Screenshots on how to register as a Merit Badge Counselor in my. Scouting

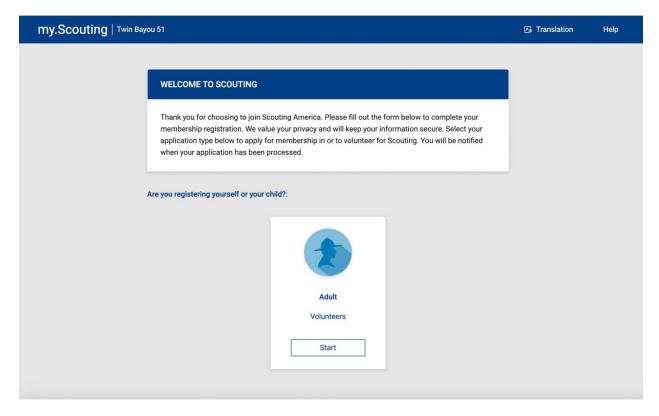
August 25, 2025 by Shirley Hou

Assumptions:

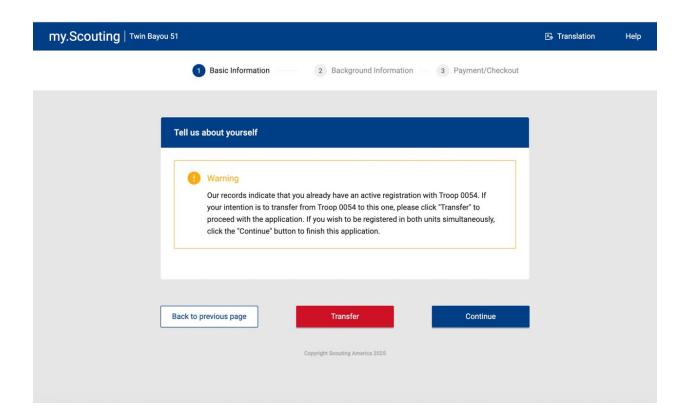
- 1. You are already a registered adult leader with Troop 54 (you are listed on the unit roster) and you have a Scouting Member ID.
- 2. Your SYT training is up to date in the system.

Step 1. Fill out the membership application.

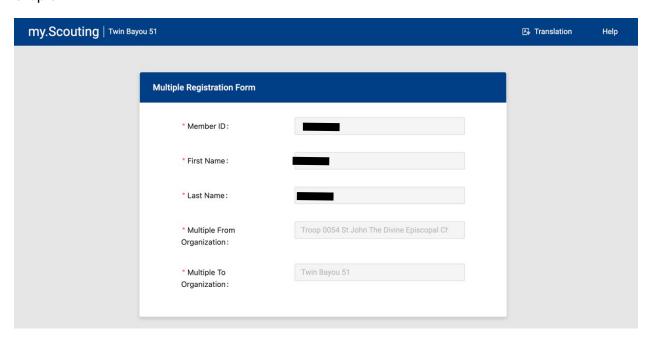
https://my.scouting.org/VES/OnlineReg/1.0.0/?tu=UF-MB-576tb51



Step 2. Click "Continue"



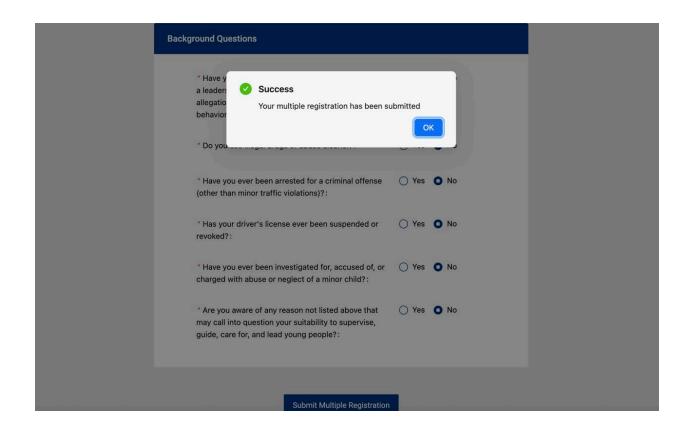
Step 3.



Step 4.

* Have you ever been removed from or asked to leave a leadership position in an organization due to allegations regarding your personal conduct or behavior?: * Do you use illegal drugs or abuse alcohol?: * Have you ever been arrested for a criminal offense (other than minor traffic violations)?: * Has your driver's license ever been suspended or revoked?: * Have you ever been investigated for, accused of, or charged with abuse or neglect of a minor child?: * Are you aware of any reason not listed above that may call into question your suitability to supervise, guide, care for, and lead young people?:		
* Have you ever been arrested for a criminal offense (other than minor traffic violations)?: * Has your driver's license ever been suspended or revoked?: * Have you ever been investigated for, accused of, or charged with abuse or neglect of a minor child?: * Are you aware of any reason not listed above that may call into question your suitability to supervise,	a leadership position in an organization due to allegations regarding your personal conduct or	Yes • No
 (other than minor traffic violations)?: * Has your driver's license ever been suspended or revoked?: * Have you ever been investigated for, accused of, or charged with abuse or neglect of a minor child?: * Are you aware of any reason not listed above that may call into question your suitability to supervise, 	* Do you use illegal drugs or abuse alcohol?:	○ Yes • No
* Have you ever been investigated for, accused of, or charged with abuse or neglect of a minor child?: * Are you aware of any reason not listed above that may call into question your suitability to supervise,	•	○ Yes • No
* Are you aware of any reason not listed above that may call into question your suitability to supervise,	·	○ Yes • No
may call into question your suitability to supervise,		○ Yes • No
	may call into question your suitability to supervise,	○ Yes ③ No
	Submit Multiple Registration	

Step 5.



Step 6. Fill out the MB Counselor Information Form (Form 34405) and sign it. You do NOT need to attach your SYT certificate anymore because that is verified electronically through MyScouting.



Scouting America MERIT BADGE COUNSELOR INFORMATION



(Please type or print legibly.)

			•		
Name*		Primary phone*	OHome OCell OWork		
Address*		Other phone	OHome OCell OWork		
City/state/zip*			Date of birth		
Email address*			Scouting America ID 999999		
District Twin Bayou	Unit:	()Troop ()Crew ()S	Ship Pack Number 54		
			rica. A registration fee is included with my application		
*Required field. Primary phone and email	address indi	cate how Scouts should contact	you.		
To qualify as a merit badge counselor, Be at least 18 years old and of good Be registered with Scouting America (position code 42). Complete Safeguarding Youth trainir Be recognized as having the skills ar badge subjects covered and hold an and training as outlined in the Guide Guide to Advancement—or use othe Be able to work with Scout-age yout	character. ig. id educatio by required to Safe Scores so qualifications.	Follow the rideletions or standards a	dge counselor, I agree to requirements of the merit badge, making no radditions, ensuring that the advancement are fair and uniform for all Scouts. Scout accompanied by their parent or guardian, one other Scout and one other registered adult, essions. afeguarding Youth training current. registration annually if I plan to continue as a e counselor.		
Merit Badges For more than eight merit badges, attach additional sheets.	Add (A) Drop (D)	Qualifications could include	st qualification(s) that support your request. de college degrees, formal training certificates, eld, and specific life experiences.		
Personal Management	Α	Accounting degree,	have served as a Treasurer at school		
2. Art	Α	I am an ar	t teacher at my child's school		
3.					
4.					
5.					
6.					
7.					
8.					
A = Adding a new merit badge that you will counsel to the roster. D = Removing your name from the roster for this merit badge. Complete the following:					
This is a new application (first time	to register a	s a merit badge counselor).	Safeguarding Youth training date 1/10/2025		
Attach this form to the Adult Application, indicating position code 42.		ating position code 42.	(Attach copy of the current certificate.) Merit badge counselor training date		
This is an update to an existing list of merit badge subjects.					
I no longer wish to serve as a merit	badge cour	iselor.			
By default, all merit badge counselors are expected to work with Scouts from their entire district or council. Counselors wishing to work with only certain subgroup may change their listing preference in Scoutbook through the My profile/My positions/merit badge counselor function. Applicant Signature					
Council Approval:					
Name (print)					
Position Date					

Step 7. Email the signed Merit Badge Counselor Information form as a scanned copy to 576informationregistration@scouting.org OR drop off a printed hard copy in-person at the Scout Cockrell Center (2225 N Loop W, Houston, TX 77008) OR give it to the Committee Chair The form is normally processed within 2-3 days.

Since SHAC doesn't notify the troop about Add/Change/Delete updates, please email Shirley Hou and Gerry McGlamery to ensure the Troop 54 Counselor Directory is updated quickly.

THE END