

## **Merit Badge Process and Blue Cards**

Mrs. Rabon is the Merit Badge Coordinator also known as the Unit Leader Designee on Blue Cards.

When a Scout develops an interest in a merit badge he should discuss it with Mrs. Rabon. It can be a merit badge to work on at home or at a Merit Badge Clinic.

Mrs. Rabon will complete a Blue Card, assign a merit badge counselor and give the Blue Card to the Scout who is now responsible to keep up with it.

The Scout (not the parent) is responsible to contact the merit badge counselor to set up an appointment to go over requirements or ask questions. All contact between Scouts and leaders must follow Youth Protection Guidelines at all times. If a Scout and leader communicate via email another leader or the scout's parent must be copied on the email. Feel free to copy Mrs. Rabon on emails.

The Scout and Merit Badge Counselor can meet as many times as needed to complete the merit badge. There are no time requirements to complete a merit badge as long as it is completed before his 18<sup>th</sup> birthday.

Once the Merit Badge Counselor is satisfied the Merit Badge has been completed they will approve the requirements by initialing them and signing the Blue Card. The Counselor will also approve the requirements in Scout Book.

The final step is VERY IMPORTANT. The Scout MUST return the signed Blue Card to Mrs. Rabon. She will give the final leadership approval in Scout Book and sign the Scouts section of the Blue Card and return it to the Scout for their records.

The Scout will receive the Merit Badge at the next Court of Honor.

Please note: On occasion, if we are doing a Troop run Merit Badge such as Cycling which involves several Scouts and several different days to work on requirements Mrs. Rabon will hold all the Blue Cards to simplify things for the Merit Badge Counselor.

### FAQ's

Q: I lost my Blue Card. What do I do?

A: Please go talk to Mrs. Rabon. If the requirements were entered into Scout Book you are fine. She will issue you a new Blue Card for the remaining requirements. If the requirements were never entered into Scout Book you have lost your evidence of any requirements completed and you will need to start over on your Merit Badge.

Q: I signed up for a Merit Badge being offered in the community such as Cabela's or parks and recreation. Do I need a Blue Card?

A: Yes, you always need to be prepared. Your Blue Card is your evidence of requirements completed.

Q: I was never assigned a Merit Badge Counselor. What do I do?

A: Please see Mrs. Rabon and she will assign you a new counselor.

Q: If my counselor and I know I completed a merit badge why do I have to turn in a Blue Card?

A: If you do not turn in a Blue Card to Mrs. Rabon she has no idea you completed it. This will mean it will not get final leader approval and you will not get your badge at Court of Honor.

Q: My assigned Merit Badge Counselor is no longer with the Troop. What do I do?

A: Please go see Mrs. Rabon and she will assign you another one. A scout can't complete a Merit Badge without a counselor.

Q: I think I finished my Merit Badges at summer camp but I'm not sure.

A: Check in Scout Book. If any merit badges were not completed Mrs. Rabon will give you a Blue Card to finish any requirements.

Q: How do I contact Mrs. Rabon?

She is at most Troop meetings or [TLRabon@mindspring.com](mailto:TLRabon@mindspring.com) or 919-906-9667.