



Mr. Eric's Archaeology Class

Scoutbook: How to Invite a Merit Badge Counselor



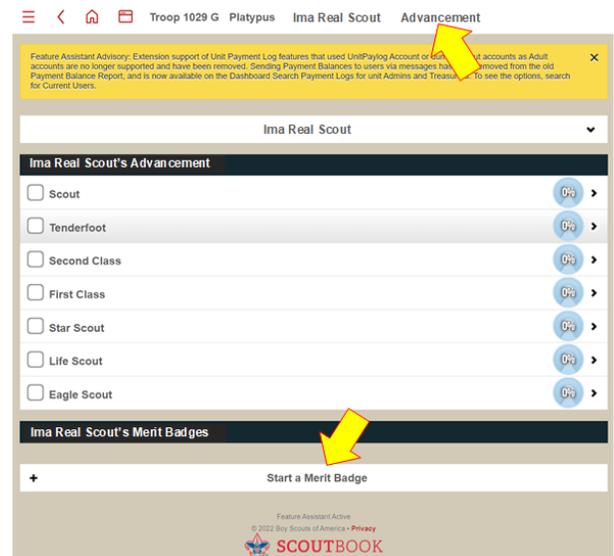
If your unit uses Scoutbook, please follow these instructions to invite Mr. Eric as your Archaeology Merit Badge Counselor so I can directly sign-off your Merit Badge. These Scoutbook steps can be completed by a Scout or parent or the Troop Advancement Chair or Scoutmaster, per unit policy. See pages 1 – 2 for details.

If your unit does NOT use Scoutbook, Scouts must bring a completed Blue Card signed by your Scoutmaster which Mr. Eric will use to record your completion. See page 3 for details.

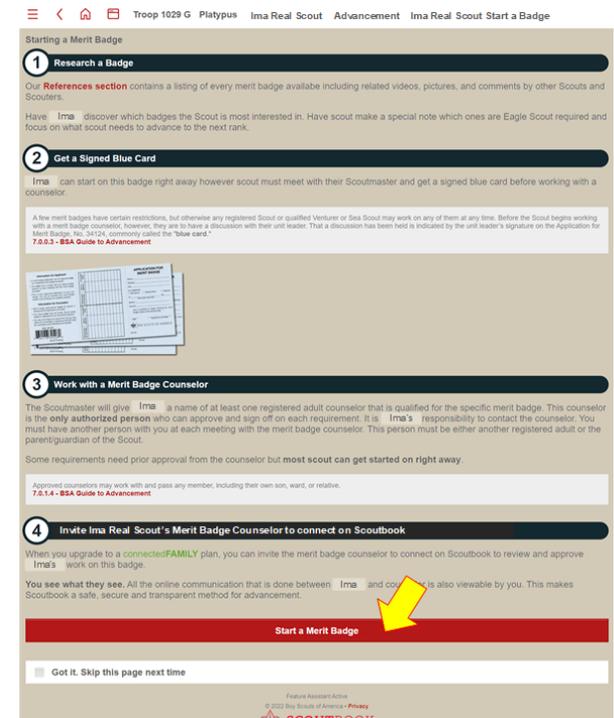
Note: This is adapted from my Aquatics programs, so pick Archaeology as the Merit Badge, the process is same.

Inviting a Merit Badge Counselor using Scoutbook

1. Log into your account on Scoutbook, and go to your Advancement, click on "Start a Merit Badge"



2. The information screen shown on the right with all the gory details may appear, if it does, click on "Start a Merit Badge" again



(Continued on next page)



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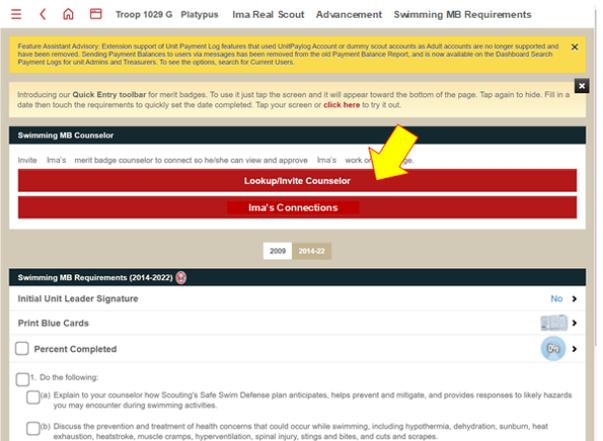
Inviting a Merit Badge Counselor using Scoutbook, con't

3. Select the Merit Badge you want from the alphabetical list.

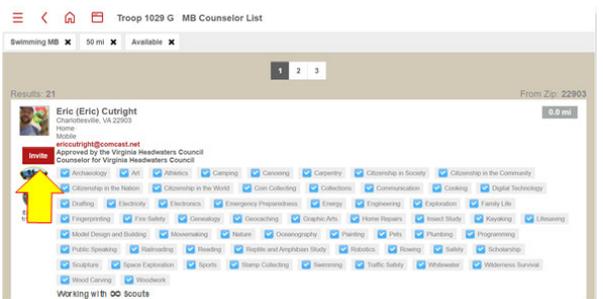
- Note that if you have already started or earned a particular Merit Badge, it will not appear on the list. If you previously started this badge, go back to "Advancement" to find it on the list at the bottom, click on it, and then continue with step 4



4. Click on "Lookup/Invite Counselor" for your selected Merit Badge



5. Find Eric Cutright on the list of available Counselors, and click on "Invite." Note that if my name does not appear, you may need to expand the search radius to include Charlottesville, VA.



6. Done! Eric will receive an email notification and can now sign you off on the selected Merit Badge. If you are unable to complete all the Merit Badge requirements at the Merit Badge event, you will have a partial and Eric will record all the requirements you DID complete. You can then work with Eric or another MBC to sign you off when you finish the remaining requirements.

QUESTIONS? Contact Eric Cutright (ericcutright@comcast.net).



Mr. Eric's Archaeology Class

Filling out an old-school Blue Card



Filling out an old-school Blue Card if your Unit does not use Scoutbook

If your unit does NOT use Scoutbook, Scouts must bring a completed Blue Card signed by your Scoutmaster which Mr. Eric will use to record your completion. See pictures below for info to fill out on the card.

Fronts: Fill out the far right and have your Scoutmaster sign it

Information for Applicant <ul style="list-style-type: none"> 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. 		<table border="1"> <tr><td>Counselor Initial</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Date of approval</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Requirement No. and letter</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Counselor Initial</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Date of approval</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Requirement No. and letter</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	Counselor Initial																					Date of approval																					Requirement No. and letter																					Counselor Initial																					Date of approval																					Requirement No. and letter																					APPLICATION FOR MERIT BADGE Name <u>Ima Real Scout</u> Address _____ City _____ Optional is a registered <input checked="" type="checkbox"/> Boy Scout <input type="checkbox"/> Varsity Scout <input type="checkbox"/> Venturer of <u>Troop</u> No. _____ <small>Troop, team, crew, ship</small> District _____ Council _____ I have discussed this merit badge with this Scout and recommended at least one merit badge counselor. Date _____ Signature of unit leader _____ MUST BE SIGNED BY UNIT SM BOY SCOUTS OF AMERICA 34124
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Information for Counselor <ul style="list-style-type: none"> 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. 																																																																																																																																	

Counselor will fill out this part, usually writing "all requirements completed" and then initial it. If you have a partial, your MBC will list the ones you completed, and mark which ones you still need to complete

Backs: Write the Merit Badge Name, fill in Counselor Info

<p>Ask your counselor for this info, YOU fill it in</p> <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>Merit badge <u>Eric Cutright</u> Name of counselor <u>Troop 1029</u> Address of counselor <u>Charlottesville, VA 22903</u> City Zip code <u>ericcutright@comcast.net</u> Email OR Telephone No. 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.</p>	<p>Write the name of the Merit Badge 3 times</p> <p>APPLICANT'S RECORD Name <u>Ima Real Scout</u> has given me his completed application for the _____ Merit badge Completed on ____/____/____ by _____ Signature _____ counselor Signature _____ unit leader</p>	<p>COUNSELOR'S RECORD Applicant <u>Ima Real Scout</u> <input checked="" type="checkbox"/> Troop <input type="checkbox"/> Team Unit No. _____ <input type="checkbox"/> Crew Merit badge _____ Date completed ____/____/____ Remarks: _____ It is suggested that the counselor keep this record in case any question is raised later in regard to this award.</p>
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Counselor will sign & date ONLY if you finish everything

QUESTIONS? Contact Eric Cutright (ericcutright@comcast.net).