Dear Scout Leader,

This is the application packet for the Merit Badge University to be held at Middle Tennessee State University on February 22, 2014. Class space is limited and Scouts are assigned to classes based on date of receipt of application emails. Early submission is encouraged -- and no applications will be accepted after December 10, 2013, but most classes close by beginning of November. Due to the MTSU Holiday Schedule in December, campus offices and services are closed on these dates, which is why we must set strict deadlines.

**Don't forget the required Release/Waiver form for ALL scouts.** (Form enclosed- reproduce as needed) 
**BRING this to MBU – Don't return with applications, please.**

1. Each troop **must register** at least **two** adults who will attend all day to meet BSA's two-deep policy requirement. As in the past, an adult program will be provided. We also have Red Cross Certification and the Boy Scout Leader Position Specific training classes.
2. Registration will take place from **7:30 AM - 8:30 AM** (Central Time) at the James Union Building (JUB) building. A map is included in this package. The closing ceremony will begin at **3:45 PM**. A $15 application fee for each Scout **AND adult** must accompany your application. This covers lunch, a patch, and general administrative costs.
3. For adults and Scouts, we will offer a Red Cross **certification** class. **Red Cross 1**: “Standard First Aid & Adult CPR. There is no additional fee this year for Red Cross materials and certification and it is still a two year certification. These are not merit badges.
4. Scouts must get the appropriate merit badge book, **read it in ADVANCE**, and bring it and all prerequisite materials/projects to MBU.
5. Uniform for everyone will be "the Field Uniform," as defined by your Unit Committee.
6. See the **IMPORTANT PROCESSING NOTICE** in this packet. We will only accept emailed class application lists this year using the Excel or Word template. **We fill quickly ... Don't delay!** Once you receive your class confirmation email from me, you must send the hardcopy and payment via the U.S. Mail to the person and address at the top of this letter.

**By filing an application, UNIT LEADERS certify that all scouts are eligible and approved to take the merit badge/class requested AND the prerequisite requirements have been completed where necessary. These are a MUST!**

7. As usual, we will have our Regular Adults Program sessions for those adults not attending or teaching classes.
8. Upon checking in at MBU, you will be asked for a cell number for one leader to be used in case of an emergency.

If you have questions, contact me by email **Carla.Adamson@mtsu.edu** or by phone (615) 898-2398 Monday-Friday.

In Scouting Service,
Carla J. Adamson
Merit Badge University
http://mtweb.mtsu.edu/mtsumbu
IMPORTANT PROCESSING CHANGE

Step One: Click on the Excel or Word link under the forms tab at http://mtweb.mtsu.edu/mtsumbu and edit it with scout name and choices. In the past, including up to 5 choices has been a good idea. Send email to Joyce.Wheaton@mtsu.edu with Troop Number and location in the subject field.

We serve units from several states, so be sure to include in your unit’s number; hometown; and state in the subject line of your email (i.e. Troop 123, Nashville, TN)

In the email, please give Leader’s complete contact information (cell and home phone numbers with area code, mailing address, email address etc.). REMEMBER TO ATTACH THE EXCEL OR WORD APPLICATION FORM! It is very helpful if you list the scouts’ last name, first name in alphabetical order by last name. This makes it easier to do a search for a scout on our lists.

MBU staff will attempt to place your scouts in one of his choices. Once the assignments are finalized, MBU will email you an Official Class Assignment List. Please remember though: Classes close rapidly!

Any email received that does not follow directions will be sent back without registration!

***** DO NOT SEND A CHECK UNTIL YOU RECEIVE THE OFFICIAL ASSIGNMENT LIST FROM MBU. ******

Step Two: Once you receive the finalized list, you must then send a copy of the list and fee via the U.S. Mail to:

Ms. Pat Thomas/MTSU MBU
111 Cope Administration Building
Middle Tennessee State University
Murfreesboro, TN 37132

Your check and hardcopy of the list must arrive within 14 days of the confirmation email.
1. Please send a SINGLE check made payable to MTSU/MBU.
2. Unit Forms without payment will be removed from the database.
3. NO Cash Payments Accepted on MBU Day & NO Walk-ons Allowed by University Policy.
4. Refund Policy:
   No refunds unless entire unit cancels two weeks prior to MBU.
   In case of inclement weather, MBU may be cancelled and notification made via this web site and emails to registered units. Due to limited availability of facilitates, we do not have a "snow day" scheduled. If you feel it unsafe to travel, we will refund your fees even if MBU is not cancelled.

UNIT LEADER’S NOTICE:
YOU must PRINT the Scout Leader Letter, Class List, Release Form and Map packet to have all the necessary documentation for your unit’s trip to MBU.

Release Form: Special Instructions
1. The release/waiver form is required for ALL Scouts attending MBU.
2. Do NOT send them with your applications.
3. Must be signed by Scout AND parent.
4. Bring these forms to the registration table on the day of MBU.

If you do not have properly signed forms ... there will be no participation in classes by your scouts. It’s the LAW!

If you have questions, contact Carla Adamson via email Carla.Adamson@mtsu.edu

MBU @ MTSU February 22, 2014 Murfreesboro, TN
Bring one signed form for each Scout. No Form = No MBU Participation

MTSU CAMPUS RECREATION

CHILDREN’S PROGRAM & MTSU MERIT BADGE UNIVERSITY

WAIVER/RELEASE AND AUTHORIZATION TO SEEK MEDICAL ASSISTANCE

We, the undersigned, minor arid parent/guardian hereby voluntarily expressly and affirmatively execute this agreement in return for permission for ________________________ (“Participant”) to participate in merit badge class to which he is assigned.

We recognize that there are many risks of injury, including serious disabling injuries, that may arise due to participation in this activity and that it is not possible to specifically list each and every individual risk. However, knowing the material risks and appreciating other injuries and even death are a possibility, we hereby voluntarily and expressly assume all of the delineated risks of injury, all other possible risk of injury, and even risk of death, which could occur by reason of participation.

If my child, ____________________________, member of BSA Unit # ____________, born ____________________ (mm/dd/yy), becomes ill or involved in an accident and I or another adult whom I have authorized in writing to act in my absence cannot be contacted immediately (whether due to unavailability or the need for immediate action under the circumstances), I authorize Middle Tennessee State University to seek any necessary for this treatment and authorize the treating hospital/physician to provide my child any emergency medical treatment they deem necessary or appropriate (including anesthesia). I accept full responsibility for any expenses incurred in the medical treatment of my child, to the extent such expenses are not covered by the following:

Health Insurance Company: ____________________________
Policy Number: ____________________________
Medicaid No.: ____________________________
Child’s known allergies or physical conditions: ____________________________

We hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE Middle Tennessee State University, the Board of Regents of the State of Tennessee, their officers, or employees (hereinafter referred to as RELEASEES) from any and all liability, claims, demands, actions and damage, or injury, including death, that may be sustained by me, or which may result from emergency medical treatment sought as a result of said participation in this activity. We further hereby AGREE TO INDEMNIFY AND HOLD HARMLESS the RELEASEES from any loss, liability, damage or cost, including medical bills, court costs and attorneys’ fees, that may occur due to participation in said activity, WHETHER CAUSED BY NEGLIGENCE RELEASEES or otherwise. We subjectively understand the risks of my participation in this activity, and knowing and appreciating these risks of my participation. I, Participant’s Parent/Guardian further state that I am Participant’s [ ] Parent’s [ ] Guardian, and am fully competent to sign this Agreement. We expressly intend for myself, for the Participant, and for Participant’s family, estate, heirs, administrators, personal representative, or assigns to be bound by this document, and it shall be deemed as a RELEASE, WAIVER, DISCHARGE AND COVENANT NOT TO SUE the above-named RELEASEES. This document shall remain in effect for each and every time I participate in the activities listed herein. This release shall be construed in accordance with the laws of the state of Tennessee. We have had an opportunity to ask questions. Any questions asked have been satisfactorily answered.

_______________________________
Parent/Guardian of Participating Minor

Home Phone Work Phone

_______________________________
Minor Participant

_______________________________
Person to contact in case Parent/Guardian cannot be contacted. Home Phone Work Phone

MTS/MBU February 22, 2014

Murfreesboro, TN

MBU Hours 8:30 a.m. – 4:00 p.m. CT
Registration Table Opens at 7:30 a.m.
Classes Meet 9 a.m. to 3:45 p.m.