

## TSD Merit Badge Counselor Registration

All Texas Skies District Merit Badge Counselors must have

- An Adult Application on file with the SHAC registrar
- A Merit Badge Counselor form on file with TSD

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**1. What forms do I need to register?**

Two forms are required. (1) the BSA Adult Application form 28-501D and (2) the BSA Merit Badge Counselor Information form 34405. The Merit Badge Counselor form can be downloaded from

<https://www.shac.org/Home/Forms/MeritBadgeCounselor/Merit%20Badge%20Counselor.PDF>

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**2. How do I fill out the forms?**

Completely fill out the BSA Adult Application including date of birth, Social Security number, and references. If you are affiliated with a troop fill in the circle next to Troop and write the Troop number in the Unit No. box. Write "Merit Badge Counselor" or "MBC" in the Council/district position box and "Texas Skies District" in the District name box. The applicant and the Unit Committee Chairman must sign the application. Complete the BSA Merit Badge Counselor Information and list the merit badge subjects. Check the box indicating which youth you will work with. The applicant must sign the form. Complete additional BSA Merit Badge Counselor Information forms if needed. Staple all the forms together and mail to:

Sam Houston Area Council, BSA  
Texas Skies District Sr. District Executive  
P.O. Box 924528  
Houston, Texas 77292

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**3. Must I register with a troop?**

No. If you are not affiliated with any unit, you may register with TSD as a “non-unit” Merit Badge Counselor. Leave the Unit No. box blank. Write “Merit Badge Counselor” or “MBC” in the Council/district position box and “Texas Skies District” in the District name box. Only the applicant must sign the application. The TSD Senior District Executive will review your qualifications and approve your application.

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**4. How much is the fee?**

There is no fee to be a Merit Badge Counselor. If you are affiliated with a unit and you are also registering as a Unit Leader or Committee Member, you will pay an adult registration fee,

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- 5. Do I need to complete another Adult Application if I am already registered with a troop?**  
Yes. Merit Badge Counselors are registered with TSD. Your unit registration is a separate registration.

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**6. Do Scoutmasters and Assistant Scoutmasters need to register to be a merit badge counselor?**

Yes, with the following exception – Scoutmasters and Assistant Scoutmasters that are fully trained for their position have blanket approval to counsel Camping, Cooking, Hiking, and Pioneering merit badges.

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**7. Can a new adult register for a unit position and merit badge counselor on the same Adult Application?**

Yes. Write "Merit Badge Counselor" or "MBC" in the Council/district position box and write the appropriate Unit Position Code in the Position Code box.

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- 8. If I want to add new merit badge subjects at a later time, do I submit both forms again?**  
No. You are already registered as a Merit Badge Counselor. The Adult Application form is not needed. To add additional merit badge subjects, submit a new Merit Badge Counselor Information form.

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**9. Will I be notified when my registration is approved?**

After confirmation is received that you are registered in ScoutNet as a Merit Badge Counselor, the TSD Merit Badge Counselors Chairman will add your approved merit badge subjects to the TSD Database. If you are affiliated with a unit, your Unit Advancement Chairman will be notified by email that your merit badge subjects have been approved and have been entered into the TSD Database. If you are not affiliated with a unit and are registered as a "non-unit" Merit Badge Counselor then you will be notified by email when you have been approved and your merit badge subjects have been entered into the TSD Database.

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**10. Do I need to register each year?**

All Merit Badge Counselors must be re-chartered each year and be a registered adult in ScoutNet. Merit Badge Counselors that are not registered in ScoutNet will be removed from the TSD Database. You may request to be removed as a Merit Badge Counselor from the TSD Database at any time.

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**11. When a unit re-charters, do they include names of merit badge counselors?**

No. They will not see Merit Badge Counselor positions on the unit re-charter list because it is a separate "non-unit" registration. All adult names appearing on the unit re-charter list are registered as Unit Leaders, Assistant Scoutmasters, or Committee Members. "Non-unit" re-chartering is a TSD function, not a unit function.

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**12. When are “non-unit” Merit Badge Counselors re-chartered?**

In December of each year, TSD reviews “non-unit” registrations for re-chartering. You will be contacted to determine if you will continue. During this review your address, telephone number, and email address can be updated. The merit badge subjects for which you are approved may be changed – subjects can be added or deleted without having to complete a Merit Badge Counselor Information form.

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**13. Is there an annual review or open enrollment period for unit affiliated Merit Badge Counselors?**

Yes. Every year following the re-chartering process, all TSD Unit Advancement Chairmen will be contacted. During this review period, your Unit Advancement Chairman will contact all unit Merit Badge Counselors to determine if they will continue and to confirm your address, telephone number, and email address. The merit badge subjects for which you are approved may be changed – subjects can be added or deleted without having to complete a Merit Badge Counselor Information form.

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**14. May I turn in my application at the Cockrell Scout Center registration desk?**

Yes. Be sure to staple the Adult Application and the Merit Badge Counselor Information form together. Your registration will be delayed if not completely filled out.

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**15. May I turn in my application to the Cockrell Scout Center by FAX?**  
No. They need an original signed application.

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**16. Are there other reasons that my registration can be delayed?**

Yes. If you neglected to provide your Social Security Number and/or date of birth and it is not already in the ScoutNet database, your registration cannot be completed. You may call the Cockrell Scout Center registration desk and provide the information or submit a new application.

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**17. What do I do if my application is lost?**

First, check with your Unit Advancement Chairman if you are affiliated with a unit. They may have requested your name to be removed from the TSD Database and neglected to tell you. Make sure that your application was sent to the TSD Senior District Executive. If it still appears to be lost, you may have to fill out new application forms.

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