

# Reporting Merit Badge Counseling Concerns

Use this form to report to your council advancement committee questionable processes or procedures discovered in merit badge counseling at group instruction events such as fairs, clinics, workshops, in camp settings, or by individual counselors. Note that reports are primarily for the information of the advancement committee as methods to improve the merit badge program are considered; however, committees may elect to follow up on specific cases.

**Prior to submitting to your council advancement committee:**

- a. Consult the *Guide to Advancement*, section 7, with special attention to topics 7.0.4.6 through 7.0.4.11.
- b. Gather information that may help the council advancement committee to understand what has happened. This could include items such as advertisements or brochures, schedules, any required workbooks or worksheets, or other documentation of the questionable processes or procedures.

Merit badge(s) \_\_\_\_\_ Instructor \_\_\_\_\_ Date(s) of instruction \_\_\_\_\_

Event title (if applicable) \_\_\_\_\_ Sponsor \_\_\_\_\_

Location \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

**Method of merit badge instruction:**

- Individual counselor instruction    Summer camp    Merit badge fair/clinic    Outside organization    Other: \_\_\_\_\_

**Nature of concern** (check all that apply):

- The merit badge counselor is not registered with the BSA.
- The merit badge counselor is not approved by the council advancement committee.
- The merit badge counselor did not ensure that each Scout actually and personally completed requirements.
- Requirements that could not have been completed were signed off.
- Requirements as written were changed or not used.
- The Scout was at the event but did not attend class.
- The Scout was signed off for a merit badge but did not attend the event.
- An outside organization, business, or individual generated a profit from presenting merit badges.
- An outside organization, business, or unaffiliated individual presented merit badge opportunities without permission from the BSA.
- An outside organization, business, or unaffiliated individual used the BSA brand, trade names, protected images, or logos without permission.
- Other: \_\_\_\_\_

**Statement of facts and concerns.** Use additional sheets, if required. Include any comments on steps taken to resolve the issue.

**Guide to Advancement topic number related to questionable process or procedure (required):** (For example, 7.0.4.6, 7.0.4.7, etc.)

**Contact person (should the council advancement committee need more information):**

- Event coordinator    Camp director    Merit badge counselor    Other: \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Have you previously reported this event or counselor?    No    Yes; approximate date of previous report: \_\_\_\_\_

**Submitted by: (\*Required)**

Name\* \_\_\_\_\_ District \_\_\_\_\_ Unit \_\_\_\_\_ Phone\* \_\_\_\_\_

Scouting position \_\_\_\_\_ Email\* \_\_\_\_\_

The information presented is correct to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Council advancement committee notes**

**Received by** \_\_\_\_\_ **Date** \_\_\_\_\_

