

## Blue Card Process

1. Go to Troop website. ([www.troop870wubc.com](http://www.troop870wubc.com)) to find merit badge counselor. Go to the bottom of the web page and click on "List of Merit Badge counselors." This page does not list contact information. If you need contact information, you can email the advancement chair at [advancementchair870@gmail.com](mailto:advancementchair870@gmail.com)
  - If you are completing a partial merit badge, you still go through the blue card process
  - If you are taking a merit badge class (i.e. Museum of Natural Science), you don't need a troop counselor but you do need the Scoutmaster's approval. Please cc the advancement chair on these emails.
2. Email the counselor and make sure they are available to help you and when they can meet with you for your selected merit badge.
3. Get the merit badge book for your particular merit badge. Contact the troop librarian.
4. Once you have received approval confirmation from your merit badge counselor, email the Advancement chair ([advancementchair870@gmail.com](mailto:advancementchair870@gmail.com)) to request the blue card(s). Please include the following:
  - A. Your name.
  - B. The name(s) of the merit badge(s).
  - C. Include the counselor(s) that will be working with you.
  - D. Cc the counselor(s) on the email to the advancement chair.
  - E. Requests should be made before 7:00pm Saturday to get the blue cards on the following Monday at the Troop meeting.**
5. Take blue card(s) to the Scoutmaster (Mr. Joiner) for his approval and signature.
6. Notify counselor(s) you have your blue card(s) and meet with counselor(s) **BEFORE** beginning on your merit badge(s).
7. Start working on merit badge(s).
8. When requirements are completed for the merit badge(s):
  1. The counselor will sign the blue card on the counselor signature lines.
  2. Next, take the blue card to the Scoutmaster (Mr. Joiner) for his final signature on "unit leader signature line".
9. Turn in signed blue card(s) to the Advancement Chair (Mrs. Denson). (Suggestion: Take a picture with your phone before turning in to her for your records.)