

Tarleton State Merit Badge Seminar

February 16-18, 2018



Leader and Registration Guide

TSU Merit Badge Seminar - February 16-18, 2018

Tarleton State University – Stephenville, Texas

REGISTRATION DEADLINE: JANUARY 26, 2018

Adult leaders: Background check form due by January 26, 2018 to morrow@tarleton.edu

New TAMU System rules require check to be completed for all third party camps.

Adult leaders without completed check will not be allowed to participate in the event.

Dear Scoutmaster:

Your unit is invited to attend the Tarleton State University Merit Badge Seminar, hosted by TSU and sponsored by the Texas Trails Council, Boy Scouts of America. This will be a unique opportunity for your Scouts to work on merit badges—some of which are not normally available to your unit.

Time & Place: The Merit Badge Seminar will be conducted on the TSU campus on Saturday, February 17 and Sunday, February 18, 2018. Lock-in sleeping facilities are available on Friday, February 16 and Saturday, February 17 (please see attached camping information sheet). Outdoor camping is also available on the TSU Recreational Fields for both nights. A schedule of events for the weekend is included in this packet.

Cost: The fee for the Merit Badge Seminar is \$40 (three-meal package of lunch and dinner Saturday and lunch on Sunday) or \$56 (five-meal package which includes the listed meals plus breakfast in the dining hall both mornings). Other fees may apply for certain merit badges to cover materials (see registration form). This fee also covers an event patch, supplies, and facility rentals. Adult fees may vary (see registration form). Additional fees are noted for CPR and First Aid Certification.

REGISTRATION DEADLINE IS January 26, 2018. (There will be no refunds after this date.) *PRE-REGISTRATION IS REQUIRED. FEES MUST BE PAID IN FULL AT THE COUNCIL OFFICE BEFORE REGISTRATION WILL BE ENTERED.* Classes will be filled on a first-come, first-paid basis—so register as soon as possible! **LATE REGISTRATIONS AND WALK-INS FOR SCOUTS ONLY will be accepted for a \$55 per Scout (plus \$16 for additional breakfasts), but not all classes may be available. LATE ADULT LEADER WALK-INS ARE NOT PERMITTED DUE TO REQUIRED ADVANCED BACKGROUND CHECK!**

Merit Badges: A Scout may work on up to three (3) different merit badges from a list of approximately sixty merit badges offered. We have several sessions for some of the required Eagle merit badges to keep the classes smaller. All classes meet for three hours on Saturday and Sunday, with periodic breaks.

Leadership: Each Troop must have at least TWO (2) REGISTERED ADULTS, one of whom must be over 21 years of age and Youth Protection trained, with your troop at all times, and while traveling and camping. All adults attending must be registered with their troop and have the appropriate YPT and other training required for overnight/camping trips.

Adult: Onsite training will be available. A computer lab will be available for all adult on-line training.

Uniform: All Scouts and leaders must wear their full Class A uniform for classes, meals, and chapel. A Scout-related t-shirt is adequate for off-times and activities.

Council Contact:

George Niebling
Texas Trails Council
3811 N. 1st Street
Abilene, Texas 79603
Phone: (817) 691-2534
George.Niebling@scouting.org

Where to Register:

By mail: Texas Trails Council, BSA
3811 N. 1st Street
Abilene, Texas 79603
Phone: (325) 677-2688
Fax: (325) 677-2923
Online: <http://www.texastrailsbsa.com/>

Event Information

Step 1. Review this packet in total. All merit badges will be taught by the following schedule:

Class A—Saturday at 9:00 a.m.

Class B—Saturday at 1:15 p.m.

Class C—Sunday at 9:00 a.m.

When registering, please list the merit badge class choices in order of priority. 1st choice is most needed and 6th to 8th choices are least needed or preferred.

- Step 2. Leaders must review merit badge requirements to determine if a Scout is mature enough to register for the class. Consider the needs of the Scout and the work, some of which may be necessary before class.
- Step 3. Scouts may choose up to three (3) merit badges. Most merit badge classes take three (3) hours of total class time. Citizenship in the Nation takes two class sessions. This totals six hours of class time. Minimum class size is **5** participants or class may be cancelled. Maximum class size is **20** unless otherwise stated.
- Step 4. Have the Scouts study the merit badge pamphlets prior to attending the Seminar. Some work will need to be completed before class and/or may have “time requirements”. It is recommended that each Scout have the MB **worksheet** for each badge he is taking. We will provide worksheets for the classes if requested by the instructor.
- Step 5. Register the Scouts and adults who are attending and mail registration form(s) and fee payment to the Texas Trails Council or **register online no later than January 26, 2018.**
- Step 6. The **Merit Badge Seminar Staff** will assign classes to all scouts and will try to register each scout with his first choice in each time slot. Due to the number of merit badges we must schedule, and in trying to keep class size reasonable, some flexibility is expected. We do our best. Class lists will be emailed to your **designated Troop Leader by Friday, February 9, 2018. BE SURE THE EMAIL ADDRESS IS CORRECT FOR THE MAIN CONTACT PERSON.**
- Step 7. Individual class lists and maps will be included in your registration packet to be picked up by a leader during registration. We will plan to do check-in on Friday night so that leaders will have materials to review and distribute to Scouts and Leaders.
- Step 8. Attend the Merit Badge Seminar. The instructor for each session will have a roster to check attendance and requirement completion. After the event, the troop contact person will receive a list of Scouts and badges earned/requirements completed. **The Merit Badge Seminar Staff retains the attendance sheet by classes.** **NOTE: Remember, simply attending class does not guarantee a Scout will complete the Merit Badge.**
- Step 9. Plan now to participate in the extra-curricular activities planned for Saturday! (Free Tarleton basketball game and activities on recreation fields – possible movie if weather is an issue)
- Step 10. Review partials and completions received after the event. Return any misfiled papers and recognize your Scouts for their achievements.

MEALS.....WHAT’S FOR LUNCH?

Food will be provided in the Tarleton Dining Hall for lunch and dinner on Saturday, and lunch on Sunday, as well as breakfast for those who purchase the additional meals with registration.

Dining cards will be included in your registration packet to be picked up by leader upon arrival. Cards must be returned by lunch on Sunday. **Lost or missing cards will result in a \$5 charge per card to your troop account.** Be sure to have an adult or troop/patrol leader coordinate the use of the cards.

Scouts and Leaders are asked to vacate classroom buildings when merit badge classes are not in session.

TSU Merit Badge Seminar—February 16-18, 2018
Troop Information and Registration Form
Deadline for Registration – January 26, 2018

REGISTER ONLINE OR MAIL REGISTRATION FORMS TO COUNCIL OFFICE. USE THESE FORMS TO GATHER INFORMATION PRIOR TO ONLINE REGISTRATION.

# Youth Registering	_____ @ \$40	\$ _____
# Adults Registering	_____ @ \$30	\$ _____
#Breakfast (Sat./Sun.)*	_____ @ \$16	\$ _____
# Youth in Art/Sculpture*	_____ @ \$8	\$ _____
# CPR/First Aid Cert.**	_____ @ \$40	\$ _____
# Electronics*	_____ @ \$10	\$ _____
TOTAL DUE		\$ _____

* *Denotes fee in addition to the MBU registration fee.*

**First Aid/CPR will be the full courses onsite this year.

Notes: **WALK IN REGISTRANTS WILL BE CHARGED \$55 per Scout, plus additional fees listed.**
You may send in additional registration/fees to cover any late Scouts prior to the event.
REGISTRATIONS MUST BE MADE BY THE TROOP – NO INDIVIDUALS MAY REGISTER.
NO LATE ADULT REGISTRATIONS WILL BE PERMITTED DUE TO BACKGROUND CHECK REQUIREMENT.

Your Council's Name _____ Council # _____ Troop # _____

Council Home Office _____ Council Phone # _____

Troop Contact Person (*All information is emailed to this person. Please write clearly.*)

Name _____ Mobile # (____) _____ Home # (____) _____

Address _____ City _____ Zip _____

E-Mail: _____

Name & mobile phone number (in case of emergency) of person who will be in charge of your Troop onsite:
NAME _____ Mobile # _____

SCOUT REGISTRATION FORM FOR TROOP # _____

(Grade & Rank **MUST BE** entered)**PLEASE CHOOSE TOP EIGHT BADGES NEEDED FOR EACH SCOUT RANKED
IN PRIORITY FROM FIRST (MOST NEEDED) TO LAST**

NAME _____	1 st	2 nd	3 rd	4 th
Grade _____ Rank _____	5 th	6 th	7 th	8 th
NAME _____	1 st	2 nd	3 rd	4 th
Grade _____ Rank _____	5 th	6 th	7 th	8 th
NAME _____	1 st	2 nd	3 rd	4 th
Grade _____ Rank _____	5 th	6 th	7 th	8 th
NAME _____	1 st	2 nd	3 rd	4 th
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SCOUT REGISTRATION FORM FOR TROOP # _____ (cont.)

(Grade & Rank **MUST BE** entered)**PLEASE CHOOSE TOP EIGHT BADGES NEEDED FOR EACH SCOUT
RANKED IN PRIORITY FROM FIRST (MOST NEEDED) TO LAST**

NAME _____	1 st	2 nd	3 rd	4 th
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Grade _____ Rank _____	5 th	6 th	7 th	8 th
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Grade _____ Rank _____	5 th	6 th	7 th	8 th
NAME _____	1 st	2 nd	3 rd	4 th
Grade _____ Rank _____	5 th	6 th	7 th	8 th
NAME _____	1 st	2 nd	3 rd	4 th
Grade _____ Rank _____	5 th	6 th	7 th	8 th

SCOUTMASTER SIGNATURE _____ PRINTED NAME _____

Tarleton State University Merit Badge Seminar - February 16-18, 2018

Adult Registration Form (Attach to Troop Registration Form)

**BACKGROUND CHECK FORM FOR EACH ADULT LEADER MUST BE SUBMITTED BY JANUARY 26, 2018
TO morrow@tarleton.edu. PLEASE COMPLETE AND SUBMIT FORM EVEN IF YOU ARE NOT SURE
YOU WILL ATTEND AS NO LATE LEADER REGISTRATIONS WILL BE PERMITTED.**

We are offering several opportunities for the adults attending the Merit Badge University.

1. Merit Badge Aides - Adults willing to assist counselors in the Classroom. Morning or Afternoon.
2. Hall Monitors - Adults willing to help observe and help around Campus. Morning or Afternoon.
3. Transportation – Adults willing to drive Scouts for off site locations (Dairy Center, Post Office, Arena). (as needed)
4. All adults bringing scouts are encouraged to serve as a classroom aide, hall monitor, transportation or attend one of the training courses. **This year we need more classroom aides to assist our instructors.**
5. Adults attending the Merit Badge Seminar will pay a reduced fee, but may have added fees for training sessions selected.
6. Fee pays for a patch, printed materials, mailings, facility rental, and meals.
7. Fee for CPR/First Aid Skills training is \$40. All training for certification will be done at the event this year.
8. A hospitality area will be provided for adults in the Science Building.

Please circle your choice for Training or Volunteering. Circle “Morning” and/or “Afternoon” to assist as classroom aide or monitor. Please circle “Yes” or “No” to help transport to field trips.

Adult's Name _____ Address _____ City _____ Zip _____ Phone (work) (_____) _____ Phone (mobile) (_____) _____ Email _____	Merit Badge Aide Morning /Afternoon Hall Monitor Morning/Afternoon Transportation Yes No	Adult Training Please Circle Choices CPR/First Aid (\$40) Eagle Scout Paperwork On-Line Training Position Specific Training “Life to Eagle” Orientation Face-to-Face Youth Protection Outdoor Leader Skills
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Adult's Name _____ Address _____ City _____ Zip _____ Phone (w) (_____) _____ Phone (h) (_____) _____ Email _____	Merit Badge Aide Morning /Afternoon Hall Monitor Morning/Afternoon Transportation Yes No	Adult Training Please Circle Choices CPR/First Aid (\$40) Eagle Scout Paperwork On-Line Training Position Specific Training “Life to Eagle” Orientation Face-to-Face Youth Protection Outdoor Leader Skills
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Adult's Name _____ Address _____ City _____ Zip _____ Phone (w) (_____) _____ Phone (h) (_____) _____ Email _____	Merit Badge Aide Morning /Afternoon Hall Monitor Morning/Afternoon Transportation Yes No	Adult Training Please Circle Choices CPR/First Aid (\$40) Eagle Scout Paperwork On-Line Training Position Specific Training “Life to Eagle” Orientation Face-to-Face Youth Protection Outdoor Leader Skills
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Classes Offered

<i>Citizenship in Community</i>	<i>Communications</i>	American Heritage
<i>Citizenship in Nation (2)</i>	<i>Cooking</i>	Animal Science
<i>Citizenship in World</i>	<i>Family Life</i>	Law
<i>Personal Management</i>	Aviation	Radio
<i>Sustainability</i>	Archaeology	Cinematography
Digital Technology	Coin Collecting	Disabilities Awareness
Art	Dentistry	Astronomy
Architecture	Chess	Genealogy
Automotive Maintenance	Engineering	Geology
Crime Prev. / Fingerprinting	Horsemanship	Journalism
Chemistry	Geocaching	Animation
Drafting	Public Speaking	Landscape Architecture
Fish and Wildlife Mgmt.	Nuclear Sci. (9th gr. Min.)	Photography
Indian Lore	Medicine	Game Design
Public Health	Theatre	Gardening
Music	Weather	Veterinary Medicine
Reading	Railroading	Space Exploration
Scholarship	Electronics	
Surveying	Robotics	
Pets	Search & Rescue	
Inventing		

**Please review the
prerequisites page for merit
badges before attending**

Italic print - **EAGLE REQUIRED**

NOTES:

1. A Scout may not "SWITCH" sessions once his schedule has been finalized by the Troop leader and MBS staff. If a change is necessary, contact the registration staff by February 13 at morrow@tarleton.edu. Additional scheduling issues can be addressed after the opening session on Saturday.
2. If a Scout is disruptive in class, the merit badge counselor will remind him of the class rules (Scout Oath and Law). If he chooses to continue inappropriate behavior, the instructor or class aide will speak to the Scout out of the classroom. If he does not seem willing to cooperate, he will be escorted to the leader hospitality area or dining hall where his leader will be notified. He will be subject to dismissal. This includes all behavior on campus. Remind your Scouts of the Scout Oath and Law. There are NO refunds for disruptive Scouts.

**Tarleton State University MERIT BADGE Seminar
TROOP LOCK-IN/CAMPING INFORMATION SHEET**

We are offering 'Lock-In' sleeping at the **Stephenville City Recreation Center at 378 W. Long Street**. The facility is limited to 60-80 Scouts and Leaders, so reservations will be taken on a first-come, first-serve basis. Scouts must be supervised at all times, and the facilities will need to be cleaned prior to departure on Sunday morning. The facilities are available on Friday evening, February 16 and Saturday evening February 17. Doors will open at 6:30 pm and will close at 11:00 pm. **To help protect the floor of the center, only sleeping pads and bags are allowed on the floor and cots on the stage. Also, when troops leave for campus on Saturday morning, all gear must be moved to the stage to facilitate activities in the center during the day. All gear must be removed on Sunday morning before going to campus. Be sure not to leave valuables.** The Seminar staff, the City of Stephenville, and TSU are not responsible for lost or stolen items, so it is suggested expensive or electronic items stay in a locked vehicle and not be brought at all.

Tent Camping is available at the Tarleton Recreation Field Complex. When you arrive on campus, please go to the Stadium parking area off of Harbin Drive. Merit Badge Seminar staff will assist you with locating available camping areas. No fires or cooking will be allowed at the camping site. Portable restrooms will be provided. Showers will be available at the Stephenville Recreation Center for adult leaders.

Youth protection guidelines will be followed at all times during these activities. **Remember – 2-deep leadership is required at all times! No individual Scouts are allowed to participate.**

Troop leadership is responsible for the behavior of their Scouts at all times on campus.

Troops wishing to camp or use the lock-in facility must fill out the reservation form below and return it with your Troop registration for the Merit Badge Seminar. There is no extra cost for either, however, you do need to reserve your spot.

Tear here and submit this form with your merit badge registration and fees

**TROOP CAMPING OPTION FOR
TSU MERIT BADGE SEMINAR REGISTERED UNITS:**

TROOP NUMBER: _____ **COUNCIL NAME:** _____

PLEASE CHECK ONE: LOCK-IN _____

TENT CAMPING _____ **WE ARE NOT CAMPING** _____

LOCK-IN # ATTENDING: TOTAL _____ **ADULT MALE** _____ **ADULT FEMALE** _____ **YOUTH MALE** _____

WE WILL ARRIVE AT APPROXIMATELY: _____ **P.M**

TROOP LEADER SIGNATURE _____

**TSU Merit Badge Seminar
Schedule of Events
February 16-18, 2018**

Friday, February 16:

6:30pm – 10:00pm

Lock-in Troop Check in at Stephenville Rec Center
Troop Camping Check-in at Tarleton Recreation Field Complex

Saturday, February 17:

7:00 a.m.

Breakfast in Tarleton Dining Hall (for five meal package)

7:00 a.m.

Check-in – Lobby of Dining Hall

7:30 a.m.

Check-in – Science Building Room 102

8:00 a.m.

General Meeting in Science Building Room 102

9:00 a.m.

Class A

12:00 – 1:00 p.m.

Lunch in Tarleton Dining Hall (all registered attendees)

1:15 – 4:15 p.m.

Class B (Dismiss as soon after 4pm as possible for TSU men's basketball game in Wisdom Gym)

5:30 p.m. – 6:30 p.m.

Supper in Tarleton Dining Hall (all registered attendees)

6:30 p.m. – 10:30 p.m.

Activities (Movie, Activities on Rec. Field)

11:00pm

Lights OUT !!

Sunday, February 18:

7:00 a.m.

Breakfast – Tarleton Dining Hall (for five meal package)

8:00 a.m.

Chapel – Science Building 102

9:00 a.m. – 12:00 p.m.

Class C

12:00 p.m. – 1:00 p.m.

Lunch – Tarleton Dining Hall (all registered attendees)

1:15 p.m.

Closing and Group Photo (Outside of Thompson Student Center if weather permits or Science 102)

2:00 p.m.

Departure – Have a safe trip home!

Leader Hospitality: Science – 2nd Floor Common Area – Coffee, Sodas, Snacks

For medical/police emergencies call 911 and identify yourself as a participant in the Boy Scout Merit Badge Seminar at Tarleton State University.

For non-medical situations and questions related to the Merit Badge Seminar, please call Eric Morrow at (325) 642-1340 or George Niebling at (817) 691-2534.

Tarleton State University

Camp Staff / Volunteer Background Check Form

The information provided below will be used to screen for criminal convictions. Your employment or volunteer participation in any Tarleton State University affiliated camp or program is contingent upon the satisfactory completion of a background screen. Individuals who have been convicted of a sexual offense are not eligible to serve in any employment or volunteer capacity for Tarleton State University affiliated camps or enrichment programs in positions responsible for the direct or indirect supervision of campers or program participants, or which may allow for unsupervised access to, or interaction with, campers or program participants.

FORM WILL NOT BE ACCEPTED UNLESS HOST DEPARTMENT INFORMATION IS COMPLETED

Complete By Host Dept	Host Department & Contact phone #: _____
	Camp: _____ Dates _____
	Box T- _____
	Stephenville, TX 76402

Camp Staff or Volunteer Information

Name: (Last, First Middle) _____

Other names you have used (including maiden name): _____

Date of Birth: _____ **Gender:** ☐ Male: ☐ Female:

Race: ☐ Caucasian ☐ African American ☐ Hispanic or Mexican American ☐ Asian / Pacific Islander ☐ Other Specify _____

We cannot process without a physical address. NO PO BOXES.

Current Address: _____ **City, State, Zip:** _____

County: _____ If you have lived at this address for less than two years, provide your previous address (es): _____

Conviction Record:

Have you ever been convicted of a violation of any local, State, or Federal law other than minor traffic violations? (This includes a plea of guilty or no contest) ☐ YES ☐ NO

If Yes, Date of Conviction: _____

If Yes, was the offense a felony or a misdemeanor: _____

Describe the offense: (If there are multiple convictions or if additional space is required, please include attachments.) _____

I, the undersigned, confirm that the statements made by me on this form are true, correct, and complete to the best of my knowledge and belief, and are made in good faith. I understand that any false statements made herein will void my application for employment or eligibility to serve as a program or camp volunteer. I authorize the operators of the above referenced camp, and or the Tarleton State University Employee Services office to check any personal information against records maintained on the Texas Department of Public Safety Crime Records Service, Sex Offender Database or other similar State or Federal criminal records. I hereby authorize any law enforcement agency to furnish to Tarleton State University, or its agent, my criminal conviction record for a misdemeanor or felony offense,. I do hereby release all agents, servants, and employees of Tarleton State University, the person in charge of such law enforcement agency or department, and all members of such law enforcement agency or department from all liability resulting from the furnishing of this information to Tarleton State University.

Signature: _____ **Date:** _____

The information on this form, together with any attachments, is the property of Tarleton State University. State law requires that you be informed of the following: (1) you are entitled to request to be informed about this information about yourself collected by use of this firm (with exceptions as provided by law); (2) you are entitled to receive and review that information; (3) you are entitled to have the information corrected at no charge to you.

Office Use:

Date Completed: _____

Completed by: _____

- 1) Texas Department of Public Safety (TXDPS) Criminal History
Results: ☐ Yes ☐ No
- 2) State Sex Offender search - Texas Department of Public Safety (TXDPS)
Results: ☐ Yes ☐ No
- 3) National Sex Offender (NSODW) search – U.S. Department of Justice
Results: ☐ Yes ☐ No