



GOLDEN GATE AREA COUNCIL BOY SCOUTS OF AMERICA

Advancement Committee & Merit Badge Sub-Committee Procedures for non-BSA Sponsored Merit Badge Events

The Advancement Committee is charged in the Guide to Advancement to ensure that all Merit Badge Events are done in accordance with BSA Regulations and furthermore must pass along its recommendations on non-BSA sponsored events to the Scout Executive who must sign off on non-BSA events. The Advancement Committee has directed its Merit Badge Sub-Committee to investigate and make recommendations on these events.

A. Organizers must verify that:

- a. Merit Badge Counselors (MBCs) are known to be registered and approved as MBCs for the badges they will be counseling.
- b. Guest experts or guest speakers and assistants are not to accept the responsibilities of or behave as MBC, either at a group instructional event or at any other time. Their service is temporary, not ongoing.
- c. MBC agrees to sign off only those requirements that Scouts have actually and personally completed.
- d. MBC agrees not to assume prerequisites have been completed without some level of evidence that the work has been done. Pictures and letters from other MBC or unit leaders are the best forms of prerequisite documentation when the actual work completed cannot be brought to the site of the merit badge event. Partial blue card approvals must be accepted.
- e. Copies of "Reporting Merit Badge Counseling Concerns," Guide to Advancement Sec. 11.1.0.0. be provided with registration materials.
- f. Guide to Safe Scouting provisions will be followed.

B. Submitted information should include the following (Organizers are to coordinate with the Committee on when these items are needed):

- a. Date(s), times, and location

- b. Cost per participant and what that covers.
 - c. Merit badges are offered. For each merit badge, address:
 - i. Requirements to be completed in advance (Prerequisites);
 - ii. Requirements able to be completed at the fair;
 - iii. Requirements not covered by i. and ii. above, and therefore intended to result in partial blue card approvals;
 - iv. Format for counseling, e.g., individual, single group, revolving group, etc.
 - v. The expected ratio of counselors to Scouts during counseling.
 - d. A safety plan for any high-risk areas (water, shooting, etc) Must have a detailed safety plan submitted.
 - e. Projected Budget
 - f. If this is a recurring event a financial breakdown of the last event held
 - g. A listing of all program management and their roles
 - h. A listing of any payments being made to individuals.
 - i. In addition, the organizers shall submit a listing of counselors and any program changes no later than 10 days prior to the event. If there are any significant changes these need to be brought up as urgent matters as they may require a re-evaluation
 - j. The Organizers will provide an initial event summary including financials within 2 weeks of the event. They must provide a final summary within 60 days of the event.
 - k. If the event includes overnight camping, then it must meet all NCAP Short-Term Camping requirements.
- C. The MB Committee will review and as necessary request clarification on submissions. They will report their findings and recommendations to the advancement committee.
- D. The Advancement Committee will review and take action and will advise the Scout Executive of their recommendations.**
- E. The Committee will send the result to the organizers.
- F. The Committee at its discretion may send a delegation to observe the event. This delegation must be given complete access.

January 1, 2023