



Merit Badge University
Post Office Box 3
Middle Tennessee State University
Murfreesboro, Tennessee 37132

Helpful Hints for Instructors

MERIT BADGE REQUIREMENT FORMS:

- Instructions for completing this form are on the back of this page.
- **Before leaving your class this afternoon, give each scout his form.** It is the Scout's responsibility to give the form to his leader.

LUNCH:

This year we will eat lunch at the McCallie dining facility in Corlew Hall. Look on your Instructor Packet for **your assigned lunch time.**

- Lunch tickets for each scout, you and your helpers, plus extras, are in your class package.
- Please **TAKE** your class as a group to the dining facility. It is not mandatory that the class sit together, but it is recommended that you give the scouts a **designated time and spot** to reassemble before leaving the JUB.
 - **It is recommended that you take the class roll with you.**
 - **Please, check roll before you leave the dining facility. This is one spot where we could "misplace" a scout.**

CLOSING:

The closing starts at 3:45.

- **Bring the scouts to the Tennessee Room no earlier than 3:30 PM.**
 - If you must return your scouts early, bring your class back to the Tennessee Room and check in with the MBU staff.
 - Please, do not leave the scouts unattended.

FINAL NOTE:

Please return to the MBU staff your class package with

- the roll and your Instructor Survey form.

Questions: Call John High at (615) 545-2606.
In case of an EMERGENCY call: Campus Police (615) 898-2424

MERIT BADGE REQUIREMENT FORM

The requirement form is the "official record" of the scout's progress in meeting the requirements for the merit badge. **Before leaving your class, give each Scout his form.**

- **IT IS THE SCOUT'S RESPONSIBILITY TO GIVE IT TO HIS LEADER.**

✪ TOP OF FORM ✪

At the top, be sure to enter:

1. the Scouts' name,
2. Troop Number
3. the Instructor's name

At the end of the day, IF all requirements were completed, check the **Yes** blank.

➤ ***What if a requirement can NOT be completed at MBU?***

- Simply do not initial that requirement number and/or letter.
- ***At the top of the form,*** check the **No** blank.
 - The scout finishes it at home & his unit leader signs off.
- If you do not feel a particular scout measured up on any requirement, you should withhold your approval.
 - His home unit will follow up on his progress.
- We do not guarantee a badge will be completed @ MBU.

✪ REQUIREMENTS SECTION ✪

DATE and **INITIALS** Columns

- **Be sure to enter today's date & your initials (or your helpers).**
- To help speed the process, it is acceptable to enter
 - the approval date (today's date) & your initials at the Column's top
 - then draw a line past the various rows to indicate that those requirements were met.

Be sure each scout has his form before you return to the Tennessee Room.

Questions: Call John High at (615) 545-2606 on MBU day.