

# How to Set Up and Manage a Boy Scout Merit Badge Event

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Setting up and managing a Boy Scout Merit Badge Event is a fun and rewarding experience. For many boys it is an invaluable advancement opportunity; without merit badges, there are no Eagle Scouts. I believe, a well kept secret is that merit badges may be the fastest way to the Eagle rank. For adults, it is an opportunity to serve the community and to sharpen planning skills. The following guidelines may assist you in your quest to providing a successful Merit Badge Event.

- 1.) Submit your merit badge event idea to your troop committee, District or Council.
- 2.) Obtain your Scoutmaster Support. Depending on local circumstances, you may run your program as a troop, district or council event. Since money may be involved, (registration fees) it may be best to obtain a fundraising permit from your local council.
- 3.) **Secure your real estate next.** Find as many classrooms as possible. Schools, colleges, universities, and church classrooms are ideal places; you may find other suitable locations.
- 4.) **Long term planning is vital to a successful Merit Badge Program.** Set event registration deadlines ahead of event dates. Boy Scouts need to be prepared for classes too.
- 5.) **DO NOT accept WALK-INS.** Your program is a serious and FUN merit badge event where the quality of the merit badge class is paramount!
- 6.) **Recruit expert merit badge counselors.**
- 7.) Make sure all counselors are Council Registered Merit Badge Counselors and fully trained in the ways of Scouting.
- 8.) Recruit support personnel to assist during the event day.
- 9.) Share your merit badge program with other troops. They will invite your Scouts to their merit badge clinics as well! Troops have limited resources and the ability to share HUMAN RESOURCES is one of the many benefits that make Scouting great!
- 10.) Use [www.MeritBadge.info](http://www.MeritBadge.info) to set up, publish, and manage your merit badge events, for FREE. Help video files located at <http://meritbadge.info/mbn/Help.aspx>.
- 11.) A proven strategy: open your merit badge event registration to your troop first; then, offer the excess capacity to others.
- 12.) Develop an email list or find efficient ways to promote your merit badge event outside your troop, district or council.
- 13.) Register, Check-In and Checkout, Boy Scouts by troop. This cuts down on labor.
- 14.) Review all event logistics and keep it safe.
- 15.) Set up a **first aid station** for larger groups.
- 16.) Run your merit badge program and give emphasis to FUN and QUALITY.
- 17.) Return properly filled-in blue cards to Scouts on the day of the event.
- 18.) Solicit feedback from event attendees.
- 19.) Keep your finances in perfect order. Run reports and communicate back to your troop, district or council on **a timely manner**.
- 20.) When ready to retire, find and train your next EVENT MANAGER.