

Instructions on Filling out a "Blue Card"

The Merit Badge Application (BSA Form 34124), also known as a Blue Card, is an official Boy Scout document that serves as proof of a scout's progress toward completion of a merit badge. Errors and mistakes in the card could result in proper credit not being recorded. It is essential that all information be accurate and legible. There are instructions on the back of the card along the bottom, which explain what to do with each section.

Before Starting a MB

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.

APPLICATION FOR MERIT BADGE

Name: **JOHN DOE**
 Address: **123 CHERRY STREET**
 City: **HAMPTON, VA 23666**

Is a registered:
 Boy Scout Varsity Scout Venturer
 of **TROOP** No. **855**
Troop, team, crew, ship

District: **HERITAGE**
 Council: **COLONIAL VIRGINIA**

and is qualified to begin working for merit badge noted on the reverse side.

1/1/06
 Date *Mike L. Franco*
 Signature of unit leader

BOY SCOUTS OF AMERICA
 54124
 2007 Scout of America

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

RABBIT RAISING
Merit badge
NATHAN EVERETT
Name of counselor
7575 FREEDOM AVENUE
Address of counselor
HAMPTON, VA 23666
City Zip code
(757) 595-3356
Telephone number of counselor

Signature of counselor: _____ / / _____ Date

Checked and recorded: _____
 Date _____ initials _____

Certificate and badge presented _____ Date _____

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

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

RABBIT RAISING
Merit badge
Name of counselor
Address of counselor
City Zip code
Telephone number of counselor

Signature of counselor: _____ / / _____ Date

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: **JOHN DOE**
 has given me his completed application for the
RABBIT RAISING
Merit badge
 Completed on _____ / / _____ by _____
 Signature of counselor: _____
 Signature of unit leader: _____

COUNSELOR'S RECORD

Applicant: **JOHN DOE**
 Troop Team Crew Unit number: **855**
RABBIT RAISING
Merit badge
 Date completed: _____ / / _____
 Remarks: _____

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

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.

Prior to the start of a MB, the Scout should get permission from the Scoutmaster to begin working on a particular merit badge and then obtain a Blue Card from the Scoutmaster ONLY. After the Scout gets the Blue Card, he should fill out the front and back portion of the Merit Badge Application and get the Scoutmaster's signature as shown in the example (Signature location is indicated with arrow.)

The three sections should remain attached, and the whole application is submitted to the counselor who will fill in the Counselor information in the left section of the back of the card. Only then may he begin working on the badge.

Merit Badge In Progress

As the scout finishes his requirements, the counselor should make note of the progress on the middle section of the front of the card. The counselor should list each individual requirement, including sub-parts. The example card shows BOTH requirements 3A and 3B rather than just listing a single requirement #3 as being complete.

Each item completed should bear the date and initials of the counselor. Counselors should avoid using dittos or arrows to designate continuance of a date.

Still in progress....

Requirement No. and letter	Date of approval	Counselor initial	Requirement No. and letter	Date of approval	Counselor initial
1	1/15/06	NJF			
2	1/15/06	NJF			
3A	2/21/06	NJF			
3B					
4	1/15/06	NJF			

Complete

Requirement No. and letter	Date of approval	Counselor initial	Requirement No. and letter	Date of approval	Counselor initial
1	1/15/06	NJF			
2	1/15/06	NJF			
3A	2/21/06	NJF			
3B	2/21/06	NJF			
4	1/15/06	NJF			

Merit Badge Is Complete

When all requirements for the merit badge are completed, the counselor will note the completion in the needed portions of the back of the card, as shown. The counselor's signature and date of completion must appear on the left and middle sections of the card. The completion date will be used in the advancement reports, council records, and on the merit badge award cards given at the Court of Honor.

The counselor should remove the "Counselor's Record" portion of the card and return the remainder of the card to the Scout who will turn it into the Advancement Coordinator.

Scout turns into Advancement Coordinator

Counselor Keeps

<p>The applicant has personally appeared before me and demonstrated to my satisfaction that he has met all requirements for the (please print)</p> <p>RABBIT RAISING</p> <p>Merit badge</p> <p>NATHAN EVERETT</p> <p>Name of counselor</p> <p>7575 FREEDOM AVENUE</p> <p>Address of counselor</p> <p>HAMPTON, VA 23666</p> <p>City Zip code</p> <p>(757) 595-3356</p> <p>Phone</p> <p><i>Nathan J. Everett</i> 2 / 21 / 06</p> <p>Signature of counselor Date</p> <p>Checked and recorded:</p> <p>Date Initials</p> <p>Certificate and badge presented</p> <p>Date</p> <p>Applicant will turn in this portion to his unit leader for record posting.</p>	<p>APPLICANT'S RECORD</p> <p>Name JOHN DOE</p> <p>has given me his completed application for the</p> <p>RABBIT RAISING</p> <p>Merit badge</p> <p>completed on 2 / 21 / 06</p> <p>Date</p> <p><i>Nathan J. Everett</i></p> <p>Signature of counselor</p> <p>Signature of unit leader</p> <p>NOTE TO BOY SCOUT, VARSITY SCOUT, OR VENTURER: Retain this copy for your permanent records.</p>	<p>COUNSELOR'S RECORD</p> <p>Applicant JOHN DOE</p> <p><input checked="" type="checkbox"/> Troop <input type="checkbox"/> Team Unit number 855</p> <p><input type="checkbox"/> Crew</p> <p>RABBIT RAISING</p> <p>Merit badge</p> <p>Date completed 2 / 21 / 06</p> <p>Remarks:</p> <p>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.</p>
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