							

☐ Scout Life subscription

All questions MUST be answered. Write NONE if not applicable.

1. Scouting background. POSITION COUNCIL YEAR 		3. Previous residences (for last 10 years). CITY STATE 		b. Have you ever been arrested for a criminal offense (other than minor traffic violations)? Explain: Yes No ☐ ☐ 	
2. Experience working with youth in other organizations. Please provide contact information for at least two below. Organization Contact name Phone Organization Contact name Phone Organization Contact name Phone		4. Current memberships (religious, community, business, labor, or professional organizations). 		c. Has your driver's license ever been suspended or revoked? Explain: Yes No ☐ ☐ 	
		5. Additional information. (Mark each answer.) a. Have you ever been removed from or asked to leave a leadership position in an organization due to allegations regarding your personal conduct or behavior? Explain: Yes No ☐ ☐ 		d. Have you ever been investigated for, accused of, or charged with abuse or neglect of a minor child? Explain: Yes No ☐ ☐ 	

I hereby certify that

- I have read and affirm that I accept the Declaration of Religious Principle. I agree to comply with the rules and regulations of Scouting America and the local council, including the Scout Code of Conduct.
- I affirm that the information contained in this application is true and accurate to the best of my knowledge and belief.

INITIALS
REQUIRED

Signature of applicant	Date
☐ SYT completion certificate attached and Background Check Authorization form attached	

TO BE COMPLETED BY UNIT

Careful review of the information provided on this application is a significant step in Scouting's efforts to protect its youth members and deliver a quality program. All applications should be submitted to the local council within five business days.

APPROVALS FOR UNIT ADULTS: I have reviewed this application and the responses to any questions answered "Yes," and have made any follow-up inquiries necessary to be satisfied that the applicant possesses the moral, educational, and emotional qualities to be an adult leader in Scouting America.

Signature of Chartered Organization Head or representative or council representative	Date

Unit type: ☐ Pack ☐ Troop ☐ Crew ☐ Ship

☐ New leader ☐ Former leader ☐ Position change ☐ Participant

Unit No. or District name

Scouting Position Code Scouting Position Title

\$	\$	\$	PAID: ☐ Cash
Registration fee	Council fee	Scout Life fee	☐ Check No.
			☐ Credit card

APPROVAL FOR COUNCIL AND DISTRICT ADULTS: I have reviewed this application and have made any follow-up inquiries necessary to be satisfied that the applicant possesses the moral, educational, and emotional qualities to be an adult leader in Scouting America.

Signature of Scout executive or designee	Date

If applicant has a current registration in another unit or local council, the registration may be completed at no charge by transferring the registration or multiple registering.

Unit No. or District name

Transferring from Unit/Council:

☐ Transfer application ☐ Multiple application ☐ Pack ☐ Troop ☐ Crew ☐ Ship

Enter membership number from unexpired registration:

Tear off the following pages and provide to applicant separately.

BACKGROUND CHECK DISCLOSURE

A consumer report is a background check in which information (which may include, but is not limited to, criminal background, driving background, character, general reputation, personal characteristics, and mode of living) about you is gathered and communicated by a consumer reporting agency ("CRA") to Scouting America and/or its subsidiaries, affiliates, other related entities, and/or successors (the "Company").

The Company may obtain a consumer report on you to be used for employment purposes (in your case, this means for the purpose of evaluating you as a new or existing volunteer).

The consumer reporting agency is **Sterling**, a First Advantage company, with its principal office located at 6150 Oak Tree Boulevard - Suite 490, Independence, OH 44131

Sterling's website is: sterlingcheck.com

Sterling's Data Privacy practices can be found here: privacy.sterlingcheck.com

DISPUTES

The candidate may dispute the accuracy or completeness of a consumer report. To initiate a dispute, you are encouraged to call Sterling at 888-889-5248. You may also reach out to us via email regarding disputed information on your background check at dispute.resolution@sterlingcheck.com. In general, a CRA has up to 30 days to resolve a dispute, although Sterling generally handles disputes more quickly than this. You will be notified via email of the resolution.

HOW TO GET A COPY OF YOUR BACKGROUND CHECK REPORT

If Sterling has prepared a consumer report or investigative consumer report in your name — as per the FACT (Fair and Accurate Credit Transactions) Act — you are entitled to a free copy of the completed report during each 12-month period. To receive a free copy of the report(s) in your file, please complete our [online contact form](#).

**CALIFORNIA
STATE LAW DISCLOSURES
(Non-Credit)**

Under California law, an “investigative consumer report” is a consumer report in which information on a consumer’s character, general reputation, personal characteristics, or mode of living is obtained through any means. Scouting America and/or its subsidiaries, affiliates, other related entities, and/or successors (the “Company”) may obtain an investigative consumer report (which may include information described above) from an investigative consumer reporting agency (“ICRA”) on you in connection with your status as a volunteer (i.e., for employment purposes under California law). The nature and scope of this investigation includes your character, general reputation, personal characteristics, or mode of living information, including criminal history and driving record.

The ICRA preparing the investigative consumer report and conducting the investigation will be First Advantage, P.O. Box 105292, Atlanta, GA 30348, 800-845-6004. Information regarding First Advantage’s privacy practices can be found at fadv.com/privacy-policy.

Under California Civil Code section 1786.22, you are entitled to a visual inspection of files maintained on you by an ICRA, as follows:

- (1) In person, if you appear in person and furnish proper identification, during normal business hours and on reasonable notice. A copy of your file shall also be available to you for a fee not to exceed the actual costs of duplication services provided;
- (2) By certified mail, if you make a written request, with proper identification, for copies to be sent to a specified addressee. An ICRA complying with requests for certified mailings under California Civil Code section 1786.22 shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRA;
- (3) A summary of all information contained in your files and required to be provided by the California Civil Code section 1786.10 shall be provided to you by telephone, if you have made a written request, with proper identification for telephone disclosure, and the toll charges, if any, for the telephone call are prepaid by you or charged directly to you.

“Proper Identification” as used above, means information generally deemed sufficient to identify you, which includes documents such as a valid driver’s license, social security number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you pursuant to California Civil Code section 1786.10 and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection under California Civil Code section 1786.22.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person’s presence.

ADDITIONAL DISCLOSURES & BACKGROUND CHECK AUTHORIZATION

Additional Disclosures

The state disclosures below are included because state law requires them to be provided in writing. Some of the below rights, notices, or information also may apply to individuals from, applying to, or volunteering in states not listed below. There may be additional requirements, options, or provisions applicable to you and you may have additional rights under applicable law that are not required to be disclosed to you in writing.

Minnesota: You have the right to request a complete and accurate disclosure of the nature and scope of any consumer report from First Advantage, P.O. Box 105292, Atlanta, GA 30348, 800-845-6004.

New York: Scouting America and/or its subsidiaries, affiliates, other related entities, and/or successors (the "Company") may request or utilize subsequent consumer reports (other than investigative consumer reports) on you throughout your volunteer relationship with the Company. Upon request, you will be informed whether or not a consumer report was requested, and if such report was requested, informed of the name and address of the CRA that furnished the report. Your written request should be made to Scouting America, Membership Standards Team S201, 1325 West Walnut Hill Lane, P.O. Box 152079, Irving, TX 75015-2079. You may also contact the Company by email at MembershipStandards@scouting.org

AUTHORIZATION

(Please print)

Name: First Middle Last Suffix

List any other names used (nickname, maiden/married last names):

Date of Birth: Unit Type and Number:

To the extent permitted by applicable law, I hereby consent to and authorize Scouting America and/or its subsidiaries, affiliates, other related entities, and/or successors (the "Company") to procure consumer report(s) (as defined by federal law) and/or investigative consumer report(s) (as defined by applicable California state law), which in my case means criminal background check(s)/driving record(s), on my background from a consumer reporting agency ("CRA") or from an investigative consumer reporting agency ("ICRA"), as described in the **Background Check Disclosure** and the **California State Law Disclosures (Non-Credit)** (each of which I have received separately from the Company), as well as these **Additional Disclosures & Background Check Authorization**. This authorization applies only to criminal checks/driving records and does not allow the Company to obtain credit checks. I have reviewed and understand the information, statements, and notices in the **Background Check Disclosure** and the **California State Law Disclosures (Non-Credit)**, as well as these **Additional Disclosures & Background Check Authorization**. My authorization remains valid throughout my volunteer relationship with the Company, such that, to the extent permitted by applicable law, I agree the Company can procure additional consumer report(s), which in my case means criminal background check(s)/driving record(s), during my volunteer relationship without providing additional disclosures or obtaining additional authorizations. Except as otherwise prohibited by applicable law, I consent to and authorize the Company to share this information with the Company's local councils and/or chartered organizations for business reasons (e.g., to place me in certain positions, work sites, etc.). I understand that, if I am selected for a volunteer position, a consumer report will have been conducted on me.

☐ **For California, Minnesota, or Oklahoma individuals:** If you would like to receive from the CRA, the ICRA, or the Company (as applicable) a copy of the report that the Company may procure, please check this box.

Signature Date



Boy Scouts of America MERIT BADGE COUNSELOR INFORMATION



(Please type or print legibly.)

Name* Primary phone* ☐ Home ☐ Cell ☐ Work
Address* Other phone ☐ Home ☐ Cell ☐ Work
City/state/zip* Other phone ☐ Home ☐ Cell ☐ Work
Email address* ☐ I do not have email. Age
District Unit: ☐ Troop ☐ Crew ☐ Ship No. BSA ID
☐ I am not affiliated with a district. ☐ I am not affiliated with a unit.

*Required field. Primary phone and email address indicate how Scouts should contact you.

To qualify as a merit badge counselor, you must

- Be at least 18 years old and of good character.
- Be registered with the Boy Scouts of America (position code 42).
- Complete Youth Protection training.
- Be recognized as having the skills and education in the merit badge subjects covered and hold any required qualifications and training as outlined in the *Guide to Safe Scouting* or the *Guide to Advancement*—or use others so qualified.
- Be able to work with Scout-age youth.

As a merit badge counselor, I agree to

- Follow the requirements of the merit badge, making no deletions or additions, ensuring that the advancement standards are fair and uniform for all Scouts.
- Have each Scout accompanied by another person during all instructional sessions.
- Keep my Youth Protection training current.
- Renew my registration annually if I plan to continue as a merit badge counselor.

Merit Badges <i>For more than eight merit badges, attach additional sheets.</i>	Add (A) Drop (D)	For each merit badge, list qualification(s) that support your request. <i>Qualifications could include college degrees, formal training certificates, positions held, and specific life experiences.</i>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

A = Adding a new merit badge that you will counsel to the roster. D = Removing your name from the roster for this merit badge.

Complete the following:

- ☐ This is a new application (first time to register as a merit badge counselor).
Attach this form to the BSA Adult Application, indicating position code 42.

- ☐ This is an update to an existing list of merit badge subjects.
☐ I no longer wish to serve as a merit badge counselor.

Youth Protection training date
(Attach copy of the current certificate.)

I agree to work with:

- ☐ All Scouts
☐ All Scouts in these districts:
☐ Only with Scouts in these units (indicate whether troop, crew, or ship):

Counselors are encouraged to be available to work with any Scout in any unit.

- ☐ I plan to serve as a merit badge counselor for this event or outside organization:

Council Approval:

Name (print)
Position
Date

Signature Date

Required of all Merit Badge Counselors:

Safeguarding Youth Training

All Merit Badge Counselors must be certified through Scouting America in Safeguarding Youth Training (SYT) every year.

Accessing and Taking the Training

1. Go to My.Scouting in an internet browser.
2. Log in or create a new account to receive a member ID/reference number.
3. Click on the **Safeguarding Youth** logo on the main page or open the BSA Learn Center.
4. Click **Start** or **Enroll** to add the training plan to your account.
5. Watch the required video segments and complete the interactive slides. Note that the forward navigation button will stay locked until the audio finishes playing on each slide.
6. Pass the end-of-course certification test with a score of 80% or higher.
7. View your completion status under **My Training** on your dashboard.
8. Print or save your training certificate for your personal records.