

How to Set Up and Manage a Boy Scout Merit Badge Event

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Setting up and managing a Boy Scout Merit Badge Event is a fun and rewarding experience. For many boys it is a valuable advancement opportunity. For adults, it is an opportunity to serve and sharpen advance planning skills. The following guidelines may assist you in your quest to providing a successful Merit Badge Event.

- 1.) Submit your merit badge event idea to your troop committee, District or Council.
- 2.) Obtain your unit's Scoutmaster Support. Depending on local circumstances, you may run your program as a troop, district or council event. Since money may be involved, (registration fees) it may be best to obtain a fundraising permit from your local council.
- 3.) Secure your real estate next. Find as many classrooms as possible. Schools colleges, universities, and church classrooms are ideal places; you may find other suitable locations.
- 4.) Long term planning is vital to a successful Merit Badge Program. Set event registration deadlines well before the actual event date. Registered Boy Scouts need be prepared too.
- 5.) DO NOT accept WALK-INS. Your program is a serious and FUN merit badge event where the quality of the merit badge class is paramount!
- 6.) ONLY Recruit merit badge counselors who are experts in the specific merit badge field.
- 7.) Make sure all instructors are Council Registered Merit Badge Counselors and are fully trained in the ways of Scouting.
- 8.) Recruit additional support personnel to assist during the event day.
- 9.) Share your merit badge program with other troops. Other units will invite your Scouts too! Troops have limited resources and the ability to share them is one of the many benefits that make Scouting great!
- 10.) Promote your event:
 - a.) Develop an email list or find efficient ways to promote your merit badge event outside your troop, district or council.
 - b.) Email to us your merit badge program or website link at rcano@bellsouth.net to promote it to a larger audience via www.meritbadge.info.
 - c.) Use our FREE online registration to run your merit badge event
- 11.) Register, Check-In and Check-Out all Boy Scouts by troop only. This cuts down on hard labor.
- 12.) Review all logistics and keep your event safe.
- 13.) Set up an event first aid station for larger groups.
- 14.) Run your event and give emphasis to the FUN and the quality of the merit badge program.
- 15.) Return properly filled in blue cards to Scouts on the day of the event.
- 16.) Solicit feedback from all event attendees.
- 17.) Keep your finances in perfect order. Report back to your troop, district or council on a timely manner.
- 18.) When ready to retire, find and train your next EVENT MANAGER.