



COMMUNICATION MERIT BADGE

PREPARATION PACK FOR MERIT BADGE COLLEGE

Dear Scout,

You want to earn your merit badge in Communication. The process *begins* with *this* communication to you. This packet is designed to show you, step by step, the things you should do, and the order in which to do them. In the spirit of this badge, I will attempt to *communicate clearly* exactly what you need to do.

To complete this merit badge, ***you'll be putting in quite a bit of work before Merit Badge College.*** And you must bring *all* the work you have done to the Communications MB class at Merit Badge College. This badge is an all day activity!

If you do not believe that you would be able to complete the work listed inside before the day of Merit Badge College, then this badge is not a good choice for you.

If you showed up without the work you needed to complete ahead of time, the class activity time would be almost useless because it will be based on using the materials that you created before you came throughout the entire day. Without them, you would be unable to participate in any of the activities or discussion in any meaningful way.

This an Eagle required merit badge for one reason only: **Communication is important.**

There are only a limited number of spots in our class. If you are fully committed to getting ***all*** the prerequisites complete before class, then you are welcome to sign up. I look forward to seeing you!

If you ***do not*** think you can complete all the prerequisite work required ahead of time, then be a good and thoughtful Scout and leave the spot open for a Scout who really needs the badge now and who intends to come fully prepared.

Your Communications MB Counselor,

Timothy P. Murphy, M.D.

TO BE SUCCESSFUL IN THIS ACTIVITY AND TO EARN COMMUNICATION MERIT BADGE...

- Complete ***all*** instructions (beginning on next page) in the ***order*** stated.
- If something ***must*** be completed before class, be sure that it ***is completed.***
- If the instructions say you ***must*** bring certain things to class, ***bring them!***

BEFORE YOU DO ANYTHING ELSE, DO THIS!

Communication is a Merit Badge for which you must do a bunch of reading before you even start on any of the requirements. You can't take a shortcut on this because the requirements and the entire activity are all based on material in the book, and you being familiar with it.

You can either purchase a “hard-copy” of the book at the Council Service Center. (It costs about \$5.00). Or, you can download an exact digital replica of the book at no cost. Download it at this link. (Type it exactly as below into your browser window.)

↘ <https://www.scouting.org/skills/merit-badges/eagle-required/>

When you get to that page on the website, find **Communication Merit Badge**. Click on it and download the file. Be sure to save it on your device. Then, read it all! It is an interesting and informative book!



IMPORTANT!

**Read the *entire* book first.
Don't go any further until you do that.
You're on your honor!**

HOW TO PROCEED

On the page following this one there is a list of all the current requirements for the Communication merit badge.

- ***Some requirements, we will accomplish “live” during the merit badge activity at Merit Badge College.***
- ***Many requirements will need to be completed ahead of time—before you show up at Merit Badge College. (So, don’t procrastinate!).***
- ***And for some requirements, you will need to create the material or project at home (or school or elsewhere) and bring it with you on that day.***

After the next page, (which contains *all* requirements), the pages that follow will break it all down for you requirement-by-requirement: That means I will tell you how to proceed with that requirement, what you must do ahead of time, what you must bring to the merit badge activity.

By telling you “how to proceed,” I am not trying to deny you any flexibility in your choices. Because I know that most Scouts hope to be able to finish up a badge by the end of the day at Merit Badge College, in some cases, where a choice of requirements is offered, I made a choice for you. That was done only to increase your chances of completing the badge most efficiently.

But the choice is still yours: It’s *your* badge to earn. If you elect to do a different alternative choice, be prepared to discuss what you did and you still need to bring any materials you created to accomplish it.

ALL REQUIREMENTS

1. Do ONE of the following:

- (a) For one day, keep a log in which you describe your communication activities. Keep track of the time and different ways you spend communicating, such as talking person-to-person, listening to teachers, listening to the radio or podcasts, watching television, using social media, reading books and other print media, and using any electronic communication device. Discuss with your counselor what your log reveals about the importance of communication in your life. Think of ways to improve your communication skills.
- (b) For three days, keep a journal of your listening experiences. Identify one example of each of the following, and discuss with your counselor when you have listened to each: obtain information, be persuaded, appreciate or enjoy something, and understand someone's feelings.
- (c) In a small-group setting, meet with other Scouts or with friends. Have them share personal stories about significant events in their lives that affected them in some way. Take note of how each Scout participates in the group discussion and how effectively each Scout communicates their story. Report what you have learned to your counselor about the differences you observed in effective communication.
- (d) List as many ways as you can think of to communicate with others (face-to-face, by telephone, letter, email, text messages, social media, and so on). For each type of communication, discuss with your counselor an instance when that method might not be appropriate or effective.

2. Do ONE of the following:

- (a) Think of a creative way to describe yourself using, for example, a collage, short story or autobiography, drawing or series of photographs, or a song or skit. Using the aid you created, make a presentation to your counselor about yourself.
- (b) Choose a concept, product, or service in which you have great confidence. Build a sales plan based on its good points. Try to persuade the counselor to agree with, use, or buy your concept, product or service. After your sales talk, discuss with your counselor how persuasive you were.

3. Write a five-minute speech. Give it at a meeting of a group.

4. Interview someone you know fairly well, like, or respect because of his or her position, talent, career, or life experiences. Listen actively to learn as much as you can about the person. Then prepare and deliver to your counselor an introduction of the person as though this person were to be a guest speaker, and include reasons why the audience would want to hear this person speak. Show how you would call to invite this person to speak.

5. Attend a public meeting (city council, school board, debate) approved by your counselor where several points of view are given on a single issue. Practice active listening skills and take careful notes of each point of view. Prepare an objective report that includes all points of view that were expressed, and share this with your counselor.

6. With your counselor's approval, develop a plan to teach a skill or inform someone about something. Prepare teaching aids for your plan. Carry out your plan. With your counselor, determine whether the person has learned what you intended.

7. Do ONE of the following:

- (a) Write to the editor of a magazine or your local newspaper to express your opinion or share information on any subject you choose. Send your message by fax, email, or regular mail.
- (b) Create a webpage or blog of special interest to you (for instance, your troop or crew, a hobby, or a sport). Include at least three articles or entries and one photograph or illustration, and one link to some other webpage or blog that would be helpful to someone who visits the webpage or blog you have created.
Note: It is not necessary to post your webpage or blog to the internet, but if you decide to do so, you must first share it with your parent or guardian and counselor and get their permission.
- (c) Use desktop publishing to produce a newsletter, brochure, flyer, or other printed material for your troop or crew, class at school, or other group. Include at least one article and one photograph or illustration.

8. Plan a troop or crew court of honor, campfire program, or an interfaith worship service. Have the patrol leaders' council approve it, then write the script and prepare the program. Serve as master of ceremonies.

9. Find out about three career opportunities in communication. Pick one and find out the education, training, and experience required for this profession. Discuss this with your counselor, and explain why this profession might interest you.

REQUIREMENT 1 – MANY FORMS OF COMMUNICATION

For Requirement 1, a choice of 3 activities is offered. For Merit Badge College, Scouts are asked to select Requirement 1a.

1. Do ONE of the following:

(a) For one day, keep a log in which you describe your communication activities. Keep track of the time and different ways you spend communicating, such as talking person-to-person, listening to teachers, listening to the radio or podcasts, watching television, using social media, reading books and other print media, and using any electronic communication device. Discuss with your counselor what your log reveals about the importance of communication in your life. Think of ways to improve your communication skills.

~~(b) For three days, keep a journal of your listening experiences. Identify one example of each of the following, and discuss with your counselor when you have listened to each: obtain information, be persuaded, appreciate or enjoy something, and understand someone's feelings.~~

~~(c) In a small-group setting, meet with other Scouts or with friends. Have them share personal stories about significant events in their lives that affected them in some way. Take note of how each Scout participates in the group discussion and how effectively each Scout communicates their story. Report what you have learned to your counselor about the differences you observed in effective communication.~~

~~(d) List as many ways as you can think of to communicate with others (face-to-face, by telephone, letter, email, text messages, social media, and so on). For each type of communication, discuss with your counselor an instance when that method might not be appropriate or effective.~~

This requirement pertains to the material you read in the Communication Merit Badge Book, up through page 13.

To fulfill requirement 1a, you will keep track of all your communications, whatever kind they were, from the time you get up to the time you go to bed!

This may mean you need to take the form on the next page with you to school and any other activities you participate in outside your home. You will probably be surprised at how often you communicate in the course of a day and the number of ways you do it.

The chart is marked off in hours down the left side. The columns list the various forms of communication you might engage in. In any given hour, just put a tally mark under the kind of communication you did.

Some blocks may end up with many, many tallies. Some, very few. A simple tally put in the right place is all you need to do. You make tallies like this:



Keep this sheet organized with the materials you are going to bring with you to Merit Badge College. Put your name on it.

Don't forget to bring it! Be prepared!

Communication Log

Scout's Name _____

Date of This Log _____

WAYS TO COMMUNICATE →	Interacting Face to Face	Listening to Speaker or Teacher	Talking on a Telephone	Writing Notes, Letters or Homework	Emailing	Texting or Messaging	TV / Radio / Print Media / Podcasts	Online Communication
TIME ↓								
5 - 6 a.m.								
6 - 7 a.m.								
7 to 8 a.m..								
8 to 9 a.m.								
9 to 10 a.m.								
10 to 11 a.m.								
11 to noon								
Noon to 1 p.m.								
1 to 2 p.m.								
2 to 3 p.m.								
3 to 4 p.m.								
4 to 5 p.m.								
5 to 6 p.m.								
6 to 7 p.m.								
7 to 8 p.m.								
8 to 9 p.m.								
9 to 10 p.m.								
10 p.m. to 11 p.m.								
11 p.m. to midnight								

REQUIREMENT 2 - PRESENT YOURSELF!

For Communication Merit Badge at Merit Badge College, you are asked to do Requirement 2a between the two choices presented.

2. Do ONE of the following:

(a) Think of a creative way to describe yourself using, for example, a collage, short story or autobiography, drawing or series of photographs, or a song or skit. Using the aid you created, make a presentation to your counselor about yourself.

(b) Choose a concept, product, or service in which you have great confidence. Build a sales plan based on its good points. Try to persuade the counselor to agree with, use, or buy your concept, product or service. After your sales talk, discuss with your counselor how persuasive you were.

For this requirement, you will be called upon to make your presentation to the other Scouts present. Depending on the number of Scouts in our group, I may have to select people at random to present their “story,” If the number is small, then everyone will get that chance. An experience like this can be a little nerve-wracking for some people. Others, who are very outgoing, may revel in the chance to be in the spotlight. But be assured that we will do this in a fun, no pressure, way.

In this requirement, you are presenting yourself. You are telling *your* story. Whether you do this in writing, in photos, drawn pictures, in posters, by acting, by singing, or whatever way (or combination of ways) you choose to do it, it’s entirely up to you.

The goal: You are trying to get others, some of whom are probably strangers, to know who you are. And that will happen only if you communicate effectively.

To get started, think about these things:

- What are you all about?
- What’s important to you?
- What do you like?
- What do you absolutely not like?
- What are your strengths?
- Your weaknesses?
- Where do you want to improve?
- Who do you see as your role models (Who do you look up to)?
- How do you want others to see you and to understand you?
- In other words, what makes **you you**?

That is what you are trying to communicate.

The goal is **communication**. So have fun with this! The more different ways and different kinds of media you can use to describe or define yourself, the more people you will reach,.

At the end, if you have communicated well and creatively, the rest of the Scout group should feel they are getting to know you.

Don’t forget to bring all your materials (and props, if any) to Merit Badge College!

REQUIREMENT 3 - THE SPEECH

3. Write a five-minute speech. Give it at a meeting of a group.

For this requirement, you must write and give a speech. A speech is another form of communication. Speeches can have many purposes. You may be trying to convey information, to educate your listeners, to entertain them, or perhaps to persuade them to adopt a certain point of view about something you consider important.

Regardless of the purpose of the speech, keep in mind these points as you prepare the speech.

For requirement 3, *it is entirely up to you to choose the topic for the speech*. Pick a topic about something that is important to you. As a Scout, you understand that the topic and contents must be appropriate for the occasion.

1. Know your purpose

Be *clear* on the single *main message* you want the audience to remember.

2. Know your audience

Adjust tone, depth, and examples to their background and expectations.

3. Open strong

Start with a *hook* — a short story, a question, or a striking fact.

4. Keep structure simple (KEY POINT)

- Tell them what you'll cover.
- Cover it in 2-4 main points.
- Tell them what you covered.

5. Be concise

Cut the fluff. Use short sentences and clear transitions.

6. Use visuals sparingly (optional)

Remember, slides *support* you — they are not the speech.

7. Practice it out loud!

Time it. Use smooth phrasing instead of awkward or jerky phrases. Check your pacing.

8. Deliver, don't read

Eye contact, natural voice, purposeful pauses.

9. Close with intent

End with a clear takeaway, a call to action, or a memorable line.

10. Have a backup

Have your notes, a PDF copy, or a printed outline in case tech fails.

Bring your finished speech to Merit Badge College. Be prepared to give it to the group.

NOTE: If you have already given a speech to a group, you can meet this requirement by bringing a **signed note** from an organizer or participant of the group for which you gave the speech, stating that you prepared the speech and you delivered it.

You should still bring the written speech or note cards to Merit Badge College, even though you might not have to deliver it again.

If it is impossible to get attestation from the group to whom you gave the speech originally, a signed note from a parent or Scouts leader will serve as a substitute if they can personally attest you wrote and gave the speech.

REQUIREMENT 4 - THE INTERVIEW

4. Interview someone you know fairly well, like, or respect because of his or her position, talent, career, or life experiences. Listen actively to learn as much as you can about the person. Then prepare and deliver to your counselor an introduction of the person as though this person were to be a guest speaker, and include reasons why the audience would want to hear this person speak. Show how you would call to invite this person to speak.

For this requirement, you will interview someone you know, admire, or respect. The choice of the person is yours. The interview can be done in person (preferred) or over a phone if necessary.

You need to know the **purpose** of the interview first.

Are you going to be writing an article about the person? Or perhaps the interview is to gain some information about the person so that you can introduce him or her to a group as a speaker. Obviously, you'll need to inform the person why you are wanting or needing to do an interview.

Never conduct an interview without being prepared. This is not the time to “wing it.” Have your questions ready and written down. Be prepared with a notebook and pen in hand. If you show up to interview someone and do not have these things ready, it is really a sign of disrespect. Remember that the person you are interviewing is giving you some of his or her time—time that is valuable to that person. Treat it that way.

A sample interviewing template appears on the next page.

You have to decide what questions to ask during the interview. I put a couple of “starter questions there for you to use if you like. But the rest of the questions are up to you. Keep in mind this badge is all about communication. You have to communicate clearly to the person you are interviewing exactly what you need to know.

It would probably be a great idea to review an example of the proper way to interview (meaning the sorts of questions you'd ask). A good model to follow is on page 30 on the Communication Merit Badge pamphlet.

Remember, as the interview proceeds, it may suggest additional questions that didn't occur to you when you wrote down your initial plan. That's okay.

Bring all your interview notes to Merit Badge College. Be prepared to share them with the group and to tell the group your purpose in conducting the interview.

Interview Notes

Scout's Name _____

Troop No. _____

Date of Interview _____

Purpose of Interview _____

Person Being Interviewed _____

What is your full name and professional title?

ANSWER NOTES

How long have you been in your current position?

ANSWER NOTES

REQUIREMENT 5 - THE PUBLIC MEETING

5. Attend a public meeting (city council, school board, debate) approved by your counselor where several points of view are given on a single issue. Practice active listening skills and take careful notes of each point of view. Prepare an objective report that includes all points of view that were expressed, and share this with your counselor.

Public meetings are communication at the next level. Very often, they provide the forum or venue in which citizens can actually get things done!

In such meetings, leaders and organizers interact directly with the public. For such meetings to be effective, good communication skills are needed by both by individuals conducting the meeting *and* by those attending and participating in it.

You will attend (and hopefully participate) in a public meeting. I have provided you a very thorough list of upcoming meetings between now and the date of Merit Badge College.* It appears on the next page.

STRONG RECOMMENDATION

Scouts should contact the agency or organization listed by calling the phone number provided. Why? There are two reasons:

Even though a meeting date and time is published, sometimes those change at the last minute. So make that call and make sure the meeting is still happening as scheduled.

Also, Scouts should make sure the meeting is indeed a public meeting. Sometimes organizations conduct closed meetings. You also need to be sure that minors (young people like yourself-Scouts) are welcome at the meeting.

Your job at the meeting is to observe. You will be writing a brief report of your observations. **Take notes about what you observe.**

Come prepared with a notebook and pen. In some cases, you may be able to get a meeting agenda from the organizations website.

Be observant. Here are some things to think about and watch for:

- Was it clear, from the beginning, what the purpose of the meeting was?
- How good were the communication skills of those conducting the meeting?
- Did the meeting conductors and the

members of the public use **active listening?** (Go back and read about this in your book if you need to.)

- Did it seem to you that those presenting the meeting and those members of the public participating in it were “hearing” each other clearly?
- Was the meeting well planned? Did everything on the agenda get discussed?
- Do you feel progress was made on whatever the issue being discussed was?
- We often ask if those who conducted the meeting seemed prepared. Did the participants from the public also seem to come prepared?

* While the tables on the next page inform you about upcoming meetings, if you have already attended a civic meeting for another purpose, you may choose to use that one for requirement 5 instead of one of the meetings listed. Moreover, if you are aware of other meetings upcoming for a local civic or interest group that was not listed, you can certainly choose to attend that one to meet the requirement. **You may use any appropriate meeting for your brief report.**

Schedule of Public Meetings

The first table below lists several civic or community organizations which have publicly posted upcoming meeting dates. Still, it is strongly recommended that you call the number provided to make certain the meeting is still “on,” and that nothing has changed. Also, just double check and be sure that people of Scout age are welcome.

GROUP / COMMITTEE	DATE	TIME	LOCATION	PHONE
City Council - Special Meeting	Feb 9	4:00 PM	City Hall, 1100 Frederick Ave	816-271-5300
St. Joseph School Board - Work Session	Feb 9	5:30 PM	Troester Media Center	816-671-4000
School Finance Committee	Feb 10	3:00 PM	1415 N 26th St, Room 104	816-671-4000
United Way PACE Session	Feb 11	TBD	118 S 5th St / Zoom	816-364-2381
City Council - Regular Meeting	Feb 17	5:30 PM	City Hall Council Chambers	816-271-5300
School Board - Regular Meeting	Feb 23	5:30 PM	Troester Media Center	816-671-4000
Zoning Board of Adjustment	Feb 24	4:00 PM	City Hall Council Chambers	816-271-5349
Planning Commission	Feb 26	5:30 PM	City Hall Council Chambers	816-271-5349
Library Board of Trustees	Feb 26	6:00 PM	Washington Park Library	816-236-2107
Downtown Review Board	Mar 4	5:30 PM	City Hall Conf. Room	816-271-5349

The table below shows a list of a number of other civic organizations that do meet regularly. They simply did not have a public posting of when their next meeting would be. You can call any one of these organizations and find out the date, time, and place for their next meeting.

GROUP / COMMITTEE	DATE	TIME	LOCATION	PHONE
Landmark Commission (Historic Preservation)	Mar 3	5:30 PM	City Hall - 1st Floor Conf. Room	816-271-4648
Tax Increment Financing (TIF) Commission	TBD	TBD	City Hall	816-271-5300
Human Rights Commission	TBD	TBD	City Hall	816-271-5300
Housing Authority Board	TBD	TBD	Housing Authority Office	816-279-8338
Library Board - Additional Session	TBD	TBD	Washington Park Library	816-236-2107
Tree Board	TBD	TBD	City Hall	816-271-5300
Traffic Commission	TBD	TBD	City Hall	816-271-5300
Industrial Development Authority (IDA)	TBD	TBD	City Hall	816-271-5300
Land Bank Board	TBD	TBD	City Hall	816-271-5300
Buchanan County Historical Society (Public Programs)	Varies	Varies	Museum / Public Venues	816-232-8471

REQUIREMENT 6 - COMMUNICATING BY TEACHING

Teaching is a skill in which communication is very important. If the one teaching does not communicate clearly, the one learning does not learn. It is as simple as that.

When you are teaching a Scout a new skill, you need to understand a bit about the way he learns and tailor your teaching to that.

In order to teach a Scout a skill, it goes better if you have a method you can follow for teaching. In Scouting, we like to use the EDGE method. The EDGE Method is a simple teaching model used to help someone learn a new skill and then pass it on to others.

EDGE stands for:

E — Explain

Describe what the skill is and why it matters.
Give the big picture before touching tools or doing motions.

D — Demonstrate

Show how to do the skill at normal speed.
Learners see the full process without interruption.

G — Guide

Let the learner try it with coaching.
You correct mistakes gently and answer questions while they practice.

E — Enable

Step back. The learner now performs the skill independently and can teach it to someone else.

Why It's Used

- It keeps instruction structured and efficient.
- It works for hands-on skills (knots, first aid, camping tasks).
- It builds confidence and leadership — the final goal is self-sufficiency, not just imitation.

To achieve this requirement, you will teach a skill (preferably one well understood by you) to another Scout in your Merit Badge College group.

You should do so using the EDGE method.

It is important that you bring any props, materials, or visual aids that you need to Merit Badge College. Using visuals and “hands-on” materials very often helps learners learn better. It raises your teaching to the next level.

REQUIREMENT 7 - LETTER WRITING THE RIGHT WAY

7. Do ONE of the following:

(a) Write to the editor of a magazine or your local newspaper to express your opinion or share information on any subject you choose. Send your message by fax, email, or regular mail.

(b) Create a webpage or blog of special interest to you (for instance, your troop or crew, a hobby, or a sport). Include at least three articles or entries and one photograph or illustration, and one link to some other webpage or blog that would be helpful to someone who visits the webpage or blog you have created.

Note: It is not necessary to post your webpage or blog to the internet, but if you decide to do so, you must first share it with your parent or guardian and counselor and get their permission.

(c) Use desktop publishing to produce a newsletter, brochure, flyer, or other printed material for your troop or crew, class at school, or other group. Include at least one article and one photograph or illustration.

Proper letter writing is becoming a lost art. That is why Requirement 1(a) was chosen among the possible ways to meet this requirement. If you wish to choose alternate (b) or (c) instead, you are welcome to do so but you must bring evidence of it to MB College.

The letter to the editor provides the proper format for any type of business letter. When you sit down to write yours, meeting the requirement depends on you including all the components of a formal letter (as illustrated below.) Your letter should be typed and printed out to bring to Communication MB class. The letter should be written with complete sentences, proper grammar, and correct spelling.

Examine the letter below to learn the parts your letter (or any formal business letter) must contain. Your letter must contain all the parts of a formal letter. **Then write your own on any topic, sign it, and bring it to Communication MB activity.**

The diagram shows a formal business letter with the following parts labeled on the right:

- RETURN ADDRESS:** TIMOTHY P. MURPHY, M.D.
4203 BENNINGTON DRIVE - ST. JOSEPH, MO 64506
- DATE OF LETTER:** July 6, 2022
- ADDRESS OF RECIPIENT:** Greg Kozol
Managing Editor, *St. Joseph News-Press*
825 Edmond St.
Saint Joseph, Missouri 64501
- SALUTATION:** Dear Editor:
- BODY OF LETTER:** On behalf of the Pony Express Council, Boy Scouts of America and Camp Geiger, in particular, I want to convey our thanks to the Cameron, Missouri Ambulance Department for its donation of a Life-Pack 12. This is an outstanding and versatile piece of equipment and augments the current inventory of AEDs throughout the camp property. Obviously, this Life Pack unit is far more sophisticated than all the other emergency medical equipment we currently own.
The fact that they presented it to us with fully upgraded batteries was a bonus and saved us a tremendous amount of additional expenditure!
Organizations such as Scouting depend on the generosity of citizens and organizations in the community to be able to function at an exceptional level of proficiency and preparedness.
Their donation is truly appreciated and I felt it should be publicly acknowledged.
- CLOSING:** With gratitude,
- WRITTEN SIGNATURE:** *Timothy P. Murphy, M.D.*
- TYPED SIGNATURE (AND TITLE, IF ANY):** Timothy P. Murphy, M.D.
Council Health Supervisor
Pony Express Council
Boy Scouts of America

REQUIREMENT 8 – PLANNING A PLAN

8. Plan a troop or crew court of honor, campfire program, or an interfaith worship service. Have the patrol leaders' council approve it, then write the script and prepare the program. Serve as master of ceremonies.

Making a written plan for an activity is also a form of communication. When you have a plan for a court of honor, a campfire, a church service, or any other kind of organized activity, it allows those who are a part of it to know their own part and responsibilities. You may already have some experience with this planning troop meetings in your Patrol Leaders' Council.

Well-planned events tend to come off well. When people are just “winging it,” or “making it up as we go,” it usually shows.

The end result is nearly always less good than it could have been.

But planning an activity involves more than just writing a series of steps down on a piece of paper. It involves more complex communication.

Everyone who has a part in it needs to know it. They need to be informed. Every one with an assigned part needs to clearly understand their own responsibilities. Time becomes important. Each part of a program needs to stay within its time limits: moreover, people participating need to know those time limits as well, and stick to them.

Event planning goes a step beyond communication. There has to be planning ahead of time and followup after. Things such as 1.) arranging a place for a ceremony. 2.) obtaining permission. 3.) making sure the facility is returned in the same condition it was before. 3.) writing thank you notes to those who provided facilities or those who took part or any others who contributed in some way

For this requirement, you will plan either a court of honor, a campfire program, a worship service, or some other type of organized ceremony. I have provided some sample templates to help you organize it.

Bring your written plan to Merit Badge College.

CAMPFIRE PLANNING PROGRAM

PRE-PLANNING	
Place	Notification of campers assigned to:
Time	Area setup assigned to:
Date	Master of Ceremonies:
Permissions obtained by:	Song Leader:
	Cheer Master:
	Firebuilding Assigned to:
	Fire Extinguishing Assigned to:
	Clean-Up After Assigned to:

STEP-BY-STEP			
SPOT	EVENT	BY	START TIME
1	Opening Ceremony /Firelighting		
2	Pledge / Scout Oath / Scout Law		
3	Greeting and Welcome	MC	
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26	Closing	MC	

COURT OF HONOR PLANNING PROGRAM

PRE-PLANNING	
PRELIMINARY-BEFORE	ASSIGNMENTS-DAY OF
Place	Schedule Date with Facility:
Time	Notify Scouts and Families::
Date	Program Design & Printing:
Permission to use:	Set Up Staging Area
Facility unlocked:	Props (Candelabra, Candles, Banners, Microphone)
Sound Equipment	Set Up Seating:
	Assign Color Guard:
	Awards Laid Out
	Sound System Operated By:
	Refreshments Obtained By:
	Refreshments Set Up By:

STEP-BY-STEP			
SPOT	EVENT	BY	START TIME
1	Opening Ceremony / Colors	SPL	
2	Pledge / Scout Oath / Scout Law	SPL	
3	Greeting and Welcome	MC	
4	Scoutmaster's Opening Words	SM	
5			
6			
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17			
18			
19			
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21			
22	Scoutmaster's Minute	SM	
23	Closing / Retire Colors	SPL	

WORSHIP SERVICE

PRE-PLANNING	
Place	Master of Ceremonies:
Time	Minister:
Date	
Permissions obtained by:	

STEP-BY-STEP			
SPOT	EVENT	BY	START TIME
1	Opening	MC	
2	Opening Prayer	Minister	
3			
4			
5			
6			
7			
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11			
12			
13			
14			
15			
16			
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23			
24	Benediction	Minister	
25	Closing	MC	

REQUIREMENT 9 - COMMUNICATIONS AS A CAREER

This is a topic we will discuss in person during your activity day at Merit Badge College.

How do you prepare for this discussion?

By the time you finish reading the Communication Merit Badge pamphlet and completing all the many things that you need to do to earn this badge, you should have a pretty good idea of what many of the careers in the field of communications might be.

More often than not, many careers in the area of communication do not have the actual word **communication** in the title.

Please come prepared to discuss what you've learned about this.

FINAL CHECKLIST - BRING IT ALL!

As is almost always the case with anything related to Scouting, you do best when you are prepared. After all, it is in our motto!

You have done a great deal of work to try to accomplish this badge. Eagle required badges are intended to be more challenging than elective badges. As your counselor in communication, I have done *my best* to **communicate** to you clearly everything you must do and everything you must bring.

So, finish the task and tidy up any loose ends.

Use this checklist to gather together everything you've done and everything you need to bring for Communication Merit Badge. Then bring all those things and this checklist.

Be Prepared! —which in this case means, *Come Prepared.*)

As you finish each requirement, check it off here, and gather any materials you need to bring as you finish them. Then, on Merit Badge College day, all you need to do is grab them and show up!

CHECK OFF EACH ITEM YOU'VE FINISHED AND GATHER REQUIRED MATERIALS.

✓	REQ #	ITEM TO BRING (OR DO)	NOTES
<input type="checkbox"/>	--	Read the Communications MB pamphlet.	This is (was) the <u>first thing</u> you needed to do!
<input type="checkbox"/>	1	Communications Log	Be sure it is complete and that your name is on it.
<input type="checkbox"/>	2	Communicate Yourself	Bring your notes, photos, collage, song, skit, and any props you need to do this requirement.
<input type="checkbox"/>	3	Public Speaking	You get to choose the topic. Practice it several times before MB College day. <u>Bring your speech as written or the notes you'll use to give it.</u> You may use your notes, of course.
<input type="checkbox"/>	4	The Interview	Bring all the notes you made when you interviewed the person you chose. Be prepared to discuss what you learned. Be sure to put your name on your notes.
<input type="checkbox"/>	5	Civic Meeting	Bring your report of the public meeting you attended. Use the sheet enclosed or your own. Be sure your name is on it.
<input type="checkbox"/>	6	The Communication of Teaching	Bring all the "props" you need to teach the topic or skill you've chosen. Use the EDGE method.
<input type="checkbox"/>	7	Letter Writing	Bring your Letter to the Editor. Important: Be sure your letter contains all the required "parts" of a letter. Check spelling and grammar!
<input type="checkbox"/>	8	Making a Plan	Bring the written plan you made for whatever the event is, whether it be a court of honor, a religious service, a campfire, or some other event. Make sure your name is on it.
<input type="checkbox"/>	9	Careers	This will be an on-site discussion. Be prepared to contribute about what you've learned about the many careers than involve clear communication.