



Steps for earning a Merit Badge:

- 1.** Contact the Merit Badge Coordinator (Mrs. Sheehan) **BEFORE** you do any requirements! She will enter you into our recording software (Troopmaster) and issue you a BLUE CARD. She will also give you the names of all Merit Badge Counselors for the badge.
- 2.** Contact your Merit Badge Counselor **BEFORE** you do any requirements! Ask them to be your counselor and talk about what you will be doing for the badge.

Requirements that you do before contacting both Mrs. Sheehan and your Merit Badge counselor WILL NOT count towards the badge!!!

- 3.** Review all the requirements for the badge. You can buy a Merit Badge book at the Scout Store or check the Troop library, or you can download Merit Badge workbooks on the internet (www.meritbadge.org or www.usscouts.org)
- 4.** Begin working on requirements. Stay in contact with your counselor and set up meetings with them when you are ready to go over the requirements. When you have successfully completed a requirement, the counselor will initial the blue card by the requirement number.
- 5.** Once all requirements are completed, the Merit Badge Counselor will sign the blue card. Take the signed blue card to the Scoutmaster (Mr. Kubasta) to get his signature. Bring completed and fully signed blue card to Mrs. Sheehan to be entered into Troopmaster.
- 6.** You will be awarded your Merit Badge at the next Court of Honor. You will also get the completed blue card back, which you should keep in your Scout binder.

Additional info:

- *You can bring a partially completed blue card to Mrs. Sheehan at any time to have her enter those requirements into Troopmaster. This is a good idea for Merit Badges that take a long time to earn (such as camping) because if the Scout loses the card, there is still a record of what requirements have been done.
- *To get credit for a Merit Badge that we do during a Troop meeting, the Scout must come get a blue card from Mrs. Sheehan during that month.
- *When attending a Merit Badge College, let Mrs. Sheehan know so she can record it in Troopmaster and make you a blue card. Some colleges require you bring the cards, and some will just send Mrs. Sheehan your results so she can record them.
- *Merit Badges earned at Summer or Winter camp don't require a blue card first. The camp will send Mrs. Sheehan a detailed list of requirements completed. Just make sure your Scout signs in each day to get credit for the badge!

*For any other Merit Badge questions, feel free to call or email me at any time! Email is usually the best way to get in touch with me.

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