

# Personal Management Merit Badge

Updated: 10/6/24

- Prerequisites: 1, 2, 8, 9, and 10

Important information about how to prepare for the merit badge

**Parents**, please review the content of a merit badge prior to registering your Scout: some badges may be challenging for younger Scouts. Also, the class discussions are more interesting if Scouts review *all* the requirements for the badge before the program. The chances of your scout completing all the work for the badge increases dramatically when they are properly motivated and the badge content is age-appropriate. Personal Management is complex and academic in nature and will be easier for Scouts older than 13 years of age to complete.

Merit badges are not designed to be completed in a day and require independent work on the part of the Scout outside of the workshop. We call these prerequisites. We suggest this is done prior to the badge program date, but we realize this is not always practical or possible, in these cases we will credit the badge as a partial and accept the assignments after the program. More information on prerequisites are on the following page(s).

**Parents and Leaders:** The Scout must individually do the requirements. They may not answer the requirements as a group and copying from others will result in the requirements not being accepted. You may assist with resources, but you nor anyone else may not answer any of the requirements for the Scout.

It is the Scout's responsibility to answer the requirements. NOT THE PARENT

A Scout may use a parent's email account to submit requirement answers BUT:

It is NOT the parent's responsibility to scan in a Scout's work and send it to me

That is the Scout's responsibility

Parents are not to act as an agent of the Scout. All assignments must be completed by the Scout and if there are issues, the Scout must communicate those to me.

**IMPORTANT:** For full credit for the badge, evidence of the prerequisites, as explained below, must be sent to: [bill.nelson@scouting.org](mailto:bill.nelson@scouting.org)

The merit badge will be held in two sessions about 2 hours long each.

**All Scouts should be working on the prerequisites now, and send requirement 2a and 2b to me immediately** Please carefully follow the instructions here on how to complete the prerequisites.

Watch this video on how to get the prerequisites done correctly before attempting the prerequisites:

[https://youtu.be/UI4os7LN\\_Qw](https://youtu.be/UI4os7LN_Qw)

Though not required, Scout workbooks are very useful and we prefer that Scouts use the workbook during the program. Requirements and workbooks can be found at: <http://www.usscouts.org/mb/mb011.asp> **HINT, this badge is much easier for you if you use the workbook at the bottom of the page that is linked, and you will give me what I am looking for.**

About blue cards: We will utilize Scoutbook.com and record requirement completion online. Blue cards can be printed by parents and unit leaders in Scoutbook by clicking on the Scout, the Scout's advancement, the merit badge, and print blue cards.

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## Personal Management Prerequisites

TYPE OR WRITE LEGIBLY AND WHERE NOT ASKED FOR A LIST, IN COMPLETE SENTENCES.

PUT YOUR NAME IN EMAILS TO ME AND IN ALL ATTACHMENTS

READ THE REQUIREMENTS CAREFULLY, YOU MUST ANSWER THE REQUIREMENTS AND PROVIDE WHAT IS BEING ASKED FOR.

COPY A PARENT OR GUARDIAN IN ALL CORRESPONDENCE

1. Do the following:

- (a) Choose an item that your family might want to purchase that is considered a major expense. (discuss in the workbook or a word document)
- (b) Write a plan that tells how your family would save money for the purchase identified in requirement 1a. (discuss in the workbook or a word document, **and be prepared to discuss in class.**)
  - (1) Discuss the plan with your merit badge counselor.
  - (2) Discuss the plan with your family.
  - (3) Discuss how other family needs must be considered in this plan.
- (c) Develop a written shopping strategy for the purchase identified in requirement 1a.
  - (1) Determine the quality of the item or service (using consumer publications or ratings systems). (discuss in the workbook or a word document)
  - (2) Comparison shop for the item. Find out where you can buy the item for the best price. (Provide prices from at least two different price sources.) Call around; study

ads. Look for a sale or discount coupon. Consider alternatives. Can you buy the item used? Should you wait for a sale? (discuss in the workbook or a word document)

2. Do the following:

- (a) THIS SHOULD BE DONE PRIOR TO BEGINNING THE 13 WEEK TRACKING: Prepare a budget reflecting your expected income (allowance, gifts, wages), expenses, and savings **for a period of 13 consecutive weeks**. This is your expectation of what will happen in the next 13 weeks, not the past. **HINT: Use the Sample Budget Plan in the workbook at the bottom of the page: <http://www.ussscouts.org/mb/mb011.asp>**  
It looks like this:

Example Budget Plan

Income Sources	Month 1			Month 2			Month 3		
	Budget	Actual	Over/ Under	Budget	Actual	Over/ Under	Budget	Actual	Over/ Under
Allowance	20.00			20.00			20.00		
Gifts	16.00								
Wages	80.00			80.00			80.00		
Other	10.00			12.00			12.00		
<b>Income Totals</b>	<b>126.00</b>			<b>112.00</b>			<b>112.00</b>		
<b>Expenses</b>									
Savings-pay yourself 1st	25.00			42.00			42.00		
Donations/Charity	15.00			10.00			10.00		
Food/Meals out	20.00			25.00			25.00		
Clothing	30.00								
Entertainment/Movies	16.00			10.00			10.00		

- (b) THIS SHOULD BE DONE PRIOR TO THE 13 WEEK TRACKING Compare expected income with expected expenses.
- (1) If expenses exceed budget income, determine steps to balance your budget.
  - (2) If income exceeds budget expenses, state how you would use the excess money (new goal, savings).
- (c) **Track and record your actual income, expenses, and savings for 13 consecutive weeks (the same 13-week period for which you budgeted).** (You may use the forms provided in this pamphlet, devise your own, or use a computer-generated version.) When complete, present the records showing the results to your merit badge counselor. (record in the workbook or a word document) **Hint: Use the Table for tracking your actual income, expenses, and savings at the end of the workbook, it looks like this:**

**Example of tracking actual income, expenses, and savings**

Date	Description of Daily Income or Expense	Category	Income	Expense	Balance
Week 1				Opening Balance	15.00
6/20/2020	Movie with friends	Entertainment		8.50	6.50
6/22/2020	Lunch at school	Food		4.25	2.25
6/24/2020	3 hours working at restaurant last week	Job	18.00		20.25
6/25/2020	Money from mom	Allowance	5.00		25.25
Week 2					
6/29/2020	Lunch at school	Food		4.25	21.00

- (d) Compare your budget with your actual income and expenses to understand when your budget worked and when it did not work. With your merit badge counselor, discuss what you might do differently the next time. (discuss in the workbook or a word document)
8. Demonstrate to your merit badge counselor your understanding of time management by doing the following: (discuss in the workbook or a word document) **ALSO BE PREPARED TO DISCUSS WITH YOUR MERIT BADGE COUNSELOR.**
- (a) Write a “to do” list of tasks or activities, such as homework assignments, chores, and personal projects, that must be done in the coming week. List these in order of importance to you.
- (b) Make a seven-day calendar or schedule. Put in your set activities, such as school classes, sports practices or games, jobs or chores, and/or Scout or place of worship or club meetings, then plan when you will do all the tasks from your “to do” list between your set activities.
- (c) Follow the one-week schedule you planned. Keep a daily diary or journal during each of the seven days of this week’s activities, writing down when you completed each of the tasks on your “to do” list compared to when you scheduled them. **I need to see a diary or a journal, not just hash marks on a table! A daily diary or journal is a narrative for each day on how you met your schedule.**
- (d) With your merit badge counselor, review your “to do” list, one-week schedule, and diary/journal to understand when your schedule worked and when it did not work. Discuss what you might do differently the next time. (Discuss in the workbook or a word document) **BE PREPARED TO ALSO DISCUSS IN CLASS.**
9. Prepare a written project plan demonstrating the steps below, including the desired outcome. This is a project on paper, not a real-life project. Examples could include planning a camping trip, developing a community service project or a school or religious event, or creating an annual patrol plan with additional activities not already included in the troop annual plan. Discuss your completed project plan with your merit badge counselor. [NOTE: You do not have to actually conduct the project. This is a planning exercise only.] (discuss in the workbook or a word document) **HINT: See the examples at the end of the workbook**

- (a) Define the project. What is your goal?
- (b) Develop a timeline for your project that shows the steps you must take from beginning to completion.
- (c) Describe your project.
- (d) Develop a list of resources. Identify how these resources will help you achieve your goal. (your list should include supplies, materials, people, tools, and transportation items.)
- (e) Develop a budget for your project.

10. Do the following: (discuss in the workbook or a word document)

- (a) Choose a career you might want to enter after high school or college graduation. Discuss with your counselor the needed qualifications, education, skills, and experience.
- (b) Explain what the associated costs might be to pursue this career, such as tuition, school or training supplies, and room and board. **Break out the individual costs, in dollars, and give a total for all years needed.** Explain how you could prepare for these costs and how you might make up for any shortfall.