Helpful Hints for Instructors

MERIT BADGE REQUIREMENT FORMS:

➢ Instructions for completing this form are on the back of this page.
➢ Before leaving your class this afternoon, give each Scout his form. It is the Scout’s responsibility to give the form to his leader.

LUNCH:

We eat lunch at the McCallie dining facility in Corlew Hall. Look on your Instructor Packet for your assigned lunch time.

➢ Lunch tickets for each scout, you and your helpers, plus extras, are in your class package.
➢ Please TAKE your class as a group to the dining facility. It is not mandatory that the class sit together, but it is recommended that you give the scouts a designated time and spot to reassemble before leaving the JUB.

• It is recommended that you take the class roll with you.
• Please, check roll before you leave the dining facility. This is one spot where we could "misplace" a scout.

CLOSING:

The closing starts at 3:45 p.m.

➢ Bring the scouts to the Tennessee Room no earlier than 3:30 PM.
➢ If you must return your scouts early, bring your class back to the Tennessee Room and check in with the MBU staff.

Please do not leave the scouts unattended.

FINAL NOTE:

Please return your class package to the MBU staff with

• the roll and your Instructor Survey form.

Questions: Call Carla Adamson at (615) 898-2389.
In case of an EMERGENCY call: Campus Police (615) 898-2424
MERIT BADGE REQUIREMENT FORM

The requirement form is the “official record” of the scout’s progress in meeting the requirements for the merit badge. Before leaving your class, give each Scout his form. It is the Scout's responsibility to give it to his leader.

TOP OF FORM

At the top, be sure to enter:

1. The scout’s name
2. Troop Number
3. The Instructor’s name

At the end of the day, IF all requirements were completed, check the Yes line.

What if a requirement can NOT be completed at MBU?

• Simply do not initial that requirement number and/or letter.

• At the top of the form, check the No line. The scout finishes it at home & his unit leader signs off.

• If you do not feel a particular scout measured up on any requirement, you should withhold your approval.

• His home unit will follow up on his progress.

• We do not guarantee a badge will be completed @ MBU.

REQUIREMENTS SECTION

DATE and INITIALS Columns

➢ Be sure to enter today’s date & your initials (or your helpers).

➢ To help speed the process, it is acceptable to enter

• the approval date (today’s date) & your initials at the Column’s top
• then draw a line past the various rows to indicate that those requirements were met.

Be sure each scout has his form before you return to the Tennessee Room.

Questions: Call Carla Adamson at (615) 898-2389 on MBU day.