

ADVANCEMENT- IN -A -NUTSHELL

Merit Badge Counselors

Previously registered MBC – you will be receiving a letter from council along with the badges you are registered for. If everything is fine, including your personal information, do nothing. If there are any changes, including if you no longer wish to be a MBC, fill out the MBC information sheet that should be enclosed and e-mail it to the council. Please notify your troop advancement chair of you current year's merit badges that you are registering for. Each troop must keep track of their own records.

New Merit Badge Counselors -

- Fill out completely both the most current Adult Leader application (position code 42) and the merit badge counselor information sheet where you state which badges you want to teach.
- Make copies for your own records.
- Submit both to the Springdale Scout Office(Razorback only - other districts to Fort Smith or as your district dictates) The only part of the Leader form you need to submit is the Council copy.
- Complete the Merit Badge Counselor Training on-line at www.westarkbsa.org. Go to TRAINING and then to MERIT BADGE COUNSELOR TRAINING.
- Complete Youth Protection training. This can be done on-line also at the same web site as above.

On-line Advancement

- ALL ADVANCEMENTS FOR THE CALENDAR YEAR NEED TO BE ENTERED ON-LINE BY THE END OF DECEMBER OF THAT YEAR. If they are not entered by the end of the year, they do not show up on district advancement reports. These reports need to be accurate for many reasons.
- All units must do on-line advancements instead of the manual paper ones. If you do not have access to a computer, there is one at the Springdale Scout Shop for you to use. This is especially important for accurate records for your boys. When it is time for Arrow of Light and Eagle Scout, accurate records are a must. The fewer hands these go through, the less mistakes.

On-line Advancement Procedure

- Go to www.westarkbsa.org
- Click on Internet Advancements
- First Time User(if you don't have you ID, call 1-800-748-8509 (Council Office)
- Enter profile information
- Load Roster (this must be done, each time you enter On-line Advancements) keeps information up to date.
- If you use Troop Master or Pack Master, hit the upload key, if not, enter the boy's information.
- Submit
- Print 2 copies, one for the Council and one for your records. Sign the Council copy.

Adult Leader Training Knots

Adults can earn badges too! Have you seen them over the left pocket of some leaders? These are earned through training, tenure, and service. They are for all registered leaders. Want more information?

- www.razorbackscouts.org
- Click on Resource Links
- Go to General Resources
- Click on Leader Service Knot Award Information

Questions? Contact:

Carol Denefe, Razorback District Advancement Chair

icdenefe@sbcglobal.net phone - 636-2383

