

# How to Register a Merit Badge Counselor in the Seneca District

To become a merit badge counselor in the Seneca district, you must:

1. Register in the district as a Merit Badge Counselor (two methods listed below)
2. Fill out the MBC Information form and email to the Merit Badge Dean

## 1) MBC Paper Registration (not preferred)

This method applies to potential MBCs who are already registered in a scouting position like District Member-at-Large; District Executive; Unit Commissioner; Roundtable Commissioner; District Commissioner; Asst. District Commissioner; District Chairman; District Director; Asst Roundtable Commissioner; Supernova Mentor; Nova Counselor, unit leader OR if the online system fails after several attempts.

If your position is any of the above, you will need to email a complete paper application to the following address:

*Ben Litten*  
*Seneca District Executive*  
[Ben.Litten@scouting.org](mailto:Ben.Litten@scouting.org)  
(c) 301-214-9146

The registration package should include:

- ADULT APPLICATION [form 524-501](#). One copy is required. Don't forget to sign and initial in two places. Please include the BSA ID. Unit signatures are not required for MBC. Use position code 42.
- ADDITIONAL DISCLOSURES & BACKGROUND CHECK AUTHORIZATION
- A copy of their YPT Certificate.
- MERIT BADGE COUNSELOR INFORMATION [form 34405](#). Please list the merit badges the potential MBC will teach and their qualifications. One signature is required. Please include the BSA ID.

## 2) MBC Online Registration (preferred)

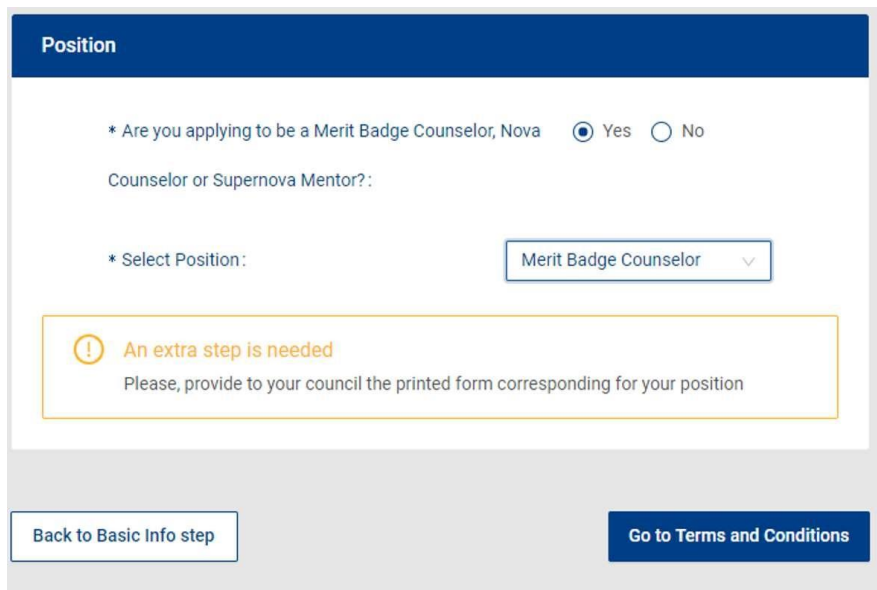
This is for most new MBC applicants. The online method is preferred because approval is quick and sensitive information is encrypted. The applicant will need a *my.scouting.org* account, which was previously established for YPT completion.

Visit the Seneca district URL:

<https://my.scouting.org/VES/OnlineReg/1.0.0/?tu=UF-MB-082s38>

Complete the questions.

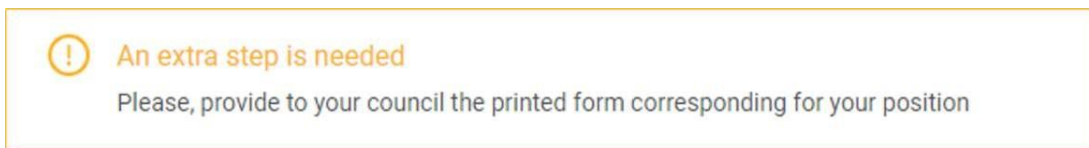
Select “Yes” radio button to question, “...applying to be a Merit Badge Counselor...”



The screenshot shows a web form titled "Position". It contains a question: "\* Are you applying to be a Merit Badge Counselor, Nova Counselor or Supernova Mentor?:" with radio buttons for "Yes" (selected) and "No". Below this is a dropdown menu for "Select Position:" with "Merit Badge Counselor" selected. A yellow warning box with an exclamation mark icon contains the text: "An extra step is needed. Please, provide to your council the printed form corresponding for your position". At the bottom, there are two buttons: "Back to Basic Info step" and "Go to Terms and Conditions".

Figure 1 Screenshot of online merit badge counselor application.

Note the cautionary “An extra step is needed.”



A close-up of the yellow warning box from the previous figure. It contains an exclamation mark icon, the text "An extra step is needed", and the instruction "Please, provide to your council the printed form corresponding for your position".

Figure 2 Form 34405 must be emailed to the merit badge dean.

The extra step is to email a MERIT BADGE COUNSELOR INFORMATION [form 34405](#) to the Merit Badge Dean.

The 34405 form may be emailed to  
*Harley King*  
*Seneca District Merit Badge Dean*  
[senecadistrict.mbd@gmail.com](mailto:senecadistrict.mbd@gmail.com)  
or  
[harleyk@gmail.com](mailto:harleyk@gmail.com)