

## How to become a TRC Merit Badge Counselor or make changes to your badge selections.

There are three required steps to apply for Merit Badge Counselor;

1. Fill out this [BSA MBC Information Sheet](#), each counselor is allowed up to 14 badges. Be sure to list your qualifications for each badge you choose. If this is the first time you're applying for the MBC position, go to step 2. If you are just making changes to your existing badges, fill out this form to ADD a new badge or DROP an existing badge, please only list changes to badges, not every badge you manage, go to step 3.
2. First time appliers for this position need to [complete pages 3 & 9 of this BSA Adult Application for scouting position 42, MBC](#). Digital initials and signatures are not allowed on this form. I only need pages 3 & 9 back.
3. Must be current on Mandatory- Youth Protection Training during each membership term.

Additionally, the District Advancement Team would like all the MBC's to complete the training for this position. This training is found on [My.Scouting.org](#) under BSA Learning Plans, Scouts BSA – Merit Badge Counselor Position Specific Training.

Become familiar with Merit Badge Management in Scoutbook, here's a short video tutorial to watch, [https://youtu.be/ID6po\\_nxTfc](https://youtu.be/ID6po_nxTfc).

All paperwork should be sent directly back to my attention at the council office. I'll contact anyone directly if the paperwork is incomplete. Once applications are complete they are batched weekly and sent to the District Advancement Team for review and approval. If a District Advancement Team member has a question on a qualification, they will contact you directly. Once approved, membership is posted. This procedure can take up to two weeks or more for processing.

You can scan/email all paperwork directly to me or you can mail them to the TRC address noted below.

Thank you,

### **Sandy Elkins**

*Registration Shared Services / TRC Administrative and Volunteer Support*

sandy.elkins@scouting.org

### **Twin Rivers Council**

253 Washington Ave Ext

Albany NY 12205

518-869-6436 x39