



BOY SCOUTS OF AMERICA®

Troop 805

Making Sense of the Merit Badge Counselor Forms

Once an adult decides to become a Merit Badge counselor (MBC), three forms are required:

- Current YPT certificate (Youth Protection Training)
- Merit Badge Counselor Information Form
- BSA Adult Application – with code 42 for position

Even if you are a registered leader you must fill out a new adult application. This is done because MBCs are registered with the Council and NOT with the Unit.

All forms are available online. Applications can be submitted via email as pdf to the Troop MB coordinator.

For the BSA Adult Application form, please enter Code 42 as shown below:

Gender	Social Security No. (required)	Occupation
<input type="radio"/> M <input type="radio"/> F	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/>
Country	Business address	
<input type="text"/> US	<input type="text"/>	
Position Code	Scouting position (description)	
<input type="text"/>	<input type="text"/>	

Enter 42 for MBC

(continued on Page 2)

In the case of the BSA Adult application form, please sign page 4 and provide two duplicate copies of page 5 (one with SSN and one without). The Council will send the non SSN back signed for the Troop records.

The image shows a portion of a BSA Adult application form. The fields are: Gender (radio buttons for M and F), Social Security No. (required) (a field with three boxes, a hyphen, two boxes, a hyphen, and three boxes), Occupation (a field with three boxes), Country (a field with three boxes, the first containing 'US'), Business address (a long field with many boxes), Position Code (a field with two boxes), and Scouting position (description) (a long field with many boxes). A red oval highlights the Social Security No. field, and a red arrow points from it to the text below.

Type two forms: one with your SSN and one without your SSN

My signature below indicates that I have read, understand, and accept the accompanying disclosures and acknowledgments.

The image shows the signature and personal information section of the BSA form. It includes: First name (No initials or nicknames) Please print. (a field with many boxes), Middle name (a field with many boxes), Last name (a field with many boxes), Suffix (a field with many boxes), Signature of applicant (a field with many boxes, circled in red), Date (a field with many boxes), and Unit No. (a field with many boxes). A red arrow points from the signature field to the text below. The text 'Retain in permanent file.' is written in red to the right of the signature field.

Sign on Page 4

If you are already a Merit Badge counselor and need to add or remove MB, only submit a MB Counselor Information form with Additions or Deletions. You do not need to submit all three forms.

If you are already a Merit Badge counselor and your YPT is about to expire, please take the training online then email your certificate to the MB coordinator.

For all questions, please consult the MB coordinator.