



**29th ANNUAL K-STATE
MERIT BADGE CONFERENCE
&
TARGET FIRST CLASS
PROGRAM**

**Merit Badge Instruction
Leader's Guide**

Kansas State University

K-State was founded February 16, 1863, as a land-grant institution under the Morrill Act. Initially located on the grounds of the old Bluemont Central College, chartered in 1858, the university moved to its present site in 1875.

The 664-acre campus is in Manhattan, 125 miles west of Kansas City via Interstate 70 in the rolling Flint Hills of northeast Kansas. The campus is convenient to both business and residential sections of the city. Under an enactment of the 1991 Kansas Legislature, the Salina campus, 70 miles west of Manhattan, was established through a merger of the former Kansas College of Technology with K-State.

Additional K-State sites include 18,000 acres in the four branch locations of the Agricultural Experiment Station at Hays, Garden City, Colby, and Parsons and 8,600 acres in the Konza Research Prairie operated by the Division of Biology at K-State.

Governed by the Kansas Board of Regents, K-State continues to fulfill its historic educational mission in teaching, research, and public service. Since 1974, K-State has been in the top 1% of all US universities in the number of Rhodes Scholars, and the cumulative number of Truman Scholars is greater than any other state or public university.

K-State is a medium-size university with approximately 18,500 students and is one of the friendliest major universities in the United States. From debate to football, the K-State Wildcats are national powers.

About the Conference

The 29th Annual K-State Merit Badge Conference and Target First Class Program will take place at Kansas State University, on Saturday, April 26, 2025.

The purposes of the K-State Merit Badge Conference (MBC) and Target First Class (TFC) are to: (a) provide Scouts and Venture Scouts with qualified instructors for advancement opportunities that can be earned, or partially earned, through the resources at K-State, including facilities, faculty, and equipment, and (b) orient Scouts to K-State. The MBC provides opportunities for Scouts in ranks **Scout** through **Eagle** to work on merit badge requirements.

This guide provides instructions and information regarding the MBC instructions aspects of the conference. Please see the separate TFC leader's guide for information on that program.

Merit Badge Instruction and Counseling

- Scouts will have the opportunity to receive instruction and counseling for two merit badges during a 3-hour class period for each merit badge. One merit badge class may be taken in the morning and the other may be taken in the afternoon. University faculty and staff, who may be assisted by upper-class students or graduate students, will provide most of instruction and counseling. **Please note – First Aid and Welding Merit Badges are an all-day (2 session) class.
- For some merit badges, requirements will remain that could not be completed during the merit badge conference. Any remaining requirements must be completed at home with the Troop Advancement Chair or another counselor. Refer to Appendix 7 for a complete list of merit badges offered that lists the requirements for each badge that we plan to complete and a list of those requirements that will need to be completed outside the merit badge conference.
- Conference instructors and staff are not available to verify completed requirements completed after the conference.

Minimum Rank Requirements

- To participate in the MBC, Scouts must be registered in a Scouts BSA Troop or Venture Crew. They must be at least First Class by January 1, 2025 to register for Eagle-required merit badges, or Star Scout to register for Citizenship in Society merit badge.

Costs and Refunds

- The registration fees include Saturday lunch, facilities, liability insurance, and program supplies for Scouts and adults registered for the MBC. All registered Scouts and adults in the MBC will receive a conference patch and lunch. Optional conference T-shirts must be ordered at time of registration. Several classes may have additional fees for take-home supplies needed in class.

Registration & Fees

Conference online registration can be found at: <https://scoutingevent.com/192-84856>

Early registration (Monday, 2/17/25, 12:00 AM - Monday, 4/7/25, 11:59 PM):

Scouts \$45.00 Adult \$25.00

Late registration (Tuesday, 4/8/25, 12:00 AM - Monday, 4/14/25, 11:59 PM):

Scouts \$60.00 Adults \$35.00

T-shirt cost: **\$16.00-\$21.00** (until April 7, 2025)

- Cancellations on or before Tuesday, 4/1/25, 11:59 PM, will receive a full refund. Cancellations between Wednesday, 4/2/25, 12:00am and Monday, 4/14/25, 11:59pm will receive a 75% refund.
- All refunds must be requested in email (Contact David Starks regarding refunds at David.starks@scouting.org).
- No refunds will be processed after Monday, 4/14/25 11:59 PM. Scouts may be substituted for those not able to attend provided that classes have available space.

Adult Leadership

VERY IMPORTANT--Please inquire if there are any questions.

Your Troop must be under the leadership of at least two CONFERENCE REGISTERED adult leaders at all times, both of whom must be over 21. Two adult leaders are required for each Troop with Scouts registered for the MBC.

- **Adult leaders of Scouts attending the MBC must register to assist in a morning and afternoon class at the time of registration. Adult leaders must attend the classes to which they are registered and be present for the entire class period, as not doing so could place an undue burden on an instructor or another adult leader. Adult leaders will help instructors with grading prerequisite material, recording the attendance, annotating the accomplishments of the Scouts on the merit badge sheet, and maintaining discipline (see *Instructions for MBC Adults, Appendix 1*).**

Camping

- Tuttle Creek Lake is located about 7 miles north of Kansas State University. Troops may camp at either Tuttle Creek Cove Park, or the River Pond State Park. Tuttle Creek Cove Park is managed by the Corps of Engineers (Federal Park). River Pond is managed by Kansas Wildlife and Parks (State Park). The Corps phone number is 785-539-8511, the State Park phone number is 785-539- 7941. Troops can camp either place depending on their preference. If you camp at one of these sites, please arrange with the Park Manager to pick up trash through the park before you depart. Travel time from KSU Union is about the same for both parks. The main difference is Tuttle Cove is upstream of the dam on the lake and river pond is downstream of the dam. Camping is also available at Brown Memorial Camp. Located south of Abilene, KS. Over 200 acres are available for year-round camping to packs, troops and venture crews. The camp is approximately 48 miles west of Kansas State University. Information about the camp, and how to make a reservation can be found at: <https://www.coronadoscout.org>.

Questions

- Questions concerning the merit badge classes, camping, additional information, or the conference in general should be directed to a member of the conference committee:

Questions about merit badges?

Contact: Dustin Taylor (785) 410-3773 dustintaylor14@gmail.com

Questions about Registration?

Contact: David Starks (785) 822-9315 david.starks@scouting.org

Before the Conference

Registration

- Registration is ***mandatory***. Online conference registration can be found on the Coronado Area Council calendar at: www.coronadoscout.org. It takes place from Monday, 2/17/25, 12:00 AM - Monday, 4/14/25, 11:59 PM on a first-come, first-registered basis. Please note that the conference registration will likely close before Monday, 4/14/24, 11:59 PM, if all classes are filled. This has occurred in past years. **In any event, no registrations will be accepted after Monday, 4/14/25, 11:59 PM.**
- **Register by Troop. One person representing the troop must log into the registration website and handle all registrations and changes to the registration for a troop. Changes to the unit's registration may be made until registration closes, or Monday, 4/14/25, 11:59 PM, whichever occurs first.** List the full name, complete mailing address, e-mail address, and telephone number(s) of the leader-in-charge, as all future correspondence will be with him or her. Payment of fees must be received with the registration for the Scouts to be enrolled in the classes they requested and for the T-Shirts to be ordered.
- Have the Scouts select the MBC classes they wish to attend. An ***Individual Scout Worksheet (Appendix 3)***, a ***MBC Registration Form (Appendix 4)***, a ***MBC T-shirt Order Form (Appendix 6)***, and ***the available MBC classes (MBC Offerings; Appendix 7)*** are available to assist in the registration process.
- **Transfer information for each Scout to the online MBC Registration.** Be prepared to enroll each scout in alternative classes in case their first choice is closed.
- We cannot accept more than five Scouts from the same Troop into a given MBC class, to include both sessions if applicable. Do let us know, however, if there are any special requests, such as a Life Scout who needs an Eagle-required merit badge. We understand that all Scouts need Eagle-required merit badges, but not all Scouts need to take them at the conference. If you do have a special request, please communicate your request to us in the registration process.
- To avoid delays with your registration:
 - Prepare to enroll each scout in alternative classes.
 - Classes offered only in the morning or afternoon are noted on the registration template.
- **The online registration system will allow modifications to be made in the troop roster by the person registering the unit, even after a troop has paid. However, modifications must be completed by Monday, 4/14/25, 11:59 PM, or until registration closes, whichever occurs first.** Once registration is closed, no Scout may be added, either online, by phone or mail, so make sure your registration is completed before registration is closed. In addition, make sure each Scout you register plans to attend the conference. We understand conflicts occur, but no-shows take conference spots away from other Scouts who wish to attend.
- Complete the conference registration online at: <https://scoutingevent.com/192-84856>. If you have questions about the registration process, contact a member of the conference committee listed on page 4.
- Payment of fees must be made before you can enter a Scout's merit badge class selection. Payment must also be made for the T-Shirts to be ordered.
- In the registration website, the leader can print several reports that will summarize the troop's participation.

MBC Requirements

- Requirements used will be the most current available. Please note there have been recent changes for several merit badges, as well as merit badge requirements for Eagle Scout, and you should consult <https://www.scouting.org/programs/boy-scouts/advancement-and-awards/merit-badges>. Information available as of January 1, 2025 was used to formulate requirement categories in Appendix 7.

Special Needs

- We are committed to making program activities accessible to all participants. If a Scout or adult has special requirements due to disabilities or dietary restrictions, indicate the needs on the registration form or contact David Starks (David.starks@scouting.org) by Monday, 4/14/25, 11:59 PM. It is BSA policy to accommodate those with special needs when at all possible. After Monday, 4/14/25, 11:59 PM, however, we will make every effort to provide assistance but cannot guarantee that requested services or equipment will be available.

At the Conference

Schedule

7:00 am – 8:00 am	Check-in in the foyer outside the Ballroom of the K-State Student Union on the second floor
8:00 am – 8:30 am	Opening Ceremony in the Student Union Ballroom
8:30 am – 8:45 am	Scouts released to TFC & morning MBC classes
8:45 am – 11:45 am	Morning classes
11:30 am – 12:30 pm	Lunch for TFC Scouts & adults in K-State Food Court (1st floor of K-State Student Union)
12:00 pm – 12:45 pm	Lunch for MBC Scouts & adults in K-State Food Court (1st floor of K-State Student Union)
12:45 pm – 1:00 pm	MBC Scouts & adults assemble in the Student Union Ballroom
1:00 pm – 1:15 pm	Scouts released to afternoon MBC classes
1:15 pm – 4:15 pm	Afternoon classes
4:30 pm – 5:00 pm	Closing Ceremony in the Ballroom

Check-in

- Check-in will begin at 7:00am in the foyer outside of the Ballroom in the K-State Union. One adult leader from the Troop should check in the entire Troop. Be prepared with a final list of Scouts and adults in attendance. Scout substitutions will be permitted only if the merit badges selected have not changed.

Parking

- There is ample free parking in the Union parking garage, lots West of Memorial Stadium, and East of the Beach Museum.

Meals

- Saturday's lunch will be provided in the Student Union Food Court as a part of the conference fee. All other meals are on your own.

Scout Uniform and Conduct

- Scouts and leaders should wear the official Scout uniform during the conference. This will help identify Scouts on and off campus.
- **Scouts should not leave campus without adult leadership. Adults are asked to keep track of their Scouts at all times. Scouts are expected to behave like Scouts.**

Bring to MBC Classes

1. Blank pages in a notebook or notebook paper and pen or pencil with eraser.

MBC Cards

- The standard blue cards **will not** be used. Merit badge requirements completed in class will be uploaded into the Black Pug Registration Software. Within 1 week, the Leader registering the group will be able to download blue cards and rank advancement for printing at their convivence. This leader will also be able to download a .csv file, allowing import to Scoutbook and Troop Master. An email will be sent to the registered leader to let him/her know the information is ready.

Getting to Class

- Scouts and adults will be dismissed by merit badge class from the morning and after-lunch assembly. Campus Guides will escort the class groups to the rooms on campus where the class is being held. All classes will be held on the K-State campus.
- Campus Guides are K-State students who are volunteering their services for the conference.

K-State Notice

- Kansas State University assumes no responsibility for individual injury or property damage incurred from use of university facilities or participation in the program. Medical insurance is not provided by Kansas State University.

Leader's Guides and Appendices may be downloaded from the registration website -

<https://scoutingevent.com/192-84856>

- 1 – Instructions for MBC Adults
- 2 – Instructions for TFC Adults
- 3 – Individual Scout Worksheet for Troops
- 4 – Troop MBC Registration Form
- 5 – Troop TFC Registration Form
- 6 – Troop MBC T-Shirt Order Form
- 7 – Merit Badge Offerings/Requirements