



Merit Badge Counselor (MBC) Approval Process

February 2009

- 1) Fill out the Merit Badge Counselor (MBC) application; this is a 2 sided form, please read and fill out both sides. Sign and date the bottom of the back page. This form can be obtained from the [Council Web site](#). Then you will need to fill out an adult application form. Make sure it is the latest version 28-501F. Towards the top of the form in the Council / District Position box enter the number 42, that stands for MBC. Our District name is Fort Dearborn. This process is good for up to 10 merit badges. There is no charge to be a MBC.
- 2) If a Merit Badge Counselor applicant is registered with a unit, the unit Committee Chairperson (CC) and the Unit Chartered Organization Representative (COR) must sign the BSA Adult Leader application. Otherwise, it is signed in the unit Committee Chairperson slot by the District Advancement Chairperson and in the COR position by the District Chairperson.
- 3) Mail the Disclosure / Authorization form and the Local Council copy of the adult application to **Fort Dearborn, Chicago Area Council, 1218 W. Adams, Chicago IL 60607**. This mailing helps to keep your SSN secure. Please attach a copy of the MBC application to the adult application.
- 4) Mail the 2 sided MBC application, and the Second and Third copies of the Adult Leader application to the District Advancement Chairperson, **Bob Ott 5429 W Henderson Chicago IL 60641**.
- 5) The District Advancement Chairperson will review the candidate's qualifications and if appropriate, approve the Merit Badge Counselor application.
- 6) The District Advancement Chairperson will add the counselor to the Merit Badge Counselor list, and notify the counselor of their status.
- 7) In the fall of each year you will be contacted by mail to review you're application and confirm your intentions to serve as a Merit Badge Counselor for the coming year. If this form is not returned you will be omitted from the district list.
- 8) If your Youth Protection Training is more than 2 years old, you should renew it now. If you have never taken this training you may do so on line at <http://olc.scouting.org/> a Scout is honest so please take the ½ hour and view this presentation.