**Merit Badge Counselor Re-Charter Letter  
9/21/22  
  
Key points**1. Registration for 2023 in Dec   
2. YPT must be valid beyond Dec 31, 2023 (yes, into 2024)  
3. Use MBC Info Form to Add or Drop as desired for 2023  
4. Max 30 – if more than 30, use Info form to drop to 30 or below (IF you do not drop, we will drop for you without notice)  
5. Note that Scoutbook displays a max of 16 – your first 16 alphabetically  
6. If you are a MBC for Cit-Society, Climbing, Snow Sports, Shooting Sports and/or certain Aquatic Sports, you will need to provide current certification from a qualifying organization (see attachment)

**Letter, Draft 1**

Greetings, Merit Badge Counselors,

On behalf of your Longhorn Council Advancement Committee, thank you for your service to our Scouts as a merit badge counselor! This all-important learning program could not be possible without volunteers such as yourself.

As we approach the end of the year, it is time to recharter our registered counselors for 2023. Even if you just recently became a registered merit badge counselor, you will need to recharter – everyone does. Here’s what you need to know:

1. **Confirm by December XX.** This is as simple as confirming your desire to continue serving to your District Advancement Chair and providing a copy of your current YPT certificate.
2. **Ensure your YPT is valid through 2023.** Your current YPT must not expire before January 1,2024. Please re-take the YPT online course, if necessary, to update your expiration date prior to confirming your continued registration.
3. **Want to Add or Drop Merit Badges?** This is the perfect time to do so – just provide a new Merit Badge Counselor Information Form indicating which merit badges you want to drop, or add and list your qualifications.
4. **Limit of 30 Merit Badges per Counselor.** The Longhorn Council allows a maximum of 30 merit badges that any counselor may be registered to teach at any given time. If you are currently registered for more than 30, you will need to provide a new Merit Badge Counselor Information Form indicating which merit badges you want to drop. Failure to do this will result in the Council dropping badges at its discretion to bring your total to 30.
5. **Provide Certifications for Merit Badges as required.** Certain merit badges require that counselors have and maintain special certifications. If you are registered for any of these badges, you will need to provide your current proof of certification. See the attached list for merit badges and certification requirements.
6. **ScoutBook lists a maximum of 16 merit badges.** If you are registered for more than 16 badges, please note that only the first 16 – alphabetically – will be listed. This is a ScoutBook restriction.

Please make sure you acknowledge your desire, or lack of desire, to continue serving as a merit badge counselor for 2023 by December XX, and follow all the points listed above as applicable.

Yours in Scouting,

Name  
Title