Instructions for MBC Adult Helpers
2024 KSU Merit Badge Conference

Remember to let the counselors/instructors lead the Merit Badge Activities; they should not have to fill out the paperwork!

1. As your class is called after the Opening Ceremony, **go with the Campus Guide and the Scouts to the classroom building**. The Campus Guide will give you the class packet containing the class roster with badge requirement grid and a copy of the merit badge requirements for the class. You are responsible for getting the Scouts to the proper classroom within the building. If you cannot find the classroom, send an adult to Conference Headquarters, outside of the Ballroom, K-State Union.

2. **Introduce yourself to the instructor**. If the instructor is not in the room, send an adult to the Conference Headquarters, or call Scott Finkeldei (785-341-5865).

3. **Call roll, using the class roster in the packet**. Draw a line through the name of any Scout not present. If a Scout not on your roster is present, write that scouts name on the roster at the bottom of the scout list.

4. **Home assignments from the Scouts**. It is possible that some scouts may bring evidence of completed requirements that are not being covered today in the course. In past years, we have had the adults in the class evaluate these and add them to the list of completed requirements. However, **now we are asking the adults in their unit to verify and record these outside of the merit badge conference.** As such, you only need to record completion of requirements taught at the conference (see #5 below).

5. At the completion of the class, **indicate on the Badge Requirement Grid the requirements each Scout completed during the class**. For simplicity, if all of the requirements listed on the form were completed, then mark the "complete" column on the far right of the form instead of having to mark each individual requirement. However, if some requirements were not completed, then use the individual requirement list to mark those that were completed. It is perfectly acceptable to draw a line down through the requirement column for each scout rather than using individual check marks.

6. **Review the completed Badge Requirement Grid with the instructor** at the end of the course and have the instructor sign the form at the top.

7. **Place the Badge Requirement Grid into merit badge course envelope and return it to Conference Headquarters, outside the Ballroom, K-State Union**. Return the packet as soon as possible prior to lunch (a.m. classes) or as soon as possible after (p.m. classes).

8. Lead the Scouts, as a group, back to the K-State Union. Lunch is on the main level, Closing Ceremony is in the Ballroom.

Note: As done at the 2023 Merit Badge Conference, we are using the conference registration system to communicate the completion of requirements for each scout to the unit leaders, instead of relying on individual merit badge "blue cards" as has been done in the past. Completed requirements will be entered into the system and be available to the units within one week. This new method has the advantages of leaving a paper trail in case it is needed, providing a digital record to the adult leader, and making the closing ceremony go faster (since you will not be waiting on the sorting of merit badge cards) enabling troops to leave campus faster at the end of the day.