

HOW TO UPDATE A CURRENT MERIT BADGE COUNSELOR PROFILE

Adding, Deleting Merit Badges & Profile Updates

- Should your address, phone number or unit change, please email us so we can update your records.
- At any time, you can easily add or delete merit badges
 - Simply fill out the attached merit badge counselor application, sign and email to me at MBCounselorRegistration@nega-bsa.org.
 - A new adult application is not necessary if you are already a registered merit badge counselor
 - Northeast Georgia has a maximum of thirty **30** merit badges per merit badge counselor
 - Please help me socialize this form to your unit. While prior forms are accepted, this form is preferred.

HOW TO BECOME A NEW MERIT BADGE COUNSELOR – PASS ON THE WORD!

How to Become a NEW Merit Badge Counselor

- Applicants must be 18 years old or older
- For anyone who wishes to become a NEW merit badge counselor, they must submit paperwork directly to the one of the two service centers.
 - **Jefferson Service Center**
 - Open Monday - Friday 9:00 am - 5:30 pm & Saturday 10:00 am – 2:00 pm
 - 148 Boy Scout Trail Pendergrass, GA 30567
 - P.O. Box 399 Jefferson, GA 30549
 - **706-693-2446**
 - **Lawrenceville Service Center**
 - Open Monday – Thursday 9:00 am – 6:00 pm, Friday 9:00 am – 5:00 pm, & Saturday 10:00 am – 2:00 pm
 - 203 Swanson Drive Lawrenceville, GA 30043
 - **770-962-2105**
- Paperwork should include:
 - Completed adult application (position code 42 – merit badge counselor) – no payment needed
 - Copy of current youth protection certificate – good for 2 years after training passed
 - Completed and signed merit badge application (maximum of 30 merit badges allowed). Don't forget to include your troop number and district
- Applicant will receive an email confirmation once their application has been processed.
- Tips:
 - Make copies of all paperwork
 - Do not hand into your district executive – they handle tons of paperwork and it may get lost in the shuffle.
 - Lastly, be patient processing of applications and background checks take time.

SPECIAL QUALIFICATIONS FOR SOME MERIT BADGES

- General Supervision Requirements

- Swimming and watercraft activities must be conducted in accordance with **BSA Safe Swim Defense** or **BSA Safety Afloat**, respectively, and be supervised by mature and conscientious adults at least 21 years old and trained in the program applicable.
- Counselors for merit badges involving swimming or the use of watercraft must be so trained, or use helpers who are.
- All physical activities presented in any Scouting program must be conducted in accordance with “The Sweet Sixteen of BSA Safety.” These 16 points, embodying good judgment and common sense, can be found at <http://www.scouting.org/HealthandSafety/Sweet16.aspx>.
- CPR instruction, wherever it is required, must be taught by instructors currently trained by a nationally certified provider. Several such providers are mentioned in the Guide to Safe Scouting.

- The following merit badges have special qualifications or certifications for either the merit badge counselor or the supervisor of certain activities that may be involved:

Archery	Canoeing	Climbing	Kayaking	Lifesaving	Rifle Shooting
Rowing	Scuba	Shotgun	Snow	Swimming	Whitewater
	Diving	Shooting	Sports		

- These qualifications and certifications are listed on pages 46-47 (section 7.0.1.1) of the **2013 Guide to Advancement** publication.
- Copies of any applicable certifications or records of training ideally should be submitted with the Merit Badge Application