

**26th ANNUAL K-STATE
MERIT BADGE CONFERENCE
&
TARGET FIRST CLASS
PROGRAM**

Leader's Guide

Kansas State University

K-State was founded February 16, 1863, as a land-grant institution under the Morrill Act. Initially located on the grounds of the old Bluemont Central College, chartered in 1858, the university moved to its present site in 1875.

The 664-acre campus is in Manhattan, 125 miles west of Kansas City via Interstate 70 in the rolling Flint Hills of northeast Kansas. The campus is convenient to both business and residential sections of the city. Under an enactment of the 1991 Kansas Legislature, the Salina campus, 70 miles west of Manhattan, was established through a merger of the former Kansas College of Technology with K-State.

Additional K-State sites include 18,000 acres in the four branch locations of the Agricultural Experiment Station at Hays, Garden City, Colby, and Parsons and 8,600 acres in the Konza Research Prairie operated by the Division of Biology at K-State.

Governed by the Kansas Board of Regents, K-State continues to fulfill its historic educational mission in teaching, research, and public service. Since 1974, K-State has been in the top 1% of all US universities in the number of Rhodes Scholars, and the cumulative number of Truman Scholars is greater than any other state or public university.

K-State is a medium-size university with approximately 23,000 students and is one of the friendliest major universities in the United States.

From debate to football, the K-State Wildcats are national powers. Seven of K-State's nine colleges are the most comprehensive in the State of Kansas.

About the Conference

The 26th Annual K-State Merit Badge Conference and Target First Class Program will take place at Kansas State University, on Saturday, April 27, 2019.

The purposes of the K-State Merit Badge Conference (MBC) and Target First Class (TFC) are to: (a) provide Scouts, Varsity Scouts, and Venture Scouts with qualified instructors for advancement opportunities that can be earned, or partially earned, through the resources at K-State, including facilities, faculty, and equipment, and (b) orient Scouts to K-State. The MBC provides opportunities for Scouts in ranks **Scout** through **Eagle** to work on merit badge requirements. TFC provides opportunities for Scouts in ranks **Scout** through **Second Class** to work on rank requirements necessary for reaching the First Class rank.

Merit Badge Instruction and Counseling

- Scouts will have the opportunity to receive instruction and counseling for two merit badges during a 3-hour class period for each merit badge. One merit badge class may be taken in the morning and the other may be taken in the afternoon. University faculty and staff, who may be assisted by upper-class students or graduate students, will provide most of instruction and counseling.
- Scouts will receive quality instruction and guidance in each class, but many merit badges have prerequisites that must be completed before the conference. If the prerequisite work is completed and presented to the adult leaders in the classroom, the Scout should be able to complete most merit badge requirements at the conference. If, however, the prerequisite work is not completed, the Scout will receive credit only for the requirements completed during the class. Any remaining requirements must be completed at home with the Troop Advancement Chair or another counselor. This guide includes a complete list of merit badges offered (Appendix 7) and the prerequisites that should be completed prior to attending the conference and those that will need to be completed independent of the MBC.

TFC Instruction

- Scouts will receive quality instruction that pertains to advancement requirements for Tenderfoot, Second Class, and First Class ranks. We will provide opportunities for scouts to complete the skills, but final approval of advancement requirements rests within Troops.

Minimum Rank Requirements

- To participate in the MBC, Scouts must be a registered Scout. They must be at least First Class by January 1, 2019 to register for Eagle-required merit badges.
- TFC is an all day program. Scouts must be registered as a Scout and be a Scout, Tenderfoot, or Second Class Scout. Please note: No scouts are permitted to **enroll in both a merit badge class and**

TFC. Younger Scouts are also encouraged to work on basic rank requirements at the Troop campsite, if their Troop is camping.

Costs and Refunds

- The registration fees include Saturday lunch, facilities, liability insurance, and program supplies for Scouts and adults registered for the MBC & TFC. All registered Scouts and adults in the MBC & TFC will receive a conference patch. Optional conference T-shirts must be ordered at time of registration.

Registration Fees (MBC & TFC)

Early registration (Monday, 2/4/19, 12:00 AM - Friday, 4/5/19, 11:59 PM):

Scouts \$30.00 Adult \$15.00

Late registration (Saturday, 4/6/19, 12:00 AM - Friday, 4/12/19, 11:59 PM):

Scouts \$35.00 Adults \$ 20.00

T-shirt cost: **\$15.00**

- Cancellations on or before Friday, 4/12/19, 11:59 PM, will receive a full refund. All refunds must be requested in email (Contact Tina Douglas regarding refunds at Christina.Douglas@scouting.org). No refunds will be processed after Friday, 4/12/19, 11:59 PM. Scouts may be substituted for those not able to attend provided that classes have available space.

Adult Leadership

VERY IMPORTANT--Please inquire if there are any questions.

- **Your Troop must be under the leadership of at least two CONFERENCE REGISTERED adult leaders at all times, one of whom must be over 21. Two adult leaders are required for each Troop with Scouts registered for the MBC, one adult leader is required for 1 – 4 Scouts registered for TFC and two adult leaders are required for 5 Scouts and up registered for TFC. Adult leaders registering for TFC must register for the entire day and commit to assist the TFC program in both the morning and afternoon sessions.** Adult leaders of Scouts participating in TFC will be assigned to groups on the day of the conference.
- Adult leaders are expected to help instructors with grading prerequisite material, recording the attendance, annotating the accomplishments of the Scouts on the merit badge card or TFC achievement sheet, and maintaining discipline (*see Instructions for MBC Adults, Appendix 1 & Instructions for TFC Adults, Appendix 2*).
- **Adult leaders of Scouts attending the MBC will be assigned to a morning and an afternoon class; therefore, be sure to indicate which classes adults prefer to attend during online registration. Every attempt will be made to honor those requests; however, ensuring that all classes have a minimum of two adult leaders takes precedence over requests. Adult leaders must attend the classes to which they are assigned and be present for the entire class period, as not doing so could place an undue burden on an instructor or another adult leader.**

Camping

- Tuttle Creek Lake is located about 7 miles north of Kansas State University. Troops may camp at either Tuttle Creek Cove Park, or the River Pond State Park. Tuttle Creek Cove Park is managed by the Corps (Federal Park). River Pond is managed by Kansas Wildlife and Parks (State Park). The Corps phone number is 785-539-8511 the State Park phone number is 785-539-7941. Troops can camp either place depending on their preference. If you camp at one of these sites please arrange with the Park Manager to pick up trash through the park before you depart. Travel time from KSU Union is about the same for both parks. The main difference is Tuttle Cove is upstream of the dam on the lake and river pond is downstream of the dam. Camping is also available at Brown Memorial Camp. Located south of Abilene, KS. Over 200 acres are available for year round camping to packs, troops and venture crews. The camp is approximately 48 miles west of Kansas State University. Information about the camp, and how to make a reservation can be found at: <https://www.coronadoscout.org>

Communication

- Conference online registration can be found at: <https://scoutingevent.com/192-KSUMBC19>
- Questions concerning the merit badge classes, TFC, camping, additional information, or the conference in general should be directed to a member of the conference committee:

Questions about merit badges?

Contact: Ben Kohl (785) 341-9842 benkohl@gmail.com

Questions about Registration?

Contact: Tina Douglas (785) 587-1818 Christina.Douglas@scouting.org

Questions about TFC?

Contact: Kent Manuel (785) 236-9663 kent@manuelfarm.com

Before the Conference

Registration

- Registration is mandatory. Conference online registration can be found at: www.coronadoscout.org. It takes place from Monday, 2/4/19, 12:00 AM - Friday, 4/5/19, 11:59 PM on a first-come, first-registered basis. Please note that the conference registration will likely close before Friday, 4/13/19, 11:59 PM, if all classes are filled. This has occurred in past years. **In any event, no registrations will be accepted after Friday, 4/5/19, 11:59 PM.** Please note: **TFC registration is limited to 100 Scouts.**
- Troops planning to attend the conference should register online as soon as possible on or after Monday, 2/4/19, 12:00 AM. **MBC and TFC registration must be completed online.**
- **Register by Troop. One person, representing the troop, must log into the registration website and handle all registrations and changes to the registration for a troop. Changes to the unit's registration may be made until registration closes, or Friday, 4/12/19, 11:59 PM, whichever occurs first.** List the full name, complete mailing address, e-mail address, and telephone number(s) of the leader-in-charge, as all future correspondence will be with him or her. Payment of fees must be received with the registration for the Scouts to be enrolled in the classes they requested and for the T-Shirts to be order.

- Have the Scouts select the TFC option or the MBC classes they wish to attend (*an Individual Scout Worksheet (Appendix 3), a MBC Registration Form (Appendix 4), a TFC Registration Form (Appendix 5), a MBC T-shirt Order Form (Appendix 6), and the available MBC classes (MBC Offerings; Appendix 7)*) are available to assist in the registration process.
 - **For the MBC, transfer information for each Scout to the online MBC Registration.** Be prepared to enroll each scout in alternative classes in case their first choice is closed.
 - **For the TFC program,** transfer information for each Scout to the TFC registration.
- We cannot accept more than five Scouts from the same Troop into a given MBC class, to include both sessions if applicable. Do let us know, however, if there are any special requests, such as a Life Scout who needs an Eagle-required merit badge. We understand that all Scouts need Eagle-required merit badges, but not all Scouts need to take them at the conference. If you do have a special request, please communicate your request to us in the registration process.
- To avoid delays with your registration:
 - For MBC;
 - a. Prepare to enroll each scout in alternative classes.
 - b. Classes offered only in the morning or afternoon are noted on the registration template.
 - For TFC;
 - a. Limit 15 scouts per troop admitted into TFC.
- **The online registration system will allow modifications to be made in the troop roster by the person registering the unit, even after a troop has paid. However, modifications must be completed by Friday, 4/12/19, 11:59 PM, or until registration closes, whichever occurs first.** Once registration is closed, no Scout may be added, either online, by phone or mail, so make sure your registration is complete well before registration is closed. In addition, make sure each Scout you register plans to attend the conference. We understand conflicts occur, but no-shows take conference spots away from other Scouts who wish to attend.
- Complete the conference registration online at: <https://scoutingevent.com/192-KSUMBC19>. If you have questions about the registration process, contact a member of the conference committee listed on page 5. As a reminder, payment of fees must be received with the registration for the Scouts to be enrolled in the classes they requested and for the T-Shirts to be order.
- Registration confirmation is approval for all classes for Scouts and adults, as well as participation in TFC. In the registration website, the leader can print a number of reports that will summarize the troop's participation. **Scouts should begin working on prerequisites as soon as registration is complete.**

Prerequisites

- Completion of prerequisites is essential and assures successful completion of merit badges. There are no prerequisites for Scouts in TFC.
- Leaders should ensure each participant has completed the merit badge prerequisites before arriving at the conference. All prerequisite work, books, and notepaper should be marked with the Scout's name, troop number, and address. Scouts should bring all materials to class with them.
- To ensure that all Scouts participate in the "tell, show, explain, and describe" requirements for prerequisites, Scouts must write a brief, but concise, report prior to class. Scouts will have the opportunity during class to tell, show, explain, or describe what they have written in their report.
- TFC – please bring a first aid kit

MBC Requirements

- Requirements used will be the most current available. Please note there have been recent changes for several merit badges, as well as merit badge requirements for Eagle Scout, and you should consult <https://www.scouting.org/programs/boy-scouts/advancement-and-awards/merit-badges>. Information available as of January 1, 2019 was used to formulate requirement categories in Appendix 7.

Special Needs

- We are committed to making program activities accessible to all participants. If a Scout or adult has special requirements due to disabilities or dietary restrictions, indicate the needs on the registration form or contact Tina Thompson (Christina.Douglas@scouting.org) by Friday, 4/12/19, 11:59 PM. It is BSA policy to accommodate those with special needs when at all possible. After Friday, 4/12/19, 11:59 PM, however, we will make every effort to provide assistance but cannot guarantee that requested services or equipment will be available.

K-State Notice of Nondiscrimination

Kansas State University prohibits discrimination on the basis of race, color, ethnicity, national origin, sex (including sexual harassment and sexual violence), sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status, in the University's programs and activities as required by applicable laws and regulations. The person designated with responsibility for coordination of compliance efforts and receipt of inquiries concerning nondiscrimination policies is the University's Title IX Coordinator: the Director of the Office of Institutional Equity, equity@k-state.edu, 103 Edwards Hall, Kansas State University, Manhattan, Kansas 66506-4801, 785-532-6220. The campus ADA Coordinator is the Director of Employee Relations, charlott@k-state.edu, who may be reached at 103 Edwards Hall, Kansas State University, Manhattan, Kansas 66506-4801, 785-532-6277. Revised January 29, 2016.

Be Prepared

- See next section for “What to Bring” to the MBC and TFC

At the Conference

Schedule

7:00 am – 8:00 am	Check-in in the foyer outside the Ballroom of the K-State Student Union
8:00 am – 8:30 am	Opening Ceremony in the Ballroom
8:30 am – 8:45 am	Scouts released to TFC & MBC classes
8:45 am – 11:45 am	Morning classes
11:30 am – 12:30 pm	Lunch for TFC Scouts & adults in K-State Food Court (1st floor of K-State Student Union)
12:00 pm – 12:45 pm	Lunch for MBC Scouts & adults in K-State Food Court (1st floor of K-State Student Union)
12:30 pm	TFC Scouts and adults report to Kedzie 106

12:45 pm – 1:00 pm	MBC Scouts & adults assemble in Ballroom
1:00 pm – 1:15 pm	Scouts released to MBC classes
1:15 pm – 4:15 pm	Afternoon classes
4:30 pm – 5:00 pm	Closing Ceremony in the Ballroom

Check-in

- Check-in will begin at 7:00am in the foyer outside of the Ballroom in the K-State Union. One adult leader from the Troop should check in the entire Troop. Be prepared with a final list of Scouts and adults in attendance. Scout substitutions will be permitted only if the merit badges selected have not changed.

Parking

- There is ample parking in the lots West of Memorial Stadium & East of the Beach Museum.
- **Please Note:** No validation will be provided if you choose to park in the parking garage. All fees are on your own.

Meals

- Saturday's lunch will be provided as a part of the conference fee. All other meals are on your own.

Packet Pick-up

- Please Note: **Packets will not be given out early.** To receive your packet, you must have a representative at the closing ceremonies to receive your unit's packet with merit badge cards.

Scout Uniform and Conduct

- Scouts and leaders should wear the official Scout uniform during the conference. This will help identify Scouts on and off campus.
- **Scouts should not leave campus without adult leadership. Adults are asked to keep track of their Scouts at all times. Scouts are expected to behave like Scouts.**

Bring to MBC Classes

1. Blank pages in a notebook or notebook paper and pen or pencil with eraser.
2. Appropriate merit badge books (a maximum of two Scouts may share a book).
3. Completed prerequisite requirements.

Bring to TFC

1. Pen/Pencil & Paper
2. Water Bottle
3. Compass
4. Day pack or book bag
5. Personal first aid kit (requirement 7b, 2nd Class)

TFC Scouts will concentrate on first aid, citizenship, knot tying, drug awareness, introduction to map and compass skills, and the three R's of personal safety and protection. Most activities occur outside, wear appropriate clothing.

MBC Cards/Rank Advancement

- The standard blue cards will not be used. The conference will provide a special K-State MBC reporting card. A special K-State TFC rank advancement sheet will be provided to document Scouts accomplishments in that program. **BEFORE DEPARTING CAMPUS EACH UNIT LEADER SHOULD CHECK TO MAKE SURE THAT THEY HAVE REPORTING CARDS OR THE TARGET FIRST CLASS RANK ADVANCEMENT SHEETS FOR EACH SCOUT!** These are the only record of your Scouts accomplishments at the conference or TFC program!

Getting to Class

- Scouts and adults will be dismissed, by merit badge class, from the morning and after-lunch assembly. Campus Guides will escort the class groups to the rooms on campus where the class is being held. For certain merit badge classes, Scouts and adults will be bussed to off-campus locations.
- Classes for Scouts in TFC will be held in or near the K-State Union.
- Campus Guides are K-State students who are volunteering their services for the conference.

K-State Notice

- Kansas State University assumes no responsibility for individual injury or property damage incurred from use of university facilities or participation in the program. Medical insurance is not provided by Kansas State University.

Leader's Guide and Appendices may be downloaded from the Coronado Area Council website (should be available mid-January) (<https://scoutingevent.com/192-KSUMBC19>)

- 1 – Instructions for MBC Adults
- 2 – Instructions for TFC Adults
- 3 – Individual Scout Worksheet for Troops
- 4 – Troop MBC Registration Form
- 5 – Troop TFC Registration Form
- 6 – Troop MBC T-Shirt Order Form
- 7 – Merit Badge Offerings