The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. The shapes are primarily triangles and polygons, creating a dynamic, modern aesthetic. The central text is set against a white background that is framed by these blue shapes.

MBC Annual Online Renewal Tutorial

Created by the Lake Erie Council Scouts
BSA Advancement Committee

LEC MBC Online Renewal

The Lake Erie Council MBC Renewal Process is done entirely using online resources. It begins with each MBC receiving an individualized email from our MBCRenewalsLEC@gmail.com account.

This email will contain general instructions and a custom link (using a tinyURL.com address). This link will take you to a Google Form that is prepopulated with your personal information and the merit badges for which you are listed as being a counselor.

Please check all the information in this Google Form for being correct and review all your merit badges. You need to Drop any badges that you no longer want to counsel. You **cannot** Add any merit badges via this process. If you want to Add badges you need to fill out the LEC MBC Application and send it to the office for processing.

Once you complete your Google Form you will receive a confirmation email that your responses have been recorded.

If you counsel a merit badge that needs specific certifications, copies of those must be submitted to the MBCRenewalsLEC@gmail.com address.

Your YPT must be current and you will need to complete a background check authorization form if you did not recharter with a unit.

This year's renewal will close on 1-Jul-2023. Anyone not renewing by that date will be dropped as an MBC and have fill out a new MBC application.

ggjark@live.com

From: Gary Jarkewicz
Sent: Monday, April 17, 2023 3:19 PM
To: ggjark@sbcglobal.net
Subject: Lake Erie Council 2023 MBC Renewal



Dear Gary Jarkewicz:

Merit Badge Counselor Renewal

To keep our Council records accurate, Lake Erie Council is sending out a yearly notice to confirm your designated Merit Badges and contact information to ensure the Merit Badge Counselors list is accurate and up to date. Per the BSA Guide to Advancement we are required to renew counselors on an annual basis. *Even if you just applied to be a counselor you are receiving this request since we are processing over 700 renewals and we want to make sure that we have renewal records for everyone.*

Please note that your contact information will have restricted access.

All the LEC Merit Badge Counselors are also now listed in Scoutbook which affords the units another way of finding MBCs for badges and even connecting their Scouts to counselors so that work on a badge can be recorded and approved in Scoutbook.

The Scouts depend on you and your support and willingness to help them with their achievements to earn Merit Badges.

Below is your custom link to the online renewal form. Please click on the link and verify your contact information as well as your merit badges. Any contact information that you update and/or confirm on this form should also be corrected in my.scouting if there is a discrepancy **by yourself**.

You have the option to renew or drop only. If you wish to add additional merit badges, you will need to submit the standard Merit Badge Counselor Application separately. To Drop a badge just click the Drop check box next to the badge that you want to drop. If you want to stop being a Merit Badge Counselor, just drop all your badges and we will remove you from the master list.

If any of your merit badges require additional certifications, they **must** be emailed to MBCRenewalsLECC@gmail.com as part of the renewal process. If additional certifications are required and are not submitted, the merit badge will not be renewed. The certifications for each badge requiring them are listed in this document <https://tinyurl.com/mruszyv>. Any certificates must be current when you submit your renewal.

Basic Information on what to for renewals including reminder of the merit badge program, how to renew/drop/add badges, youth protection renewal, submitting additional certifications for certain badges, and background check information.

One thing that we have established is a MB certificate list for the MBCs that have the current training as stated for the aquatics, shooting sports, and climbing merit badges for which they are registered. If the training is valid, the certificate does not need to be resent since we have the current training on file.

You are also required to be familiar with the current requirements for all merit badges that you counsel. Please review the requirements for a badge before starting a session with a Scout. Merit Badges that had requirements updated in 2023 are listed here: <https://www.scouting.org/skills/merit-badges/all/>.

Additionally, please check the date that your Youth Protection Training (YPT) expires and make sure you have completed the **current** YPT training. Along with YPT training, Merit Badge Counselor training is available online. Training can be accessed at <https://my.scouting.org>.

The expiration date of your current YPT is: 11/27/2023.

Your YPT must be current for you to be listed on the LEC master list and in Scoutbook. Any counselors with expired YPT are removed from our monthly updates to the lists posted on the LEC web site. Scoutbook automatically does not list any MBC with expired YPT when units look for counselors. Also, if your YPT is expired by more than 30 days you will be removed from Scouting by the LEC office and will have to re-register for all Scouting positions that you have held.

Please review YPT as it applies when conducting merit badge sessions at: <https://www.scouting.org/health-and-safety/yp-faqs/#as>.

There is a tutorial on filling out the MBC renewal form available at: <https://lecbsa.org/merit-badges>. If there are any problems or questions regarding filling out the form provided, please contact: Ed Powell at MBCRenewalsLEC@gmail.com.

(All forms must be submitted by July 1 of 2023)

CLICK ON THIS LINK TO RENEW --> <https://tinyurl.com/y83sfy6h>

If the above tinyurl text does not appear as a link that you can click, then please copy and paste the text to your browser to access your online renewal form.

And, finally, if you would like to be a counselor for the *Citizenship in Society* merit badge, please visit the LEC website about this Eagle required badge at <https://lecbsa.org/citizenship-in-society-merit-badge/> for all the information about this badge. Please follow the directions in the '[Steps to Become a CIS Counselor](#)' document to apply.

Thank you in advance for your support in helping the Scouts to earn their Merit Badges.

Lake Erie Council Advancement Team

Ed Powell, Dean of Merit Badges

Gary Jarkewicz, LEC Advancement Chair

Contact Information for Dean of Merit Badges for any questions as well as the link to assess your merit badge counselor's status information.

Merit Badges requiring Certificates or Specialized Training

From the 2021 edition of the Guide to Advancement:

General Supervision Requirements:

- Swimming and watercraft activities must be conducted in accordance with BSA Safe Swim Defense or BSA Safety Afloat, respectively, and be supervised by mature and conscientious adults at least 21 years old and trained in the program applicable. Counselors for merit badges involving swimming or the use of watercraft must be so trained, or use helpers who are.
- All physical activities presented in any Scouting program must be conducted in accordance with "The Sweet Sixteen of BSA Safety." These 16 points, embodying good judgment and common sense, can be found at www.scouting.org/health-and-safety/gss/sweet16.
- CPR instruction, wherever it is required, must be taught by people currently trained as CPR instructors by a nationally certified provider, such as the American Red Cross, the Emergency Care and Safety Institute, or the American Heart Association..

The following merit badges have special qualifications or certifications for either the merit badge counselor or the supervisor of certain activities that may be involved. Counselors and advancement administrators should consult the merit badge pamphlets for details and to maintain awareness of changes and updates as pamphlets are revised.

Climbing All climbing, belaying, and rappelling exercises and activities must be supervised by a mature and conscientious adult rock-climbing instructor, age 21 or older, who has completed BSA Climb On Safely training and who understands the risks inherent to these activities. Training as a BSA climbing Level 2 Instructor is highly recommended. Someone with certification in First Aid/CPR/AED from the American Red Cross (or equivalent) must be present at these activities. Current policies are found in the *Guide to Safe Scouting* at www.scouting.org/health-and-safety/gss/gss08/#g and supersede any other publications or literature.

Snow Sports. Activities in the field must be supervised by a mature and conscientious adult 21 years or older who is committed to compliance with BSA Winter Sports Safety. Current policies are found in the *Guide to Safe Scouting* at www.scouting.org/health-and-safety/gss/gss12/#b.

The qualifications below for aquatics-related merit badge counseling and supervision not only assist in managing risk, but also give counselors credibility. Current policies are found at www.scouting.org/health-and-safety/gss/gss02 and supersede any other publications or literature.

Canoeing. Those supervising canoeing activities must have either BSA Aquatics Instructor or Canoeing Instructor certification from the American Canoe Association, American Red Cross, or equivalent; OR local councils may approve individuals previously certified as such or trained by an instructor so qualified.

Kayaking. Those supervising kayaking activities must have formal training in kayaking and paddle craft instruction, evidenced by either BSA Aquatics Instructor or Paddle Craft Safety Instructor certification, or kayaking instructor certification from the American Canoe Association, British Canoe Union, or American Red Cross, or equivalent; OR local councils may approve individuals previously certified as such or trained by an instructor so qualified.

Lifesaving. Demonstrations or activities in or on the water must be supervised by a mature and conscientious adult, age

Badges Requiring Specific Training and Certificates

Three-page document explaining certain badges requiring specific training and certificates according to the Guide to Advancement.

Merit Badge Counselor Renewal for 2023-2024 - Lake Erie Council

This is the form used for you to update your personal information and indicate which Merit Badges you will continue to counsel or to drop any that you no longer wish to offer. Do not mark Renew in an attempt to Add a badge. It will not be processed as such.

ggjark@gmail.com [Switch account](#)

Not shared

* Indicates required question

First Name *

Gary

Last Name *

Jarkewicz

Gender *

Female

Male

BSA ID

Service Area

FE

Unit Type

Crew

Unit Number

2289

Counsel Badges For (Entire Council is the Preferred Choice) *

Entire Council

Service Area or Unit Number (if not counseling for Entire Council)

Your answer

MBC Renewal Form - 1

The start of verifying personal information such as name, BSA ID, service area location, unit information, level of territory to help with badges at unit, service area, of council level.

Address 1 *	4661 Maple Street
Address 2	Your answer
City *	Willoughby
State *	OH
Zip *	44094
Phone #1 (Primary) *	440-668-2494

MBC Renewal Form - 2

Also address information (adjust if moved), and phone number information (changed if needed).

Phone #3

Your answer _____

Phone #3 Type

Choose ▼

Email Address *

ggjark@sbcglobal.net _____

Are you willing to work at a Merit Badge Workshop or Merit Badge Midway?

Yes

No

Maybe

Clear selection

MBC Renewal Form - 3

Email address (change if needed) and if you want to help with council merit badge events.

Merit Badges - badges marked with a * require a certificate to be uploaded as part of this renewal. Select Drop for all badges marked Renew to be removed as a Merit Badge Counselor.

	Renew	Drop
American Business	<input checked="" type="checkbox"/>	<input type="checkbox"/>
American Cultures	<input type="checkbox"/>	<input type="checkbox"/>
American Heritage	<input type="checkbox"/>	<input type="checkbox"/>
American Labor	<input type="checkbox"/>	<input type="checkbox"/>
Animal Science	<input type="checkbox"/>	<input type="checkbox"/>
Animation	<input type="checkbox"/>	<input type="checkbox"/>
Archaeology	<input type="checkbox"/>	<input type="checkbox"/>
Archery *	<input type="checkbox"/>	<input type="checkbox"/>
Architecture	<input type="checkbox"/>	<input type="checkbox"/>
Art	<input type="checkbox"/>	<input type="checkbox"/>

MBC Renewal Form - 4

List of current registered badges. Only renew or drop. Please add new badges on paper application. Scroll down to review your current badge list. Some badges may require special certificates and training.

Welding	<input type="checkbox"/>	<input type="checkbox"/>
Whitewater *	<input type="checkbox"/>	<input type="checkbox"/>
Wilderness Survival	<input type="checkbox"/>	<input type="checkbox"/>
Wood Carving	<input type="checkbox"/>	<input type="checkbox"/>
Woodwork	<input type="checkbox"/>	<input type="checkbox"/>

Upload Certifications - if you have any additional certifications that are required, please email them to MBCRenewalsLEC@gmail.com.

I will send certificates to MBCRenewalsLEC@gmail.com

Submit

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Google Forms

MBC Renewal Form - 5

Reminder to submit required certificates and where to submit them. Please click on the box to confirm for submitting required certificates. Click submit when everything is all set.

Merit Badge Counselor Renewal for 2023-2024 - Lake Erie Council

Your response has been recorded.

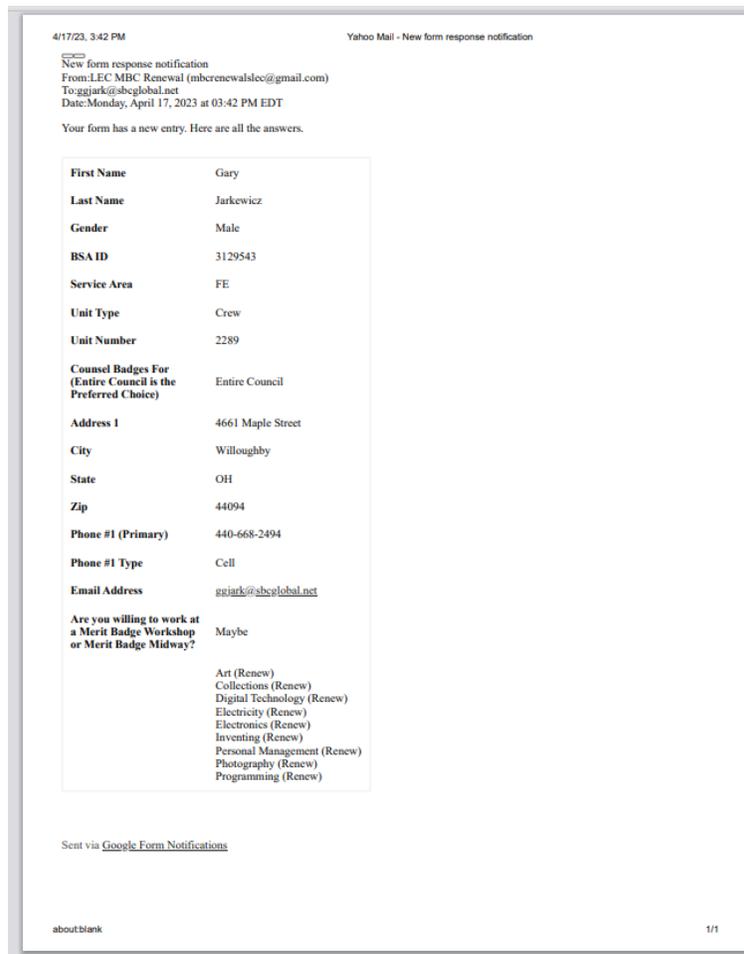
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Google Forms

MBC Renewal Form - 6

Display of confirmation that the information has been submitted for a review.



MBC Renewal Confirmation

Another confirmation of submission will be received through your email. It will display the information that you entered into the form.

The End

Any questions can be directed to the Dean of Merit Badges at
mbcrenewalslec@gmail.com.