

Lincoln Heritage Council

Merit Badge College

February 17, 2024

LEADER'S GUIDE



LHCMeritBadgeCollege@gmail.com



600 College Street Road
Elizabethtown, KY 42701

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DIRECTIONS TO EVENT

Elizabethtown Community and Technical College
600 College Street Road
Elizabethtown, KY 42701

From the Bluegrass (BG) Parkway

- Take Exit 1B to Interstate 65 South toward Bowling Green
- Next take the Western Kentucky (WK) Parkway West, Exit 91 toward Paducah •
- Immediately exit on the 31W By-Pass North, Exit 136, toward Fort Knox • Turn left at the first traffic light to turn onto College Street Road, • The college is located directly on your right, watch for the signs.

From the Western Kentucky (WK) Parkway

- Take the 31W By-Pass North, Exit 136 and go toward Fort Knox •
- Turn left at the first traffic light to turn onto College Street Road, • The college is located directly on your right, watch for the signs.

From Interstate 65 North or South

- Take the Western Kentucky (WK) Parkway West, Exit 91 toward Paducah •
- Immediately exit on the 31W By-Pass North, Exit 136, toward Fort Knox • Turn left at the first traffic light to turn onto College Street Road • The college is located directly on your right, watch for the signs.

From Louisville Using 31W (Dixie Highway)

- Take 31W (Dixie Highway) South to Elizabethtown,
- Turn right onto 31W By-Pass (about 1 mile past Towne Mall Shopping Center) •
- Turn right at second traffic light onto College Street Road
- The college is located directly on your right, watch for the signs



*Special Thanks to ECTC Staff and ECTC President, Eagle Scout, Pate
for allowing us to use the campus!*

EVENT INFORMATION

The Lincoln Heritage Council is excited to offer the return of *Merit Badge College* and are once again partnering with Elizabethtown Community and Technical College. Together, we hope to provide the opportunity for Scouts to not only earn Merit Badges but be introduced and explore many fields of study and future potential career interests.

EVENT SCHEDULE

TIME	EVENT	LOCATION
8:00am - 8:20am	MB Counselor Check-In & Unit Information Booth	Atrium
8:30am - 11:45am	Merit Badge Session 1	Per Room Assignments
11:45am - 1:15pm	Lunch as released & Information	As assigned
12:00am – 1:00pm	Midway	OTB 303
1:15pm – 4:15pm	Merit Badge Session 2	Per Room Assignments
4:15pm – 4:45pm	Clean Up Facility/Departure	As needed

VOLUNTEERS NEEDED

To offer and operate this type of event will take many hands, it is a requirement for each unit participating to have two adults on site and to facilitate a successful event.

We will need registered Merit Badge Counselors to conduct the classes. Please look over the list of merit badges we have offered before. If you are currently a registered merit badge counselor or would be willing to become a registered merit badge counselor for a badge whether it is on the list or not you are vital to this event. All Merit Badge Counselors will receive lunch and a commemorative patch as a thank you for helping.

In addition to Merit Badge Counselors, we need at least one assistant in each class, help at our counselor check-in table, distributing rosters and packets, first aid station, lunch time organizers, and adults to direct scouts to their classes.

We know with your help we can make this a great event and appreciate the time you give to Scouting.

If you can volunteer to be a Merit Badge Counselor, please email LHCMeritBadgeCollege@gmail.com or use this link ([MBC Counselor Form](#)) to fill out our event application. To sign up to volunteer in other ways please email us or use this link ([MBC Volunteer Forms](#)).

TROOP PREPARATION FOR MBC

If your Troop follows the steps listed below, the process of preparing everyone for a successful Merit Badge College should go more smoothly.

- Inform all Scouts and parents of the date.
- Share with scouts, parents, and leaders the list of Merit Badges we offered last year and explain a schedule with prerequisites will be released at least a week before registration opens.
- Recruit at least two adult leaders to attend the event with your Troop. All Troops must follow the guidelines as described in the “*Guide to Safe Scouting*”
- Any adult leader may be asked to help on the day of the event. We will need Merit Badge Counselors, but additional volunteers as well. Any of these leaders from your unit will count towards your unit’s “two deep” leadership as they will be on site.
- As soon as your unit decides they would like to participate, e-mail us so we can send you the final schedule of merit badges and prerequisites.
- Once the class offering is finalized we will announce when registration will go live on Tentaroo.
- Registrations must be entered no later than the published close of registration as listed on the merit badge schedule.
- If you have any issues with Tentaroo, please email LHCMeritBadgeCollege@gmail.com
 - Include in the subject line: “MBC 2024” and your Troop number.
- Collect registration fees. (*Adults only need to pay if they would like a meal &/or patch*)
- Please note **We cannot allow any late registrations or walk-ins for this event.**

COST OF THE EVENT

All fees are due on Tentaroo or the Council Office no later than end of the registration period

\$20.00 per Scouts, BSA attendee*

\$7.00 per Adult- meal only

\$4.00 per patch

**Some classes may have an additional fee, this will be announced before registration opens.*

FREE meal and patch for any registered Merit Badge Counselor or Official staff member.

The cost of the event for Scouts covers most classroom supplies, a commemorative patch, and a delicious lunch from the 3 options provided by the Culinary students & staff of Elizabethtown Community and Technical College. Tentative Lunch choices this year are:
Meatball Sub Sandwich, Chicken Tenders with chips, or a Chef Salad.

EVENT POLICIES AND PROCEDURES

Anyone participating in this event is expected to follow Boy Scouts of America National Guidelines as outlined in the Guide to Safe Scouting. An online version of the *Guide to Safe Scouting* is available at: <http://www.Scouting.org/HealthandSafety/GSS.aspx>.

The Law is the Rule

Everyone is expected to abide by the Boy Scout Law, Oath, Motto, and Slogan. *Scouts, Leaders, and Parents.*

Uniforms

We represent the Scouting movement as a whole and should present ourselves accordingly. The Scouts, BSA Field Uniform should always be properly worn, unless a Scout is in a Merit Badge class that requires special clothing.

Buddy System

Scouts needing to go to the restroom will need a buddy. Scouts will not have to use the *Buddy System* while going between classes. All Scouts however should go directly to classes and be on time. During lunch and midway times, all Scouts should check in with their Troops. All Scouts must remain on the Merit Badge College campus unless they have checked out with their Troop.

Security

This is an open campus and all Troops should advise their Scouts to stay on the premises and be where they need to be. Everyone is encouraged to report any inappropriate behavior or destruction of property.

Tobacco

Use of tobacco products by youth participants is prohibited. Use of tobacco products by youth will result in **immediate dismissal**. Boy Scouts of America guidelines require a smoke-free environment for Scouts. Elizabethtown Community and Technical College is a tobacco-free campus. *What does this mean?* According to ECTC, this means the use of tobacco products of any kind (*This includes vaping and e-cigarettes*) is prohibited on all property owned, operated, leased, occupied, or controlled by ECTC. This includes, but is not limited to, college buildings and structures, grounds, parking lots, walkways, sidewalks, and vehicles (even your personal ones since they are in ECTC parking lots). Head to <https://elizabethtown.kctcs.edu/> for more information.

Vehicles

There is ample parking at ECTC. We ask you to be very cautious while driving as there will be many youth around. Please abide by all parking signs and any personnel on site directing traffic. Communicate if there are any special needs concerning parking in advance.

Food & Drinks

- Each Scout may have a water bottle (Non-disposable) for their personal use.
- No food, snacks, gum or *other* drinks will be allowed in classrooms.
- Lunch will be provided and eaten in the designated areas.
- During lunch there are vending machines available, use them at your own risk.
- Communicate by email in advance if anyone participating has any food special needs.

First Aid

Each Scout must have a personal first aid kit on hand. Injuries that are more serious need to be reported to the nearest adult volunteer who will direct the Scout to the first aid officer if necessary.

WHAT TO BRING

Each Scout MUST have:

- BSA Field Uniform (Tan shirt) *Ensure it is tucked in and worn with a belt.*
- Paper and something to write with
- Any prerequisite materials (See Badge Details)
- All special items of clothing if required (See Badge Details)
- Water/Water Bottle
- Personal first aid kit
- A merit badge class schedule (*Leaders will need to print them from Tentaroo*)
- A bag or day pack
- A telephone number for an adult leader on site.

What NOT to bring:

- Headphones
- Electronics (radios, video games, etc.)
- If a scout must bring a cell phone it must be turned off **not on mute**.
Any item deemed a distraction may be confiscated by a member of staff and returned to the unit leader

RECOMMENDED TROOP ITEMS

- Roster of all Scouts attending, their classes, and what menu item they ordered.
- Medical forms (Parts A & B)
- List of emergency contact numbers for each Scout.
- 2 adult leaders who are on site.
- Each Scout should know his/her Troop number and have an adult leader cell-phone number available who is on site.



2023 MERIT BADGE OFFERINGS

Actual MB list with prerequisites will be published at a later date and is dependent on available Counselors.

American Heritage	Art	Astronomy
Automotive Maintenance	Chess	Citizenship in the Nation
Citizenship in Society	Citizenship in the World	Communications
Digital Tech	Disability Awareness	Drafting
Electronics	Emergency Preparedness	Entrepreneurship
Environmental Science	Fire Safety	First Aid
Genealogy	Law	Moviemaking
Music	Pioneering	Public Speaking
Radio	Robotics	Salesmanship
Scouting Heritage	Weather	Welding

DISCLAIMER: There is NO guarantee that scouts will earn a merit badge at this event.

We need counselors before we can publish what actual merit badges will be offered and what prerequisites will be required. We will publish both of these as soon as they are finalized. Tentaroo will not go live until that time. (Target date for MB listing is January 12th with tentaroo going live January 19th).

If you would like to volunteer for any merit badge listed or unlisted, contact LHCMeritBadgeCollege@gmail.com

ECTC MAPS

Elizabethtown Community & Technical College



