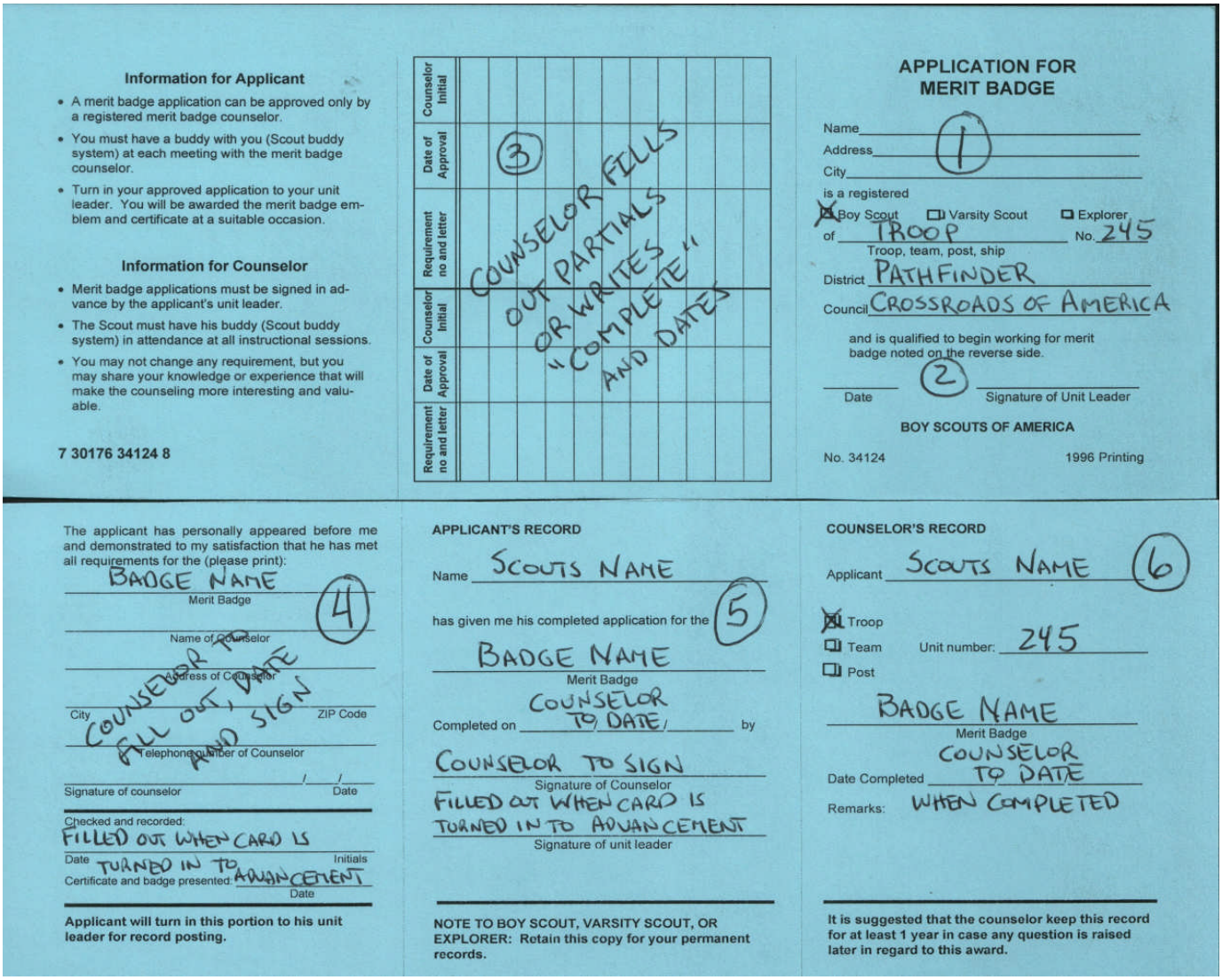
TROOP 245 – How To Fill Out a Blue Card

When the scout is ready to start work on a merit badge, he must ask the Advancement Chair for a Blue Card. A scout can work on any merit badge at any time at the discretion of the Scoutmaster. The Advancement Chair will fill out the scout's name, the Troop Number, District, and Council in areas 1 and 2. The Advancement Chair will also fill out the Scout's name, Unit Number, and Merit Badge name in areas 4, 5, and 6. The scout should fill out their address in Area 1. The scout must get the Scoutmaster to sign in Area 2 before starting work on the merit badge.

The scout must work with an approved Merit Badge Counselor. The scout must contact the Merit Badge Counselor prior to starting work on the Merit Badge. After you have found a counselor, get the merit badge book from the Scout library or check out the requirements on the web at www.meritbadge.org. Bring your blue card (signed by the Scoutmaster) when you see your Merit Badge Counselor. **It is good to work on the badge with a buddy. When you meet with the counselor have your buddy attend with you. Remember no one-on-one contact per BSA rules! If a buddy can't go, have a parent attend.**

As you work on the merit badge, keep your blue card in a safe place. A great way to stay organized is to use a loose-leaf binder with plastic sheet holders (baseball card holders) to hold all your blue cards. The Counselor (in Area 3) will fill out and initial each requirement completed and the date of approval. The counselor will also fill out their personal information in Area 4 (name, address, telephone, signature, date), Area 5 (date completed, signature), and Area 6 (date completed).

The Merit Badge counselor will keep their section (Area 6), and give the other two sections to the scout. The scout must turn the two completed sections into the Advancement Chair. The Advancement Chair will record (and submit to council) the Merit Badge information, and will return the Scout's section to him at the next Court of Honor. The scout should permanently keep this section (area 5) in the binder discussed above.