Merit Badge College Registration Worksheet

Merit Badge Registration Worksheet submitted to the council service center staff at least 60 days prior to the event. This document is part two of a two part process.

**General Settings**

Name of Event:________________________________________

Is there a Leader's Guide:   Y  N   If yes, please provide copy to link in Tentaroo. Provided   Y  N

Is there a Website for the event? Y  N   If yes, URL: ________________________________

Description (Please include any text that would be useful when a unit selects the event)

**Event Contact Information**

Contact Name #1________________________  Contact #1 Email_________________________

Contact #1 Phone Number____________________

Contact Name #2________________________  Contact #2 Email_________________________

Contact Name #3________________________  Contact #3 Email_________________________

**Group and Registration Settings**

Default Group Type:  **Unit**   **Individual**

Require a Phone Number for the Group?  Y  N

# of Days before Event to Lockout Registration:______________

**Pricing**

Early Registration Discount? Y  N   Early Registration Price:______________

Late Registration Additional Fee? Y  N Late Registration Price:______________

In-Council Price for Youth?______________

In-Council Price for Adults?______________
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Any additional participant types? (i.e. staff, vendors, leaders)  Include fees
Are there different rates for Out of Council Units? Y  N

If yes:

Out of Council Price for Youth? ________________
Out of Council Price for Adults? ________________

Other participant types. Include fees

Youth Settings

Will there be a t-shirt provided by the event?  Y  N  Do you want to require a shirt size?  Y  N
Will there be food served at the event?  Y  N  (if yes, discuss allergies and dietary restrictions)
Are there any merit badges/programs that should be restricted by age?  Y  N  (please include with information about the merit badge)
Are there any merit badges/programs that should be restricted by rank?  Y  N  (please include with information about the merit badge)

Adult Settings

Will there be a t-shirt provided by the event?  Y  N  Do you want to require a shirt size?  Y  N
Will there be food served at the event?  Y  N  (if yes, discuss allergies and dietary restrictions)
Will there be camping or programs that require disclosure of gender?  Y  N

Class Scheduling

Is there a minimum number of classes that a youth must take?  Y  N  How many?___________
Are classrooms and facilities assigned before the event or at the event?  If before, would you like them included when a Scout signs up for a class?  Y  N  If yes, please include location with class name/description)

Should Scouts be able to be added to a Waiting List?  Y  N  if there is a waiting list, when do you want Scouts to be notified that the class is full?  Date:___________________
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Event Settings

Registration Start Date:___________________  Registration Start Time:_________________

Is there a Maximum Number of Participants?  If yes, how many?___________________

Is there a Maximum Number of Youth?  If yes, how many?______________________

Is there a Maximum Number of Adults?  If yes, how many?____________________

Merit Badge Classes

To ensure your event is set up correctly please provide a detailed schedule that include the following:

- Start and End time for each class.
- Location if applicable.
- Any prerequisites.
- Additional fees if applicable.
- Minimum Age to participate if applicable.
- Minimum Rank to participate if applicable.
- Maximum Number of participants if applicable.
- This schedule can include the list of merit badge counselors or it can be submitted separately.

____________________________________________________________________

This will be reviewed at the next council advancement meeting.
Date Received at Council:__________
Date Received at CAC:___________
Approved:_________
Approved with
Conditions:____________________________________________________________
Approval Signature:_________________________________________
Denied:____________