

Baltimore Area Council Procedures for Merit Badge Counselor Initial Applications/Updates to Status

New Merit Badge Counselors.

1. The following forms are required and must be turned into District Merit Badge Dean
 - a. Completed Adult Application
 - b. Additional Disclosure & Background Check Authorization (Physically signed)
 - c. Youth Protection Training Certificate
 - d. Merit Badge Counselor Form

If package is not complete, inform Scouter of additional documentation needed.

 - i. Do not send submit partial package
 - ii. Do not ask District Professional's to hold
2. Merit Badge Deans forward completed package to District Professional.
3. District Professional will verify receipt and forward, using council process, to Registrar
4. Merit Badge Deans delete/destroy copies of Adult Applications; a copy of the MBC Form may be retained.
5. Registrar will run background check.
6. Registrar will enter MBC into system.
7. Once MBC in system, Registrar will forward a copy of the MBC Form (or a list of updates) to the District Professional.
8. District professional will forward copy of MBC Form (or a list of updates) to District MB Dean for addition to their list.

Existing Merit Badge Counselor (Add or Delete Merit Badges)

1. Following forms are required turned into District Merit Badge Dean:
 - a. Merit Badge Counselor Form
 - b. Additional Disclosure & Background Check Authorization (Physically signed) until July 1, 2020
2. Merit Badge Deans forward to District Professional. (send secure if possible)
3. District Professionals will verify receipt and forward, using council process, to Registrar
4. Merit Badge Deans delete/destroy Adult Applications; a copy of the MBC Form may be retained.
5. Registrar will enter MBC into system.
6. Once in system, Registrar will forward a copy of the MBC Form (or a list of updates) to the District Professional.
7. District Professional will forward copy of MBC Form(or a list of updates) to District MB Dean for addition to list.

Process to Notify Council of Drop of Merit Badge Counselor

1. Merit Badge Dean notifies District Professional that individual is being dropped as MBC. Notification should include reason for drop (e.g., moved out of the area, no longer desires to be MBC, no longer in Scouting). Details of a personal nature should not be included.
2. District Professional notifies Registrar
3. Once registration status has been changed in system, Registrar notifies District Professional
4. District Professional notifies District MB Dean.