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**:**   If yes, please provide copy to link in Tentaroo. Provided

Is there a Website for the event?   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:

Require a Phone Number for the Group?

# of Days before Event to Lockout Registration:

Pricing

Early Registration Discount?   Early Registration Price:

Late Registration Additional Fee?   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)

Are there different rates for Out of Council Units?

If yes:

Out of Council Price for Youth? _____

Out of Council Price for Adults? _____

Other participant types?_____

Fees for other participant types:_____

Food Service
Will there be food served at the event?   (if yes, discuss allergies and dietary restrictions)

If food is being served in house you are required to have someone involved in the food service be trained with Pennsylvania's Serv Safe. Please provide the name of the person who has Serv Safe training:

_____

Youth Settings

Will there be a t-shirt provided by the event?   Do you want to require a shirt size?

Are there any merit badges/programs that should be restricted by age?   (please include with information about the merit badge)

Are there any merit badges/programs that should be restricted by rank?   (please include with information about the merit badge)

Adult Settings

Will there be a t-shirt provided by the event?   Do you want to require a shirt size?

Class Scheduling

Is there a minimum number of classes that a youth must take?   How many?_____

Are classrooms and facilities assigned before the event or at the event?

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If before, would you like them included when a Scout signs up for a class?

If yes, please include location with class name/description with this document)

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

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:_____

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