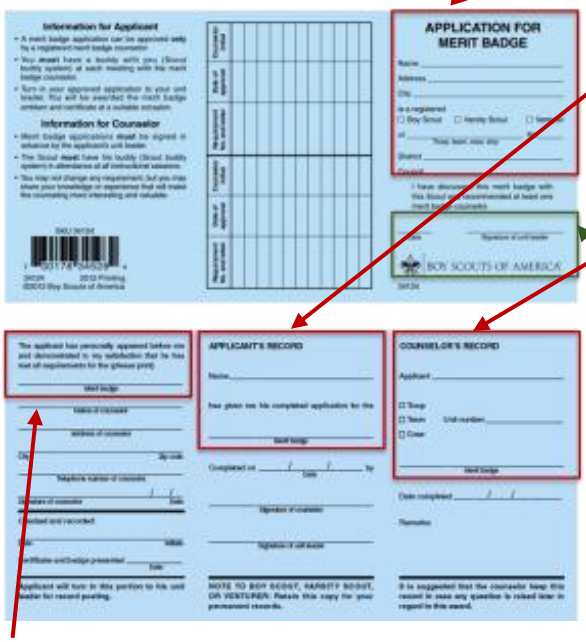
TROOP 444 MERIT BADGE BLUE CARD PROCESS

1. **BEFORE** working on a merit badge, obtain a **Blue Card** from the Troop Advancement Coordinator (Mrs. Monaco) or the Scoutmaster**. Fill all areas outlined** in **Red** in the image below. On the front enter your Name, Address and City, Troop, Troop number (444), District and Council (Quinnipiac District, CT Yankee Council).



2.a. On the back of the **Blue Card** on the **Applicant's Record** section of the card, fill out your name and the name of the Merit Badge.

2.b. On the **Counselor's Record** section of the card enter your name, check "Troop" enter 444 for unit number and enter the name of the merit badge.

3. **Fill** in the Merit Badge name on the first piece of the back page.

4. **Have the Scoutmaster sign** and date the bottom of the **Application for Merit Badge** section.

5. **You are now ready to work with a Merit Badge Counselor** to complete the requirements of the merit badge**. Scouts MUST be familiar with the merit badge requirements BEFORE they meet with their counselor.** The Counselor will fill in, date, and initial the requirements section of the card as each requirement is completed; however, some Counselors will just write **COMPLETE** on this section of the card.

6. The Counselor will fill in their information in the first section on the back of the **Blue Card** with their Name, Address, Phone Number, Leader ID number and sign and Date upon completion.

7. The Counselor will fill in the completed date and sign the **applicant's record** portion of the card and give you the completed card.

8. The third portion of the **Blue Card** may be kept by the Counselor for their record; however, some counselors do not remove and keep it.

9. Once the merit badge is completed and the **Blue Card** is signed by the Counselor, the Scout needs to bring **it back to the Scoutmaster** to have the completed **Applicant's Record** portion signed off.

10. Give both portions of the **Blue Card** to the Advancement Chair – Mrs. Monaco; who will keep the **application for merit badge.** The **Applicant's Record** and the Merit Badge itself will be given to the Scout at the next **Court of Honor.** Scouts should retain all their portions of their **Blue Cards** as they may be requested by the **Eagle Board of Review.**