Chicago Area Council, BSA

Memo

To: Chicago Area Council, B.S.A.

From: Kenneth W. Vari, CAC Advancement Chair

Date: March 18, 2008

Re: Merit Badge Counselor Registration

In order to help streamline the Merit Badge Counselors <u>Renewal</u> Process the Chicago Area Council's Advancement Committee has approved the following change.

Every three years all merit badge counselor applicants must fill out the Merit Badge counselor application. If they are a registered Scouter in the Chicago Area Council to complete an Adult Volunteer Leader Application. Only those requesting to be renewed as a Merit Badge Counselor who are not registered Scouters in the Chicago Area Council will need to complete the Adult Volunteer Application. It is the responsibility of the applicant to see that the applications are forwarded to the proper place. The procedures are as follows.

- 1. Applicant sends unit copy of the adult application, if required, and the original copy of the Merit badge counselor application to the <u>District Advancement Committee Chair</u>. If the applicant is applying at a council level that application should be forwarded to the council advancement committee.
- 2. Applicant sends the original adult leader application and a copy of the Merit Badge Counselor application to the Scout Office.
- 3. All Merit Badge Counselors must submit a new application every 3 years.
- 4. If there is a problem with the Merit Badge Counselor Application, applicant will be notified by his/her District Advancement Committee Chair.

Failure to follow these instructions will delay the process.

Please Note: When registering as a Merit Badge Counselor for the first time, all applicants must complete an Adult Volunteer Leader Application regardless of their status as a registered member of the Boy Scouts of America.

Kenneth W. Vari CAC Advancement Chair