

# PACIFICA DISTRICT

## STEPS TO BECOMING A MERIT BADGE COUNSELOR

(Updated 05-12-2015)

[Note: The links in this MS Word document are live ... use **CTRL + Click** to follow the link]

- A. This supplements the information you'll find on the OC Council's webpage [Steps to Becoming a Merit Badge Counselor](#).
- B. Since the Merit Badge Counselor (MBC) position is a District position, rather than a Unit position, if you want to register only as a MBC then you do not need to also register with your Unit. Being a Merit Badge Counselor does not require you to be affiliated with a Unit and there is no fee.
- C. Your personal information is maintained in two databases: 1) the Council Registrar's database is the "official" record of your registration, but does not include the specific badges for which you are approved; 2) the MBC Coordinator's (Excel) database which does include that information. On request, the Coordinator will send the Excel database to Unit Scoutmasters and Advancement Chairpersons.
- D. If you meet the requirements in the OC Council webpage linked above, then please send the **following 4 documents** to your District MBC Coordinator:

Bill Fugard  
17201 Edwards Street  
Huntington Beach, CA 92647  
714-842-8719 (H)  
714-642-6219 (M)  
[bill.fugard@gmail.com](mailto:bill.fugard@gmail.com)

- 1) Your 1-page [Completion Certificate](#) (or wallet card) for the mandatory **Youth Protection Training** available online at <http://www.myscouting.org> – follow the **Training->E-Learning** link at the top of the left-hand navigation panel. This course takes about 20-30 minutes. Your certificate is good for 2 years, after which you'll need to re-take the course to retain your Counselor registration. The Coordinator forwards this document to the Council office;
- 2) Your 2-page Orange County Council [MERIT BADGE COUNSELOR APPLICATION](#), signed by you and by the person recommending you. The Coordinator uses this form to enter your specific badges into the MBC Excel listing but does not forward the document to the Council office;

Page 2 of this form lists certain MBs (currently Lifesaving, Swimming, Canoeing, Motorboating, Rowing, Small Boat Sailing, Kayaking, Whitewater, Rifle Shooting, Shotgun Shooting and Scuba) for which **additional special training or other qualifications** are required. Most of that training is available online at <http://www.myscouting.org>. If you are requesting approval for the Scuba badge then you must submit your certification paperwork;

- 3) Your 1-page [ADULT APPLICATION](#), signed by you. No Unit Leader signatures are required since you are applying for a District position. There is no registration fee. In the field labeled "Position Code" enter "42" and in the field labeled "Scouting Position" enter "Merit Badge Counselor." ***Please respond to all 6 questions in the right-hand margin of the application. "None" or "N/A" are acceptable responses to #1, #2 and #4. "Same" is an acceptable response to #3. Also please initial the four "I understand that:" statements in the lower left-hand corner of the form. Blank responses will slow down your package.*** The Coordinator forwards this form to the Council office;
- 4) Your 1-page [DISCLOSURE/AUTHORIZATION FORM](#) signed only by you, and by which you authorize the OC Council to conduct a background check that takes about 6 weeks. The form is included (as Page 4) in the multi-part ADULT APPLICATION document. The Coordinator forwards this form to Council office.