
MERIT BADGE DAY PLANNING GUIDE

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Table of Contents

Planning Schedule	3
Budget	3
Patches	3
Merit Badge Day Specific Preparation	3
First Aid	4
Registration Forms	4
Check-in/Event Day	4
Appendix	5
Planning Schedule Worksheet	5
Activity Budget Planning and Accounting Worksheet	6

Planning Schedule

Using the Planning Schedule Worksheet in the Appendix, determine the dates for the various tasks involved in planning the event. Remember the sooner you start planning, the more likely you are to provide a quality program. Be sure to work with your Staff Advisor/District Executive and Short Term Camp Administrator to complete all the required documentation including but not limited to NCAP Local Council Authorization and Assessment Declaration Part A, NCAP Site Evaluation, and budget planning worksheet.

Budget

There is an Excel spreadsheet to be completed with anticipated income and expenses. This budget spreadsheet then gets sent to the District Executive/Staff Advisor, Council Executive and Accounting Specialist for approval. The approval to move forward with the budget comes from the District Executive and/or the Council Executive. Once the budget is approved, then the event can be posted for registration and materials can be ordered, and other purchases made that have been approved as part of the event budget. Receipts must be kept and submitted to the Accounting Specialist for reimbursement. The Accounting Specialist can purchase items that have been approved as well if requested.

A final budget must be submitted to the District Executive/Staff Advisor within two weeks of the event date. This final budget is to include the actual expenses and income.

Patches

Patch designs must be submitted to council for approval and ordering. BSA requires us to use specific BSA approved vendors for our patches. After the patch design is submitted to council, it then goes out to National for approval and to the vendors for initial cost quotes and design proof. Several vendors typically observe the Chinese New Year and are on Holiday the end of January into February as a result. The process for patch design approval, production and shipping can take up to 2 months.

Merit Badge Day Specific Preparation

Aside from the standard steps of determining date, location, etc. – all of which can be found in the planning schedule in the appendix, there are a few steps specific to a merit badge day program.

The first step in planning a Merit Badge Day event is to obtain a list of current merit badge counselors in our council. This can be obtained by contacting the Green Mountain Council Service Center. There is a document which contains a list of all registered merit badge counselors, their contact information and what merit badges they are registered to teach. This information can also be obtained using Scoutbook.

The second step is to determine which merit badges you would like to offer at your event. Using the merit badge counselor list obtained from the Service Center, reach out to merit badge counselors to

determine if they are available. Be sure you have a minimum of 1 additional adult who has completed Youth Protection Training for each merit badge class being offered.

You will need to work with the merit badge counselors to determine any pre-requisites that need to be completed before the Scout arrives at the Merit Badge event and if the Scout needs to bring any materials/supplies with them to assist in the activities planned for their merit badge. This could include signed blue cards from their Scoutmaster or if their unit uses Scoutbook having the Scoutmaster connect the Scout to the Merit Badge Counselor in Scoutbook so the Merit Badge Counselor can sign off on the requirements completed.

First Aid

Depending on the location of the event will depend on the certifications required by the Medical Officer. There needs to be a designated Medical Officer at the event. If EMS response time is greater than 10 minutes, the Medical Officer needs to hold advanced medical training certification such as EMT, MD, or RN. If EMS response time is less than 10 minutes, the First Aid Officer could be someone with basic First Aid and CPR certifications. The Medical Officer for the event also needs to complete a onetime self-assessment training on My. Scouting, the certificate of completion needs to be on file. Be sure to determine if you need to provide a first aid kit for the First Aid Officer or if they will be bringing their own.

Registration Forms

Once the budget for the event has been approved, registration can be set up in Black Pug. All registrations should go through Black Pug. You will be able to include event description, images, and attachments on the Black Pug registration page. Other items to consider before setting up the event in Black Pug will be what you would like to say in the confirmation email and if you want reminder emails sent out before the event.

Check-in/Event Day

It may be helpful to have a meeting with the merit badge counselors and other volunteers in advance of the event day. At this meeting you will be able to answer questions from the volunteers as to what to expect the day of the event.

When units/Scouts check in at the event, be sure to take attendance and confirm the payment received. Make sure any forms needed for the event are collected.

Appendix

Planning Schedule Worksheet

TASK - Backdates are considered completion dates	WEEKS Before Short-Term Camp
Confirm a Date; select chair; recruit Short-Term Camp Administrator	-30
Submit NCAP Local Council Authorization and Assessment Declaration Part A to council for approval and signature.	-29
Prepare budget.	-26
Select the Theme; Begin promotion of Unit attendance; announce in council newsletter, website and social media; set fees; Prepare Organization Chart; Recruit Committee; add Event to Black Pug.	-24
Secure location	-20
Promote at roundtables, district committee meeting, and district commissioner meeting.	-16
Arrange for traffic control, Emergency Response and police protection. Arrange onsite communications.	-16
Hold meeting of short-term committee; develop program; make assignments; Update Program Materials; Confirm Short-term Camp NCAP Requirements.	-13
Sponsorships; outside vendors; Midway; fees for advertisers.	-13
Design the registration process	-13
Design Theme; Imagery; Name; Update Website and Social Media	-12
Arrange for water, sanitation, fuel supply, insurance, and permits	-12
Arrange for first aid and on-site personnel; prepare operating procedures	-12
Personally, contact any unit without a reservation.	-10
Recruit judging personnel; arrange for religious observance; determine layout for troop sites.	-8
NCAP Site Survey - Confirm Authorization	-8
Arrange all physical properties needed for headquarters.	-8
Order patches; ribbons; certificates; and any other supplies needed.	-8
Prepare final program bulletin with all details - email to all units.	-6
Plan evening program; make assignments. (If vendors or exhibitors involved 12 weeks)	-6
Hold meeting of working group—review all staff assignments; develop special guest list and prepare invitations.	-4
Pick up all materials; take to site.	-2 days
Set up.	-1 day
Host short-term camp.	0
Complete all follow up reports, insurance, and evaluations.	+1

Activity Budget Planning and Accounting Worksheet

ACTIVITY BUDGET PLANNING AND ACCOUNT SHEET

NAME OF EVENT _____		Date Prepared _____
DISTRICT _____		Event Date _____
PREPARED BY _____		

INCOME SOURCE <small>Project code Use Minimum Projection</small>	QUANTITY	PRICE	BUDGETED AMOUNT	ACTUAL AMOUNT	VARIANCE
Early Bird Fee			\$ -		
Regular Fee			\$ -		
Subtotal Registration			\$ -		
In-Kind Donations			\$ -		
Patch Sales			\$ -		
			\$ -		
			\$ -		
Total Anticipated Income			\$ -	\$ -	

EXPENSES <small>Project code Use Maximum Projection</small>	QUANTITY	PRICE	BUDGETED AMOUNT	ACTUAL AMOUNT	VARIANCE
Office Supplies (e.g. Copies, Paper, Envelopes)			\$ -		
Postage			\$ -		
Program Supplies			\$ -		
Food			\$ -		
Facility Rental			\$ -		
Sanitation			\$ -		
Patches			\$ -		
Other Recognition (e.g. Ribbons, Trophies)			\$ -		
Technology Services	5%	Total Reg	\$ -		
	Spring		\$ -		
			\$ -		
			\$ -		
Subtotal Expenses			\$ -	\$ -	
CONTINGENCY/SUPPORT 15%			\$ -	\$ -	
TOTAL ANTICIPATED EXPENSES			\$ -	\$ -	
BALANCE - SURPLUS OR <DEFICIT>			\$ -	\$ -	

Staff Advisor Review by: _____	Date: _____
Scout Executive Approval: _____	Date: _____

DIRECTIONS: Complete and submit copy to Scout Executive for approval.
 After completion of event turn in one copy to Scout Executive with the Actual Event report completed.
Event registrations will go live only after the draft budget has been reviewed and approved.

Reimbursement Request Due Date _____