



**Boy Scouts of America
Verdugo Hills Council**

Merit Badge Counselor Guidelines

- Follow instructions and meet requirements as specified on Verdugo Hills Council Merit Badge Counselor Application
- It is strongly recommended that one uses the Verdugo Hills Council Merit Badge Counselor Application to expedite processing by the Advancement Committee for approval as a Merit Badge Counselor for the council
- Submit application via email (meritbadge@vhcbsa.org) or in person at the Council Service Center
- All persons submitting a Merit Badge Counselor application will be reviewed by Council before the application is passed to the Advancement Committee for approval – *please be patient with our process as the average approval time is 30 to 60 days*
- Optionally, add an additional sheet of paper to apply to be a Merit Badge Counselor for no more than 6 merit badges with your initial application
- The Verdugo Hills Council Advancement Committee reserves the right to partially approve any Merit Badge Counselor application, accepting the application for some Merit Badges while declining others
- The Verdugo Hills Council Advancement Committee sometimes needs to contact candidates for additional information before a proper decision can be made to approve an application – *please be as thorough as possible with information presented on your application*
- Annually, acknowledge your continuing desire to be a Merit Badge Counselor by responding promptly to requests for the same from the Council Advancement Committee – *you will be asked for this acknowledgement every year*
- It is strongly recommended to focus on no more than 10 Merit Badges for each Merit Badge Counselor to provide a quality advancement program for our youth – *any Merit Badge applications that will take a Merit Badge Counselors total number of represented Merit Badges above 10 (ten) will be reviewed with added discretion*
- You are responsible to keep your knowledge of merit badge requirements and any required certifications up to date because requirements change periodically
- You may withdraw yourself from being a council-approved Merit Badge Counselor, for 1 or more merit badges approved, at any time by emailing or otherwise contacting the Council Advancement Committee