



How to Register as a ***Merit Badge Counselor***.

Merit Badge Counselor registration is independent from any other BSA registered position you may hold. It requires a separate **BSA Adult Application**, even if you are already registered for a different position.

Registration as a Merit Badge Counselor requires of the following items in California:

- 1 BSA Adult Application – Completed and signed (see below).
- 2 Merit Badge Counselor Information form (with list of badges)
- 3 Proof of current Youth Protection Training (taken within last 20 months)
- 4 Completion of Merit Badge Counselor training (classroom or online)
- 5 Completion of California AB-506 Volunteer Mandated Reporter training, and submittal of a Live Scan finger print for a Background Check.

See: <https://californiascouting.org/svmbc/>

The BSA Adult Application is available at: <http://www.scouting.org/forms.aspx>

The following items on the BSA Adult Application **must be completed**:

- **Full name and address** – Use the exact same name you use on your other BSA registrations. Otherwise, you may end up with multiple registration records.
- **Primary phone number** – Enter the phone number you want scouts to use to contact you for counseling appointments.
- **Date of Birth, Gender, and Social Security Number**
- **Position code: 42** and Position description: Merit Badge Counselor
- **Email address – IMPORTANT.** We need your Email address to send you a confirmation once your registration is processed. We also use it to send MBC Renewal letters at recharter time.
- **All questions on the right side** of the form must be completed, **including #6a-f.**
- **Read and initial the 2 items** near the bottom left, **sign and date** the form – MBC is a District position and does not need Committee Chair or Charter Representative Signature.
- Fill in the **Unit type, Unit No. and District** – The unit should be the Troop that you are associated with. If you are not associated with a specific unit, please include at least your district.
- **Complete, sign and date the Background Check Authorization** on page 9.

Return the following items to the Council office:

- The BSA Adult Application sheet
- The Background Check Authorization sheet
- A copy of your Youth Protection Training card showing it is current.
- A completed Merit Badge Counselor Information sheet.



Council Service Center
970 West Julian Street
San Jose, CA 95126-2719
O 408.638.8300
F 408.280.5162
www.svmbc.org

Hayward Scout Shop
919 North Main Street
Salinas, CA 93906-3912
O 831.287.2020
F 831.422.1816





BOY SCOUTS OF AMERICA

Silicon Valley Monterey Bay Council

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Applications cannot be processed if they have incomplete information, are missing forms, are missing signatures, or your Youth Protection Training has expired. Incomplete applications will be returned to you, delaying your registration as a counselor. We now accept photocopies, Email copies or Faxes of the signed forms. Also e-signatures.

BSA requires that all registered adults take Youth Protection Training at least every two years. If your training has expired, please refresh it at My.Scouting.org before turning in your application.

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