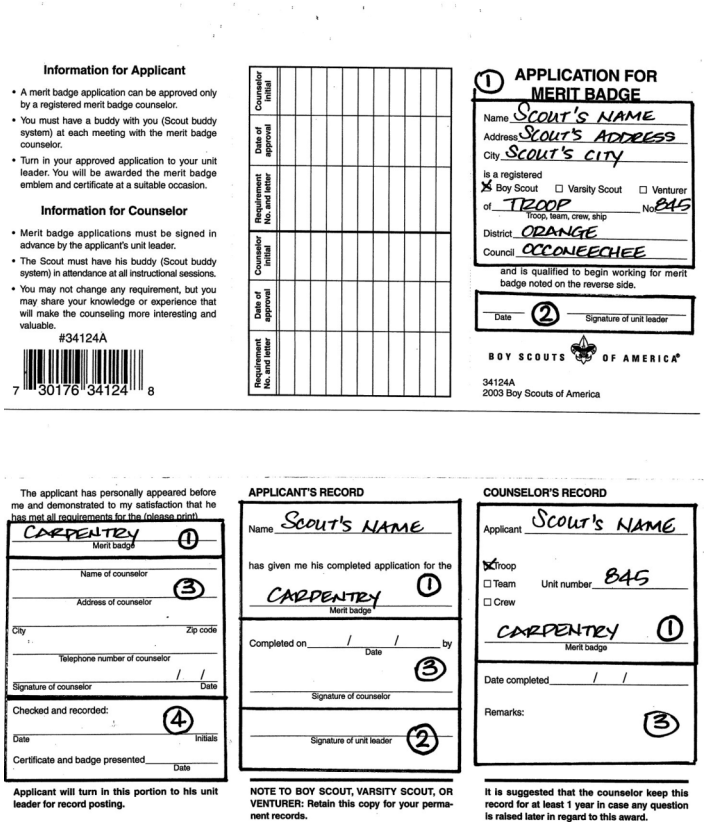
TROOP 845 – Carrboro, NC
How to complete the "Merit Badge Paperwork" also referred to as "The Blue Card"

Step A: obtain a blue card from the Advancement Chair or a Scoutmaster/Assistant Scoutmaster

Please refer example below for reference and correct spelling for our council "Occoneechee"



Information for Applicant

- A merit badge application can be approved only by a registered merit badge counselor.
- You must have a buddy with you (Scout buddy system) at each meeting with the merit badge counselor.
- Turn in your approved application to your unit leader. You will be awarded the merit badge emblem and certificate at a suitable occasion.

Information for Counselor

- Merit badge applications must be signed in advance by the applicant's unit leader.
- The Scout must have his buddy (Scout buddy system) in attendance at all instructional sessions.
- You may not change any requirement, but you may share your knowledge or experience that will make the counseling more interesting and valuable.

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Counselor initial | Date of approval | Requirement No. and letter | Counselor initial | Date of approval | Requirement No. and letter

① **APPLICATION FOR MERIT BADGE**

Name SCOUT'S NAME
Address SCOUT'S ADDRESS
City SCOUT'S CITY
is a registered
☒ Boy Scout ☐ Varsity Scout ☐ Venturer
of TROOP (Troop, team, crew, ship) No. 845
District ORANGE
Council OCCONEECHEE
and is qualified to begin working for merit badge noted on the reverse side.

Date ② Signature of unit leader

BOY SCOUTS OF AMERICA

34124A
2003 Boy Scouts of America

The applicant has personally appeared before me and demonstrated to my satisfaction that he has met all requirements for the (please print)

CARPENTRY ① Merit badge

③ Name of counselor
Address of counselor
City Zip code
Telephone number of counselor
Signature of counselor / / Date

④ Checked and recorded:
Date Initials
Certificate and badge presented Date

Applicant will turn in this portion to his unit leader for record posting.

APPLICANT'S RECORD

Name SCOUT'S NAME
has given me his completed application for the CARPENTRY ① Merit badge
Completed on / / Date by ③
Signature of counselor
Signature of unit leader ②

NOTE TO BOY SCOUT, VARSITY SCOUT, OR VENTURER: Retain this copy for your permanent records.

COUNSELOR'S RECORD

Applicant SCOUT'S NAME
☒ Troop ☐ Team ☐ Crew Unit number 845
CARPENTRY ① Merit badge
Date completed / /
Remarks: ③

It is suggested that the counselor keep this record for at least 1 year in case any question is raised later in regard to this award.

1. Scouts fill out the "Application For Merit Badge" section & additiona applicable sections (labeled 1 on the example)
2. Scouts have the "Application For Merit Badge" section signed off b a Scoutmaster/Assistant Scoutmaster prior to beginning working or a badge (labeled 2 on the example)
3. Scouts complete the work required for that merit badge
4. The Merit Badge Counselor will fill out the applicable portions on both sides of the card. (labeled 3 on the example)
5. The Merit Badge Counselor may or may not keep the "Counselor's Record" section of the card. (Counselor dependent)
6. Bring the blue card to a Scoutmaster/Assistant Scoutmaster to have them sign off on the "Applicant's Record" section of the card (labeled 2 on the example backside)
7. Present the blue card to the Advancement Chair to have checked, recorded and to receive your merit badge (labeled 4 on the example)

Summer camp merit badges are handled differentl