



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

Target First Class 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. TFC provides opportunities for Scouts in ranks **Scout** through **Second Class** to work on rank requirements necessary for reaching the First Class rank.

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

TFC Instruction

- Scouts will receive quality instruction that pertains to advancement requirements for Tenderfoot, Second Class, and First Class ranks. We will provide opportunities for scouts to complete the skills, but final approval of advancement requirements rests within Troops.
- TFC participants will not be earning merit badges.

Minimum Rank Requirements

- To participate in TFC, Scouts must be registered in a Scouts BSA Troop.
- TFC is an all-day program. Scouts must be registered as a Scout and be a Scout, Tenderfoot, or Second Class Scout. **Please note: No scouts are permitted to enroll in both a merit badge class and TFC.** Younger Scouts are also encouraged to work on basic rank requirements at the Troop campsite, if their Troop is camping.

Costs and Refunds

- The registration fees include Saturday lunch, facilities, liability insurance, and program supplies for Scouts and adults registered for TFC. All registered Scouts and adults in TFC will receive a conference patch and lunch. Optional conference T-shirts must be ordered at the time of registration.

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.

Adult Leadership

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

- **Your Troop must always be under the leadership of at least two CONFERENCE REGISTERED adult leaders, both of whom must be over 21.**
- **ADULT LEADER REQUIREMENTS: One adult leader is required for 1 – 4 Scouts registered for TFC, and 2 adult leaders are required for 5 or more Scouts registered for TFC.**
- **Adults register online during the registration process**
- **Adult leaders registering for TFC must register for the entire day and commit to assisting the TFC program in both the morning and afternoon sessions. Adult leaders of Scouts participating in TFC will be assigned to groups on the day of the conference.**
- **Adult leaders are expected to help instructors, record the attendance, annotating the accomplishments of the Scouts on the TFC achievement sheet, and maintain discipline (*see Instructions for Instructions for TFC Adults, Appendix 2*).**

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

- Conference online registration can be found at: <https://scoutingevent.com/192-84856>
- Questions concerning TFC, camping, additional information, or the conference in general should be directed to a member of the conference committee:

Questions about Registration?

Contact: David Starks (785) 587-1818 david.starks@scouting.org

Questions about TFC?

Contact: Kent Manuel (785) 236-9663 kent@manuelfarm.com

Before the Conference

Registration

- Registration is ***mandatory***. Conference online 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, 4/14/25, 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.**
 - **TFC registration is limited to 80 Scouts.**
 - **TFC registration must be completed online.**
 - **Register by Troop. One person representing the troop must log into the registration website and manage 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 TFC option. **An *Individual Scout Worksheet (Appendix 3)*, a *TFC Registration Form (Appendix 5)*, a *MBC T-shirt Order Form (Appendix 6)*** are available to assist in the registration process.
 - Only 15 scouts per troop will be admitted into TFC without prior authorization.
- **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 3. As a reminder, 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.
- Registration confirmation is approval for Scouts and adults to participate in TFC. In the registration website, the leader can print several reports that will summarize the troop's participation.

Special Needs

- We are committed to making program activities accessible to all participants. If a Scout or adult has specific 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 the 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 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)
12:30 pm	TFC Scouts and adults report to Kedzie 106
12:45 pm – 1:00 pm	Scouts & adults assemble in Student Union Ballroom
1:00 pm – 1:15 pm	Scouts released to MBC classes
1:15 pm – 4:15 pm	Afternoon classes
4:30 pm – 5:00 pm	Closing Ceremony in the Student Union 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 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 TFC

1. Pen/Pencil & Paper
2. Water Bottle
3. Compass
4. Day pack or book bag
5. Personal first aid kit (requirement 7b, 2nd Class)

TFC Scouts will concentrate on first aid, citizenship, knot tying, drug awareness, introduction to map and compass skills, and the three R's of personal safety and protection. Since most activities occur outside, Scouts are expected to wear appropriate clothing.

Rank Advancement

- TFC rank advancement 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 rank advancement information for printing at their convenience. 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 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.
- Classes for Scouts in TFC will be held near the K-State Union.
- 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. Kansas State University does not provide medical insurance for attendees.

Leader's Guide 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