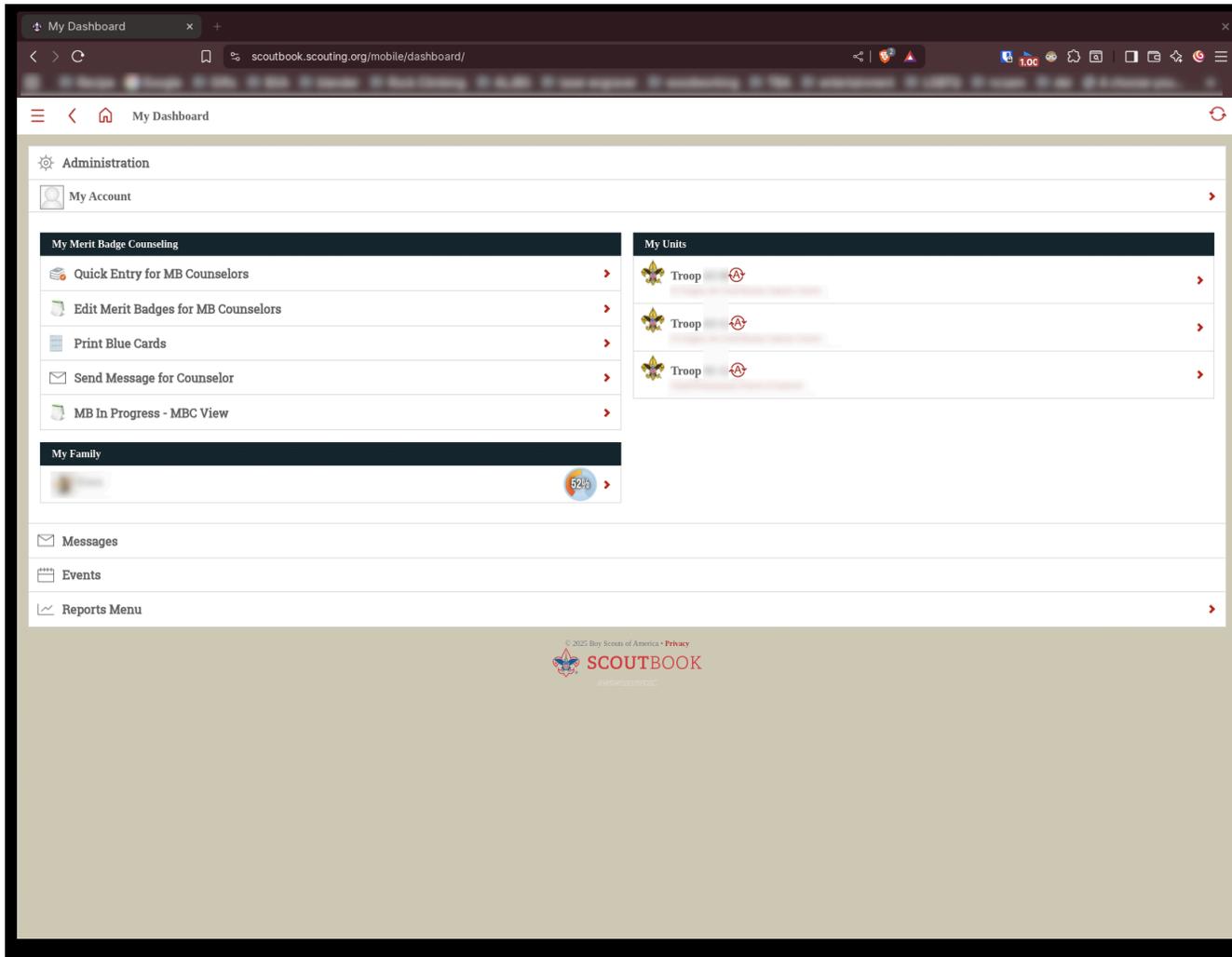
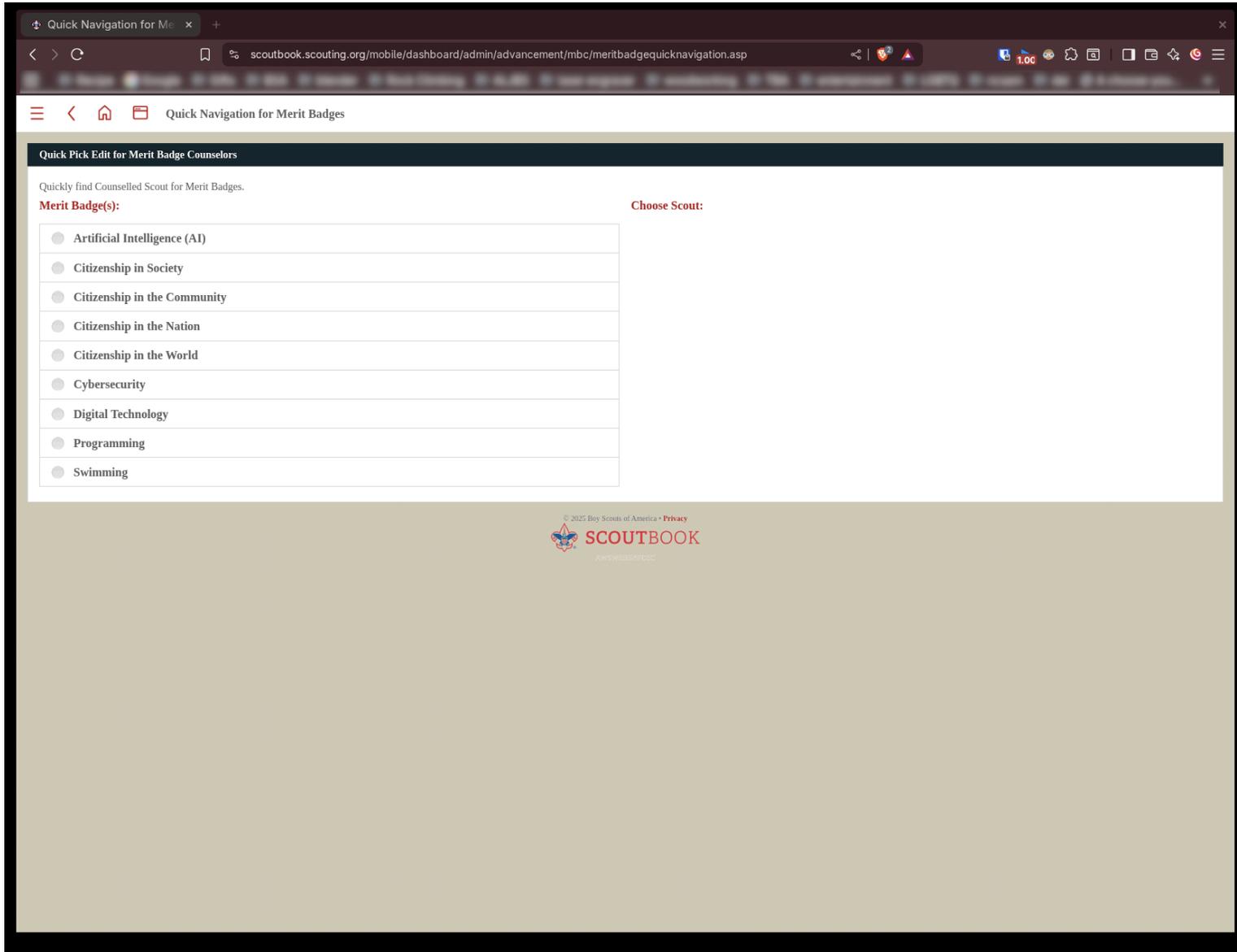


Merit Badge Requirements Entry

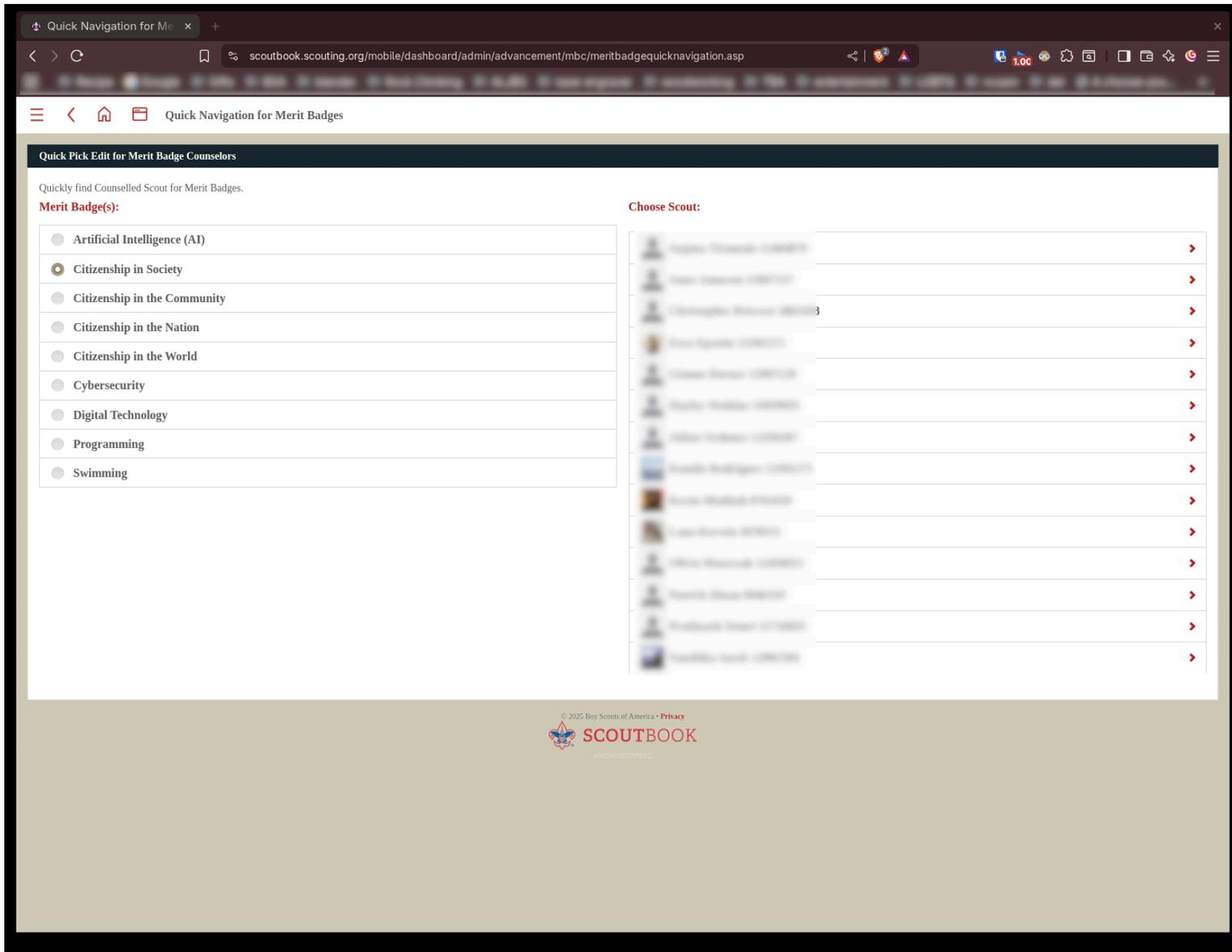
1. Log into [Scoutbook](https://scoutbook.scouting.org) and go to your Dashboard. Select Edit Merit Badges for MB Counselors.



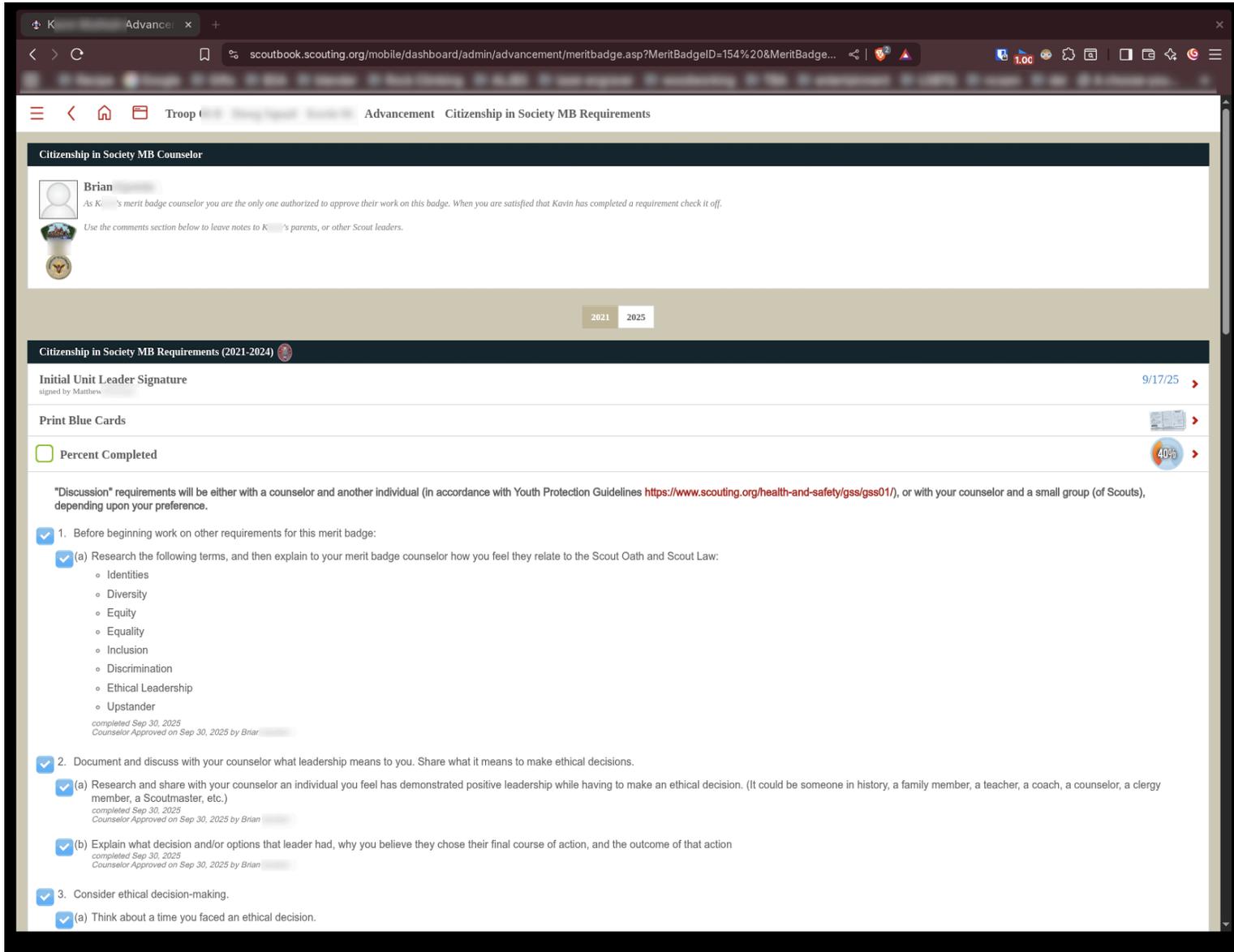
2. This tool will allow you to update a requirement for a scout. Select the Merit Badge you are reporting.



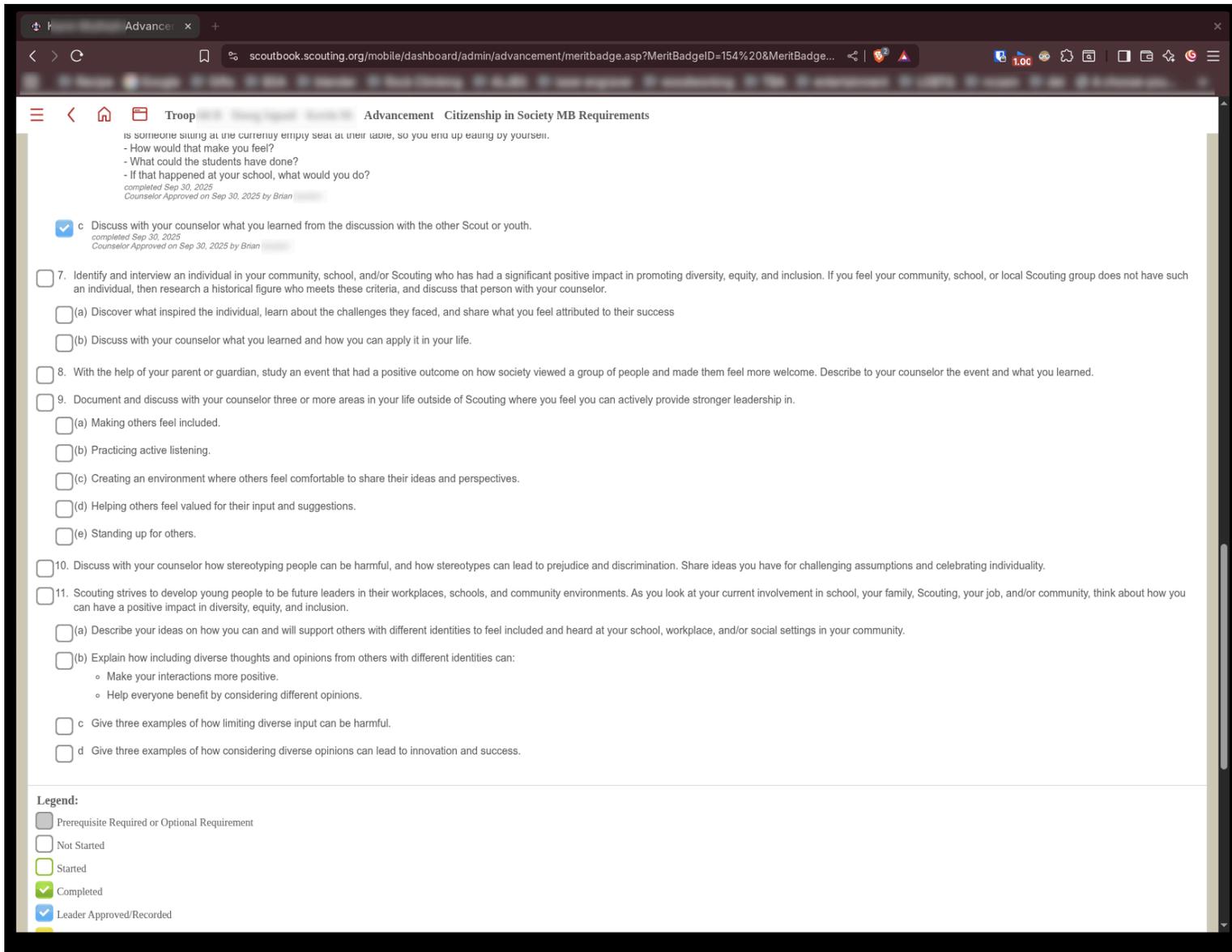
3. Select the Scout you would like to update.



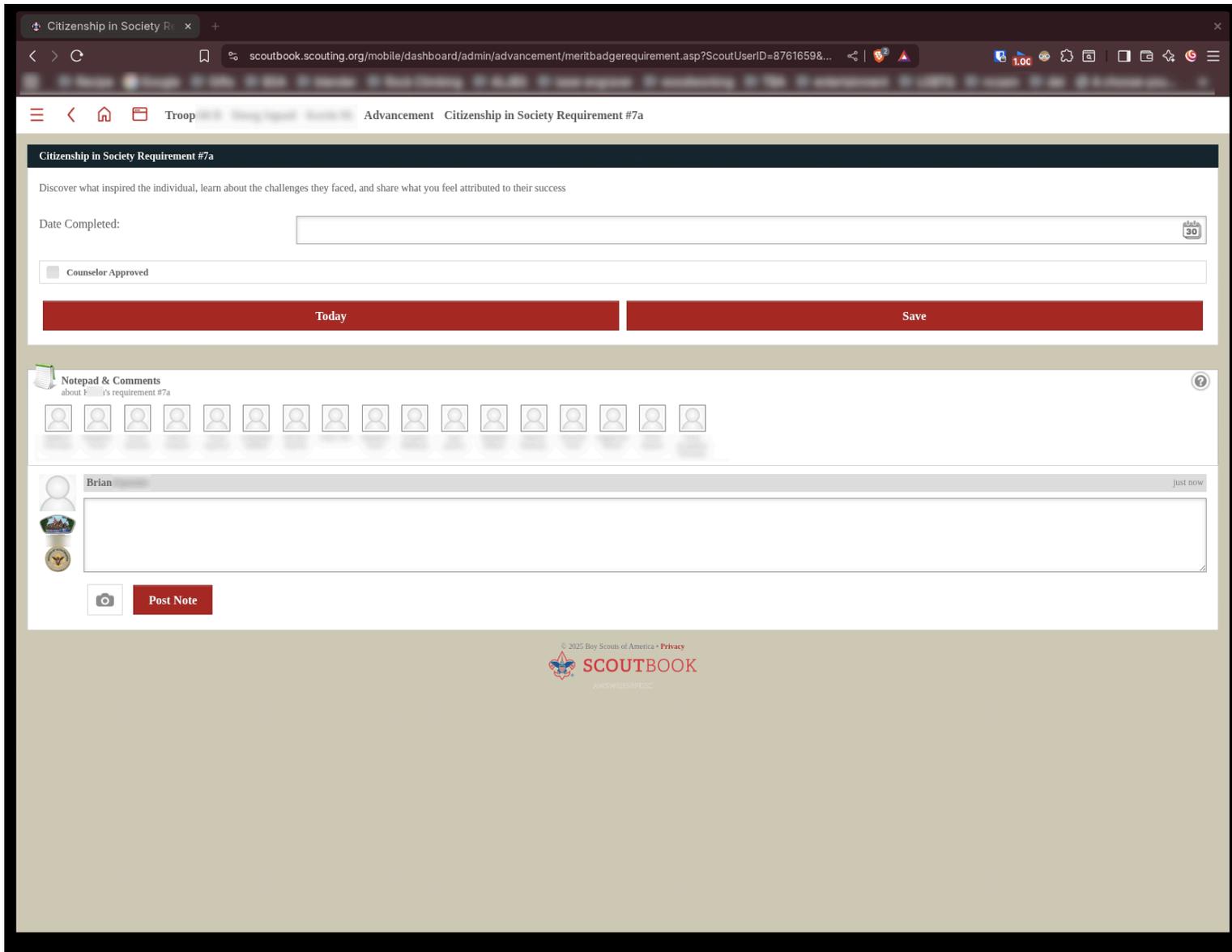
4. From here, you can see the current progress of the scout and which requirements still need to be completed.



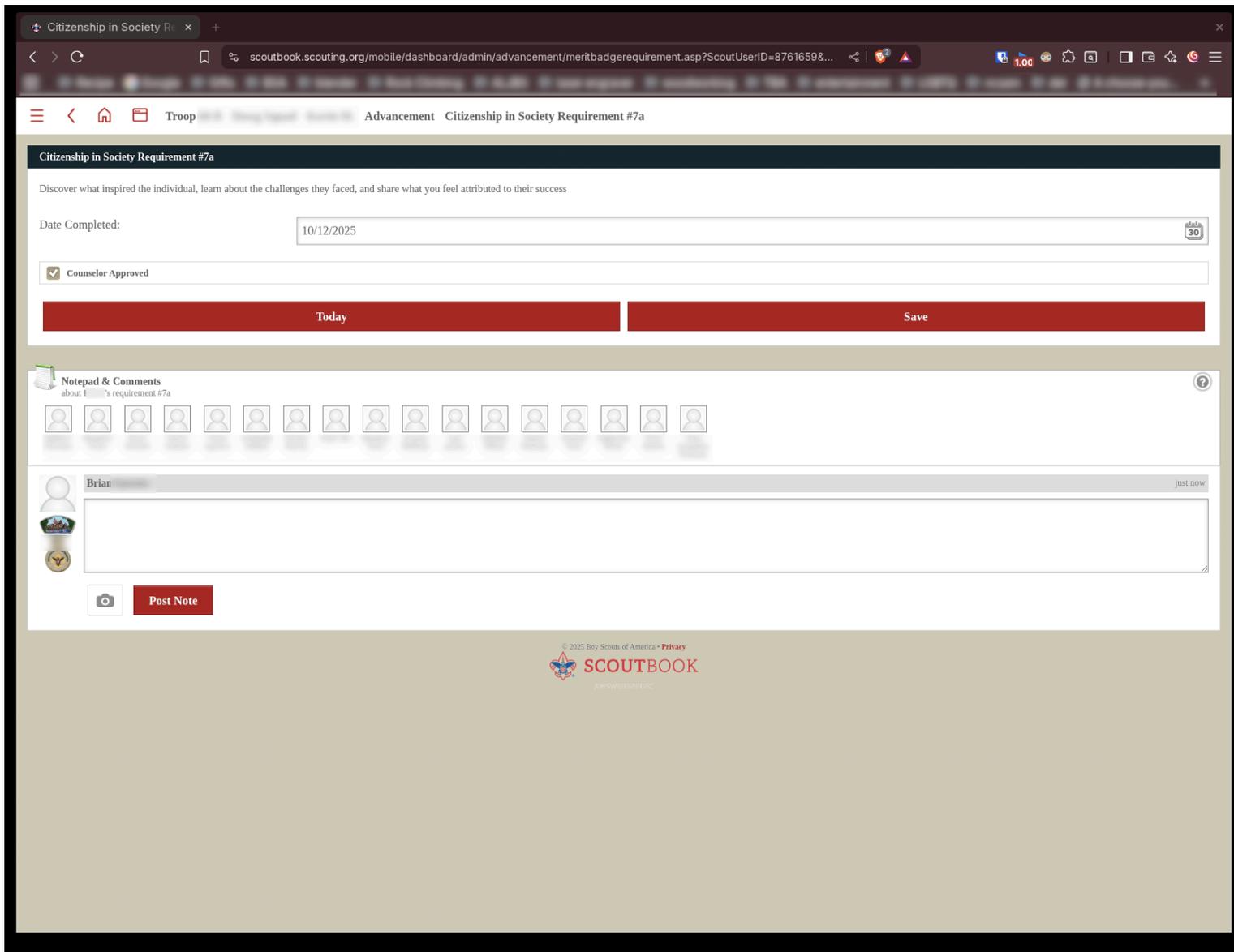
5. Scroll down to the requirement you would like to update as completed. Click on the checkbox next to that requirement.



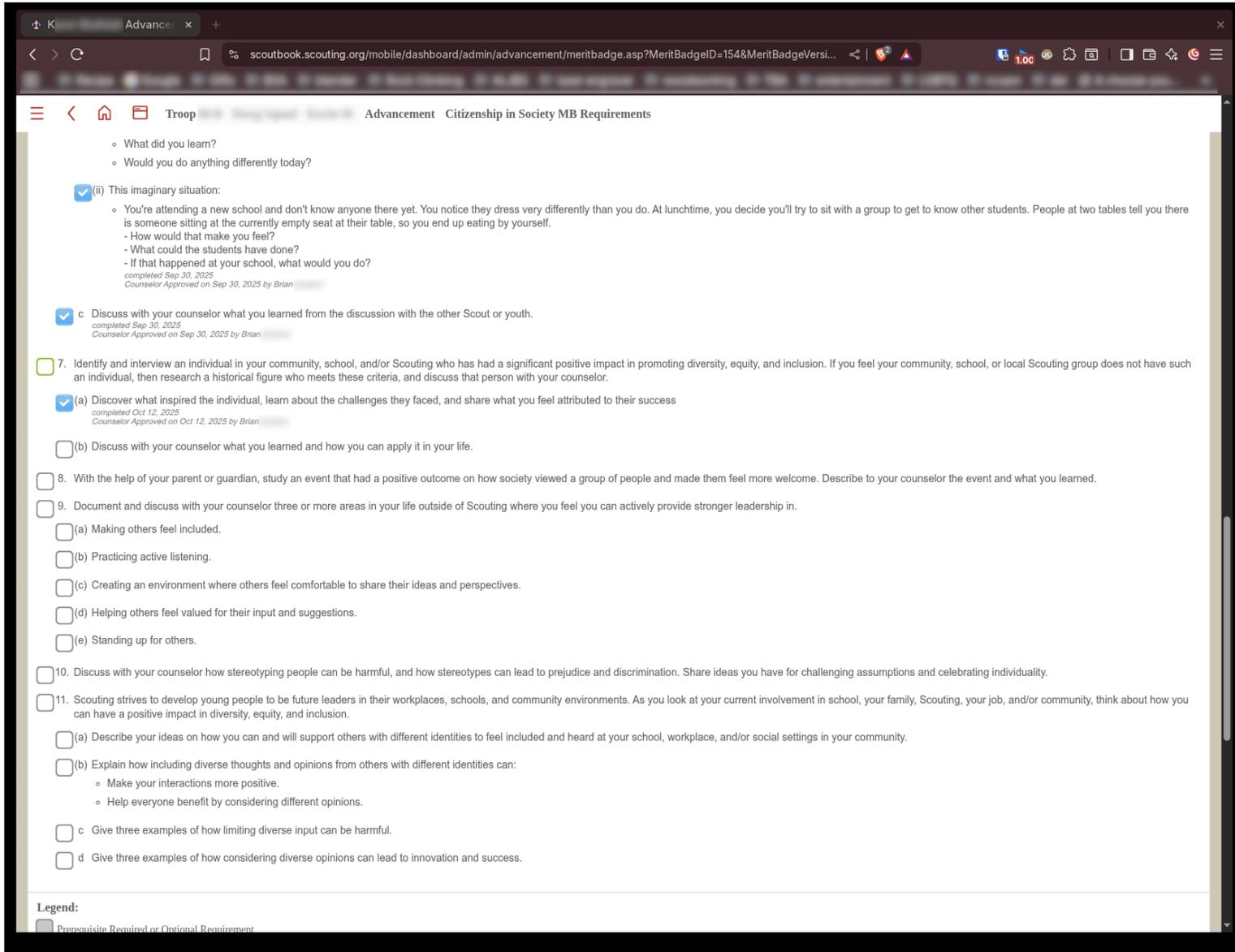
6. You must enter the date the requirement was completed.



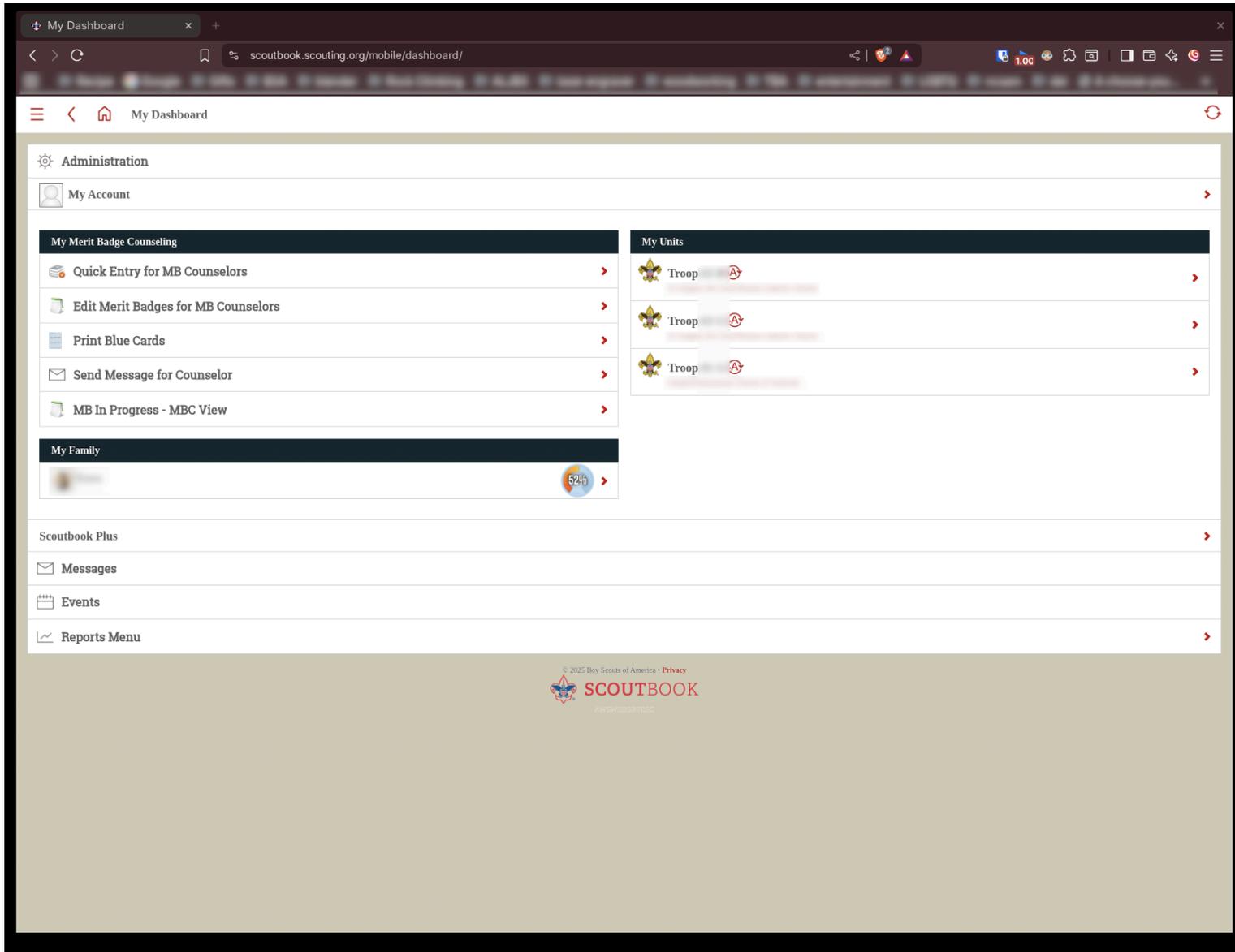
7. Click the counselor approved checkbox. Then click save. You can also enter any notes you would like about the requirements, too.



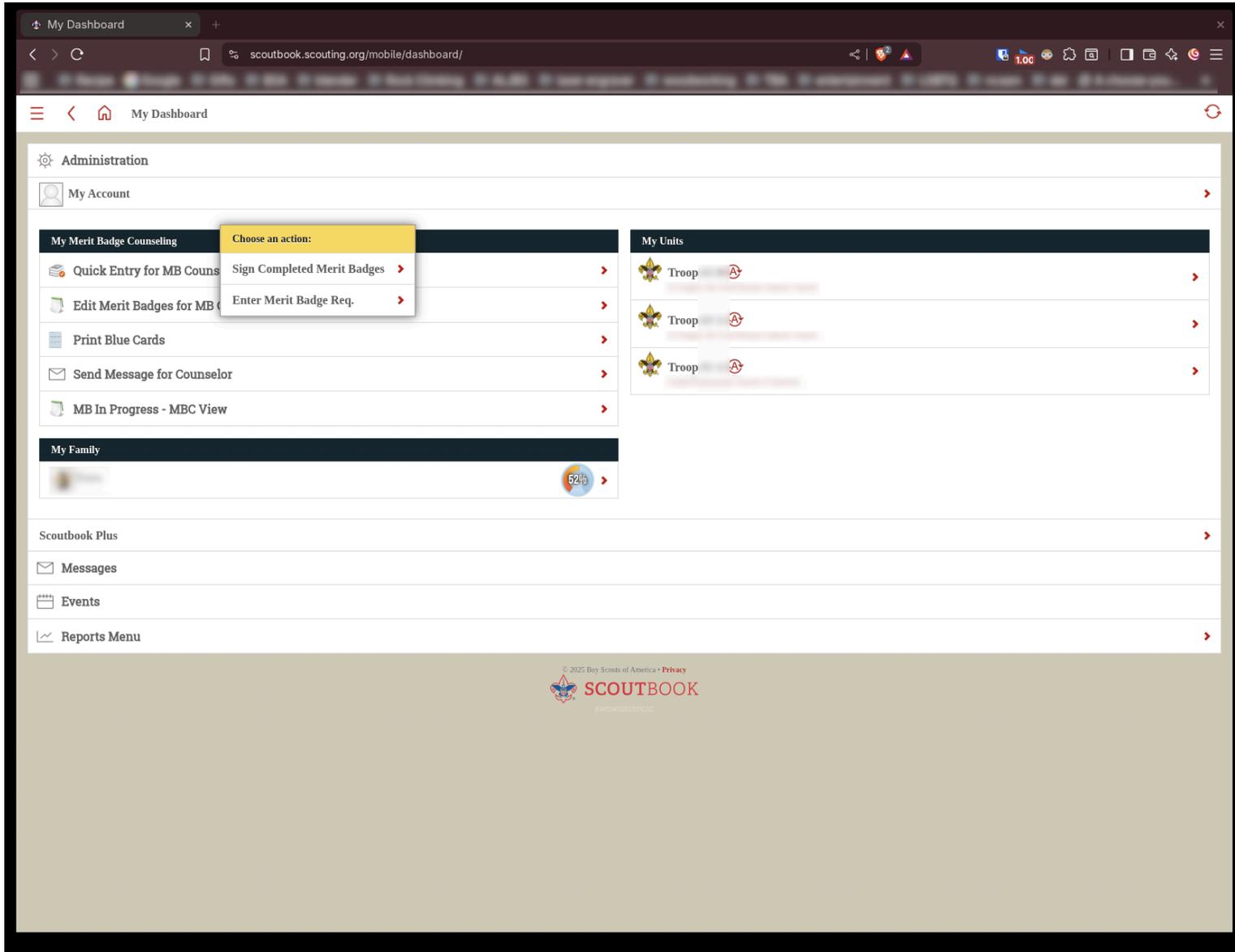
8. You should now see the requirement checked off with the completion date.



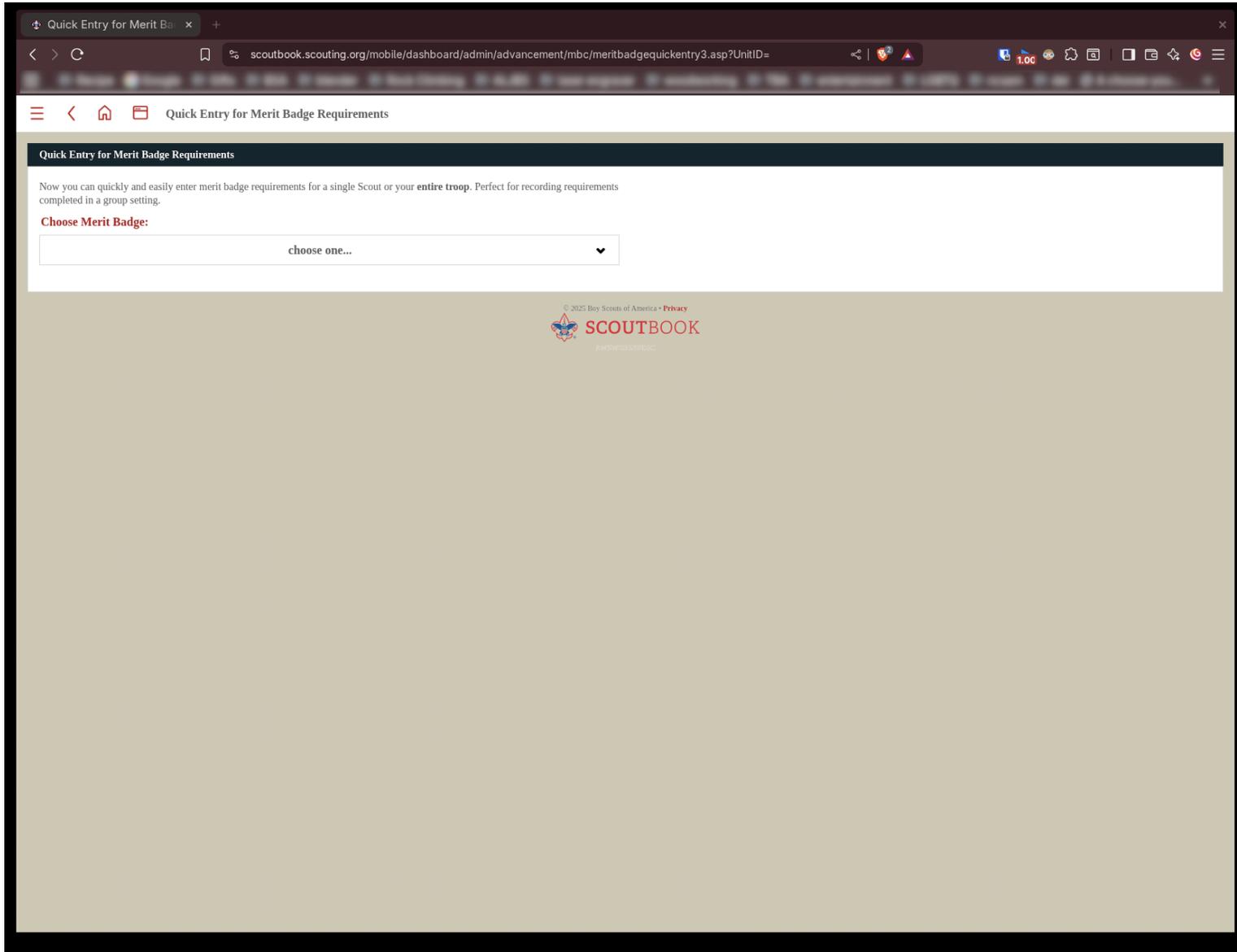
9. In the dashboard is “Quick Entry for MB Counselors”. This option will allow you to enter multiple completed items for multiple scouts.



10. Select the “Enter Merit Badge Req.” option.



11. Choose the merit badge you are working on from the dropdown menu.



12. Select the scout(s) you would like to update. Take note of the MB requirements version. You can only update 1 version at a

The screenshot shows the 'Quick Entry for Citizenship in Society Merit Badge' page. It includes a navigation bar at the top with a home icon and the page title. Below the title is a descriptive paragraph: 'Now you can quickly and easily enter merit badge requirements for a single Scout or your entire troop. Perfect for recording requirements completed in a group setting.' To the right of this text is the Citizenship in Society merit badge icon.

On the left side, there are several form sections:

- Choose Merit Badge:** A dropdown menu currently set to 'Citizenship in Society'.
- Choose Requirements Version:** Two radio buttons for '2025' (selected) and '2021'.
- Date Completed:** A date input field with a calendar icon and the number '30'.
- Choose Scout(s):** A list of scout initials (A, C, J, K, P, P) with checkboxes and a 'v2021' label.

On the right side, under the heading 'Select Requirements (v2025):', there is a list of requirements from #1 to #6c, each with a checkbox and a brief description of the requirement.

time.

13. We have to switch to the older version of the MB for this scout. This is the most recent version available when they signed

The screenshot shows a web browser window with the URL `scoutbook.scouting.org/mobile/dashboard/admin/advancement/mbc/meritbadgentry3.asp?PatrolID=&UnitID=&...`. The page title is "Quick Entry for Citizenship in Society Merit Badge".

Quick Entry for Citizenship in Society Merit Badge

Now you can quickly and easily enter merit badge requirements for a single Scout or your **entire troop**. Perfect for recording requirements completed in a group setting.

Choose Merit Badge: Citizenship in Society

Choose Requirements Version: 2025 (unselected), 2021 (selected)

Date Completed: [Calendar icon]

Choose Scout(s):

<input type="checkbox"/>	A	v2025
<input type="checkbox"/>	G	v2025
<input type="checkbox"/>	J	v2025
<input checked="" type="checkbox"/>	K	v2025
<input type="checkbox"/>	P	v2025
<input type="checkbox"/>	P	v2025

Select Requirements (v2021):

- #1a Research the following terms, and then explain to your merit badge counselor how you feel they relate to the Scout Oath and Scout Law: Identities, Diversity, Equity, Equality, Inclusion, Discrimination, Ethical Leadership, Upstander
- #2a Research and share with your counselor an individual you feel has demonstrated positive leadership while having to make an ethical decision. (It could be someone in history, a family member, a teacher, a coach, a counselor, a clergy member, a Scoutmaster,
- #2b Explain what decision and/or options that leader had, why you believe they chose their final course of action, and the outcome of that action
- #3a Think about a time you faced an ethical decision. Discuss the situation, what you did, and how it made you feel. Share if you would do anything differently in the future and if so, what that would be.
- #3b List three examples of ethical decisions you might have to make in the future at school, at home, in the workplace, or in your community, and what you would do. Share how your actions represent alignment with the Scout Oath and Scout Law.
- #3c Explain to your counselor how you plan to use what you have learned to assist you when that time comes, and what action(s) you can take to serve as an upstander and help other people at all times.
- #4a Scenario 1: While at camp, a youth accidentally spills food on another camper. The camper who gets spilled on gets angry and says something that is offensive to people with disabilities; their friends laugh. What could/should you do?
- #4b Scenario 2: Your friend confides in you that some students in school are making insulting comments about one of their identities, and that those same students created a fake social media account to impersonate your friend online and post messages. What do
- #4c Scenario 3: A new student in your class was born in another country (or has a parent who was born in another country). Your friends make rude comments to the student about their speech or clothes and tell the student to "go back home where you came from."
- #5a Ideas on what you personally can do to create a welcoming environment in your Scouting unit.
- #5b An experience you had in which you went out of your way to include another Scout(s) and what you did to make them feel included and welcomed.
- #5c Things you can do to help ensure all Scouts in your unit are given an opportunity to be heard and included in decision-making and planning.
- #6a Share with each other what makes the different aspect of your identity meaningful/special to you
- #6b(i) A time you felt excluded from a group. What was the situation? How did it make you feel? What did you do? Did anyone stand up for you? What did you learn? Would you do anything differently today?
- #6b(ii) This imaginary situation: You're attending a new school and don't know anyone there yet. You notice they dress very differently than you do. At lunchtime, you decide you'll try to sit with a group to get to know other students. People at two tables tell
- #6c

up.

14. Make certain to enter the Date Completed. This is required before it can be submitted.

Quick Entry for Citizenship in Society Merit Badge

Now you can quickly and easily enter merit badge requirements for a single Scout or your **entire troop**. Perfect for recording requirements completed in a group setting.

Choose Merit Badge:
Citizenship in Society

Choose Requirements Version:
 2025
 2021

Date Completed:
10/12/2025

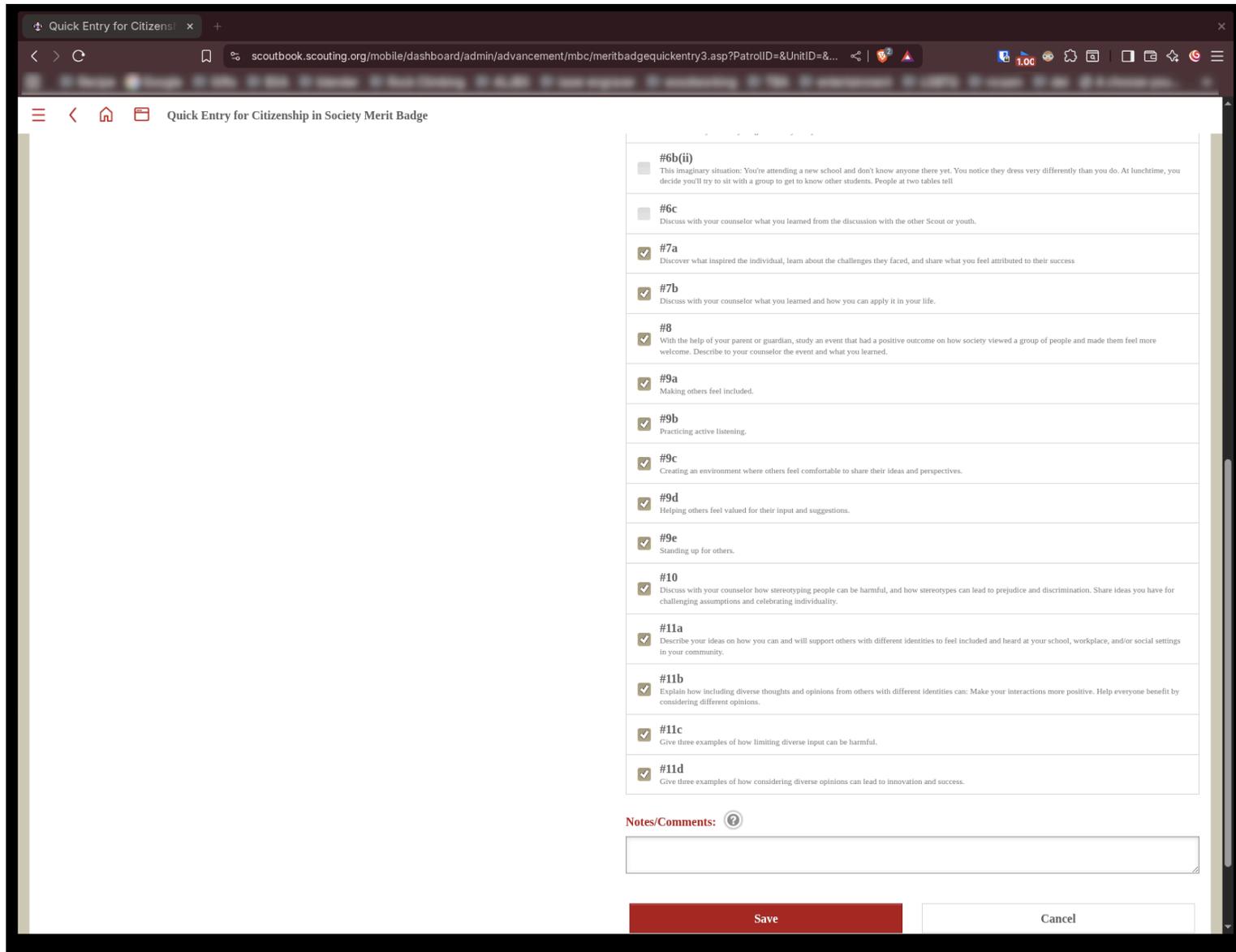
Choose Scout(s):

<input type="checkbox"/>	A	v2025
<input type="checkbox"/>	G	v2025
<input type="checkbox"/>	Jr	v2025
<input checked="" type="checkbox"/>	K	v2025
<input type="checkbox"/>	P	v2025
<input type="checkbox"/>	P	v2025

Select Requirements (v2021):

- #1a Research the following terms, and then explain to your merit badge counselor how you feel they relate to the Scout Oath and Scout Law: Identities, Diversity, Equity, Equality, Inclusion, Discrimination, Ethical Leadership, Upstander
- #2a Research and share with your counselor an individual you feel has demonstrated positive leadership while having to make an ethical decision. (It could be someone in history, a family member, a teacher, a coach, a counselor, a clergy member, a Scoutmaster,
- #2b Explain what decision and/or options that leader had, why you believe they chose their final course of action, and the outcome of that action
- #3a Think about a time you faced an ethical decision. Discuss the situation, what you did, and how it made you feel. Share if you would do anything differently in the future and if so, what that would be.
- #3b List three examples of ethical decisions you might have to make in the future at school, at home, in the workplace, or in your community, and what you would do. Share how your actions represent alignment with the Scout Oath and Scout Law.
- #3c Explain to your counselor how you plan to use what you have learned to assist you when that time comes, and what action(s) you can take to serve as an upstander and help other people at all times.
- #4a Scenario 1: While at camp, a youth accidentally spills food on another camper. The camper who gets spilled on gets angry and says something that is offensive to people with disabilities; their friends laugh. What could/should you do?
- #4b Scenario 2: Your friend confides in you that some students in school are making insulting comments about one of their identities, and that those same students created a fake social media account to impersonate your friend online and post messages. What co
- #4c Scenario 3: A new student in your class was born in another country (or has a parent who was born in another country). Your friends make rude comments to the student about their speech or clothes and tell the student to "go back home where you came from."
- #5a Ideas on what you personally can do to create a welcoming environment in your Scouting unit.
- #5b An experience you had in which you went out of your way to include another Scout(s) and what you did to make them feel included and welcomed.
- #5c Things you can do to help ensure all Scouts in your unit are given an opportunity to be heard and included in decision-making and planning.
- #6a Share with each other what makes the different aspect of your identity meaningful/special to you
- #6b(i) A time you felt excluded from a group. What was the situation? How did it make you feel? What did you do? Did anyone stand up for you? What did you learn? Would you do anything differently today?
- #6b(ii) This imaginary situation: You're attending a new school and don't know anyone there yet. You notice they dress very differently than you do. At lunchtime, you decide you'll try to sit with a group to get to know other students. People at two tables tell
- #6c

15. Scroll down to the requirements and mark them as completed. Select as many as you have done.



16. Ensure you have the date and scout(s) chosen in the dropdown to update. Then click save.

The screenshot shows a mobile web interface for entering merit badge requirements. The page title is "Quick Entry for Citizenship in Society Merit Badge".

Choose Merit Badge: A dropdown menu is set to "Citizenship in Society".

Choose Requirements Version: Two radio buttons are present: "2025" (unselected) and "2021" (selected).

Date Completed: A date input field shows "10/12/2025".

Choose Scout(s): A list of scouts is shown with checkboxes. Scout "K" is selected with a checkmark. Other scouts listed include A, G, J, P, and another P.

Select Requirements (v2021): A list of requirements is displayed on the right side of the page, each with an unselected checkbox:

- #1a: Research the following terms, and then explain to your merit badge counselor how you feel they relate to the Scout Oath and Scout Law: Identities, Diversity, Equity, Equality, Inclusion, Discrimination, Ethical Leadership, Upstander.
- #2a: Research and share with your counselor an individual you feel has demonstrated positive leadership while having to make an ethical decision. (It could be someone in history, a family member, a teacher, a coach, a counselor, a clergy member, a Scoutmaster).
- #2b: Explain what decision and/or options that leader had, why you believe they chose their final course of action, and the outcome of that action.
- #3a: Think about a time you faced an ethical decision. Discuss the situation, what you did, and how it made you feel. Share if you would do anything differently in the future and if so, what that would be.
- #3b: List three examples of ethical decisions you might have to make in the future at school, at home, in the workplace, or in your community, and what you would do. Share how your actions represent alignment with the Scout Oath and Scout Law.
- #3c: Explain to your counselor how you plan to use what you have learned to assist you when that time comes, and what action(s) you can take to serve as an upstander and help other people at all times.
- #4a: Scenario 1: While at camp, a youth accidentally spills food on another camper. The camper who gets spilled on gets angry and says something that is offensive to people with disabilities; their friends laugh. What could/should you do?
- #4b: Scenario 2: Your friend confides in you that some students in school are making insulting comments about one of their identities, and that those same students created a fake social media account to impersonate your friend online and post messages. What do you do?
- #4c: Scenario 3: A new student in your class was born in another country (or has a parent who was born in another country). Your friends make rude comments to the student about their speech or clothes and tell the student to "go back home where you came from."
- #5a: Ideas on what you personally can do to create a welcoming environment in your Scouting unit.
- #5b: An experience you had in which you went out of your way to include another Scout(s) and what you did to make them feel included and welcomed.
- #5c: Things you can do to help ensure all Scouts in your unit are given an opportunity to be heard and included in decision-making and planning.
- #6a: Share with each other what makes the different aspect of your identity meaningful/special to you.
- #6b(i): A time you felt excluded from a group. What was the situation? How did it make you feel? What did you do? Did anyone stand up for you? What did you learn? Would you do anything differently today?
- #6b(ii): This imaginary situation: You're attending a new school and don't know anyone there yet. You notice they dress very differently than you do. At lunchtime, you decide you'll try to sit with a group to get to know other students. People at two tables tell you...
- #6c: (Text is partially obscured)

17. You'll see this saving dialog pop up. It may take a while to update, especially if you selected multiple scouts and requirements.

Quick Entry for Citizenship

scoutbook.scouting.org/mobile/dashboard/admin/advancement/mbc/meritbadgequickentry3.asp?PatrolID=&UnitID=...

Quick Entry for Citizenship in Society Merit Badge

- #7a Discover what inspired the individual, learn about the challenges they faced, and share what you feel attributed to their success
- #7b Discuss with your counselor what you learned and how you can apply it in your life.
- #8 With the help of your parent or guardian, study an event that had a positive outcome on how society viewed a group of people and made them feel more welcome. Describe to your counselor the event and what you learned.
- #9a Making others feel included.
- #9b Practicing active listening.
- #9c Creating an environment where others feel comfortable to share their ideas and perspectives.
- #9d Helping others feel valued for their input and suggestions.
- #9e Standing up for others.
- #10 Discuss with your counselor how stereotyping people can be harmful, and how stereotypes can lead to prejudice and discrimination. Share ideas you have for assumptions and celebrating individuality.
- #11a Share ideas on how you can and will support others with different identities to feel included and heard at your school, workplace, and/or social settings community.
- #11b Share ideas on how including diverse thoughts and opinions from others with different identities can: Make your interactions more positive. Help everyone benefit by different opinions.
- #11c Give three examples of how limiting diverse input can be harmful.
- #11d Give three examples of how considering diverse opinions can lead to innovation and success.

Notes/Comments: ?

Save Cancel

NOTE: This action cannot be undone. If you make a mistake you must go into each Scout record and make any corrections manually.

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saving...this may take several minutes depending on the number of Scouts and requirements selected

18. Return to “My Dashboard” after you are done to verify the requirements are reflected as you wish and to sign off on a completed MB.

Quick Entry for Citizenship in Society Merit Badge

Quick Nav: Troop, Roster, My Dashboard, Troop

Choose Merit Badge: Citizenship in Society

Choose Requirements Version: 2025, 2021

Date Completed:

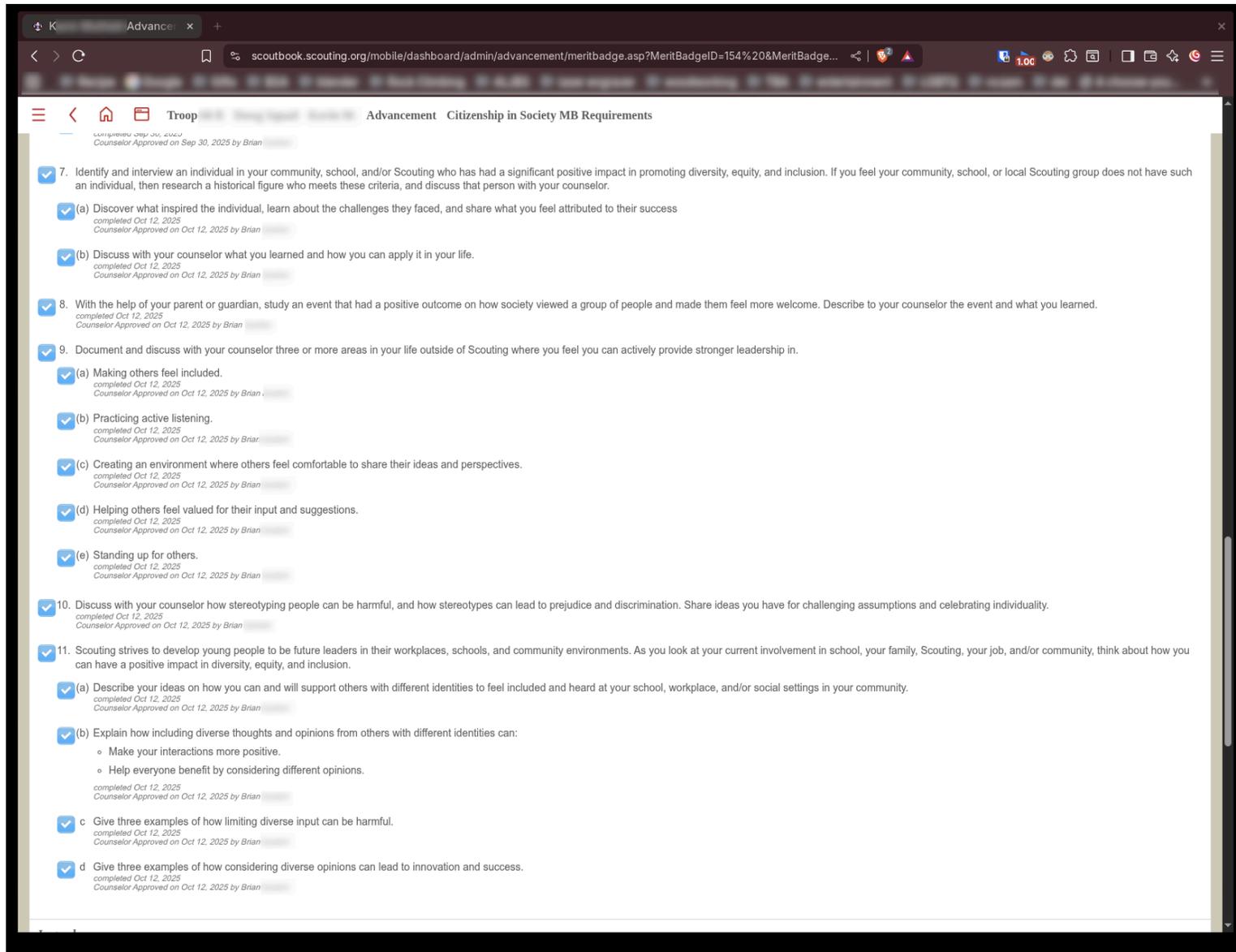
Choose Scout(s):

<input type="checkbox"/>	Ar	v2025
<input type="checkbox"/>	G	v2025
<input type="checkbox"/>	Ju	v2025
<input checked="" type="checkbox"/>	K	v2025
<input type="checkbox"/>	Pe	v2025
<input type="checkbox"/>	Pr	v2025

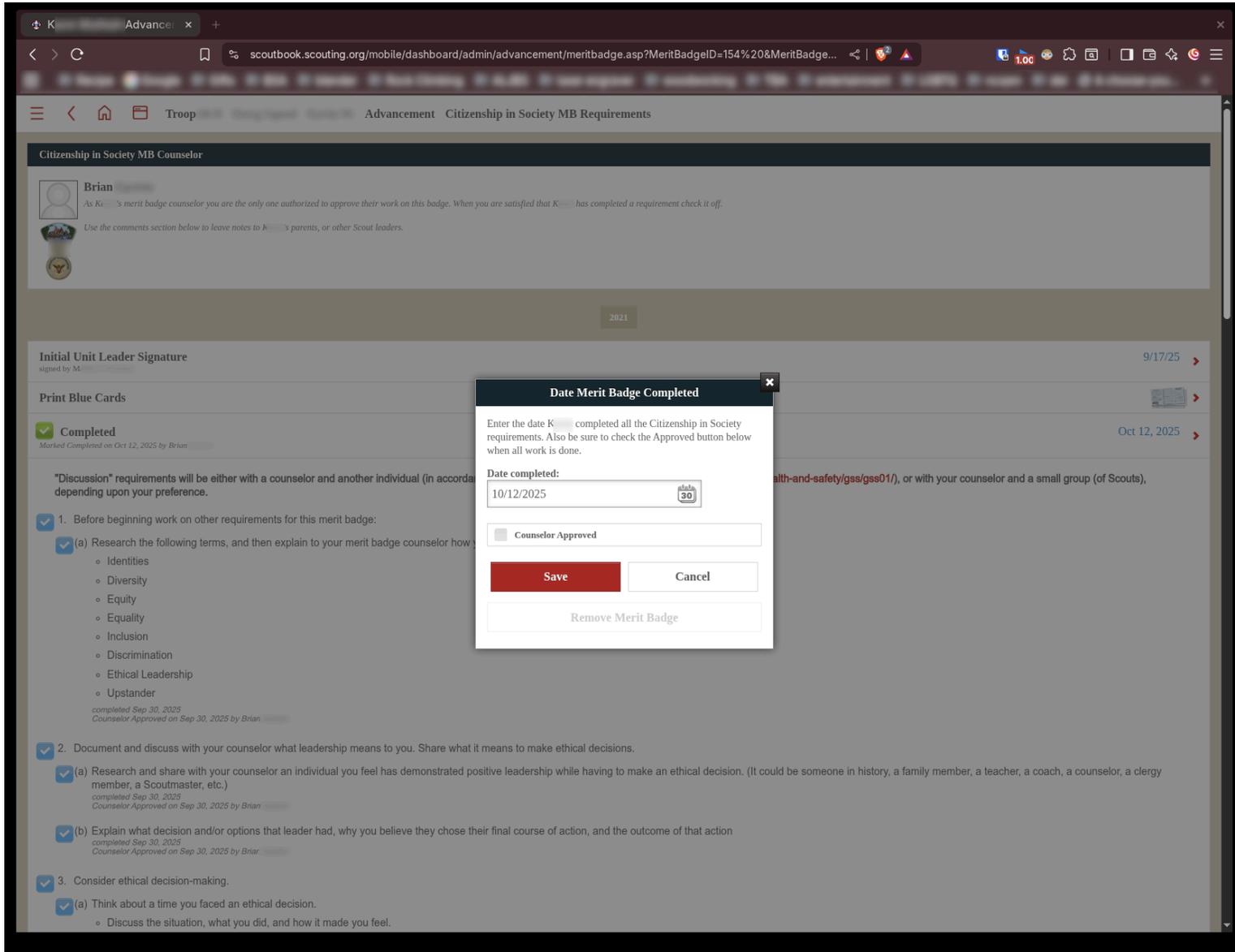
Select Requirements (v2021):

- #1a Research the following terms, and then explain to your merit badge counselor how you feel they relate to the Scout Oath and Scout Law: Identities, Diversity, Equity, Equality, Inclusion, Discrimination, Ethical Leadership, Upstander
- #2a Research and share with your counselor an individual you feel has demonstrated positive leadership while having to make an ethical decision. (It could be someone in history, a family member, a teacher, a coach, a counselor, a clergy member, a Scoutmaster,
- #2b Explain what decision and/or options that leader had, why you believe they chose their final course of action, and the outcome of that action
- #3a Think about a time you faced an ethical decision. Discuss the situation, what you did, and how it made you feel. Share if you would do anything differently in the future and if so, what that would be.
- #3b List three examples of ethical decisions you might have to make in the future at school, at home, in the workplace, or in your community, and what you would do. Share how your actions represent alignment with the Scout Oath and Scout Law.
- #3c Explain to your counselor how you plan to use what you have learned to assist you when that time comes, and what action(s) you can take to serve as an upstander and help other people at all times.
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- #4c Scenario 3: A new student in your class was born in another country (or has a parent who was born in another country). Your friends make rude comments to the student about their speech or clothes and tell the student to "go back home where you came from."
- #5a Ideas on what you personally can do to create a welcoming environment in your Scouting unit.
- #5b An experience you had in which you went out of your way to include another Scout(s) and what you did to make them feel included and welcomed.
- #5c Things you can do to help ensure all Scouts in your unit are given an opportunity to be heard and included in decision-making and planning.
- #6a Share with each other what makes the different aspect of your identity meaningful/special to you
- #6b(i) A time you felt excluded from a group. What was the situation? How did it make you feel? What did you do? Did anyone stand up for you? What did you learn? Would you do anything differently today?
- #6b(ii) This imaginary situation: You're attending a new school and don't know anyone there yet. You notice they dress very differently than you do. At lunchtime, you decide you'll try to sit with a group to get to know other students. People at two tables tell
- #6c

19. As you can see, all the requirements we put into quick entry are now shown as completed.



20. If the MB is completed, click on "Completed" next to the Green Checkbox to enter a date completed.



21. Approved Merit Badge counselors can also click the “Counselor Approved” checkbox to alert the Scoutmaster that the Scout is done.

scoutbook.scouting.org/mobile/dashboard/admin/advancement/meritbadge.asp?MeritBadgeID=154%20&MeritBadge...

Advancement Citizenship in Society MB Requirements

Citizenship in Society MB Counselor

Brian
 As K...s merit badge counselor you are the only one authorized to approve their work on this badge. When you are satisfied that K... has completed a requirement check it off.
 Use the comments section below to leave notes to K...s parents, or other Scout leaders.

2021

Initial Unit Leader Signature signed by M... 9/17/25

Print Blue Cards Oct 12, 2025

Completed
 Marked Completed on Oct 12, 2025 by Brian

"Discussion" requirements will be either with a counselor and another individual (in accordance with the health-and-safety/gss/gss01), or with your counselor and a small group (of Scouts), depending upon your preference.

1. Before beginning work on other requirements for this merit badge:

(a) Research the following terms, and then explain to your merit badge counselor how you understand them:

- Identities
- Diversity
- Equity
- Equality
- Inclusion
- Discrimination
- Ethical Leadership
- Upstander

completed Sep 30, 2025
 Counselor Approved on Sep 30, 2025 by Brian

2. Document and discuss with your counselor what leadership means to you. Share what it means to make ethical decisions.

(a) Research and share with your counselor an individual you feel has demonstrated positive leadership while having to make an ethical decision. (It could be someone in history, a family member, a teacher, a coach, a counselor, a clergy member, a Scoutmaster, etc.)
 completed Sep 30, 2025
 Counselor Approved on Sep 30, 2025 by Brian

(b) Explain what decision and/or options that leader had, why you believe they chose their final course of action, and the outcome of that action
 completed Sep 30, 2025
 Counselor Approved on Sep 30, 2025 by Brian

3. Consider ethical decision-making.

(a) Think about a time you faced an ethical decision.
 Discuss the situation, what you did, and how it made you feel.

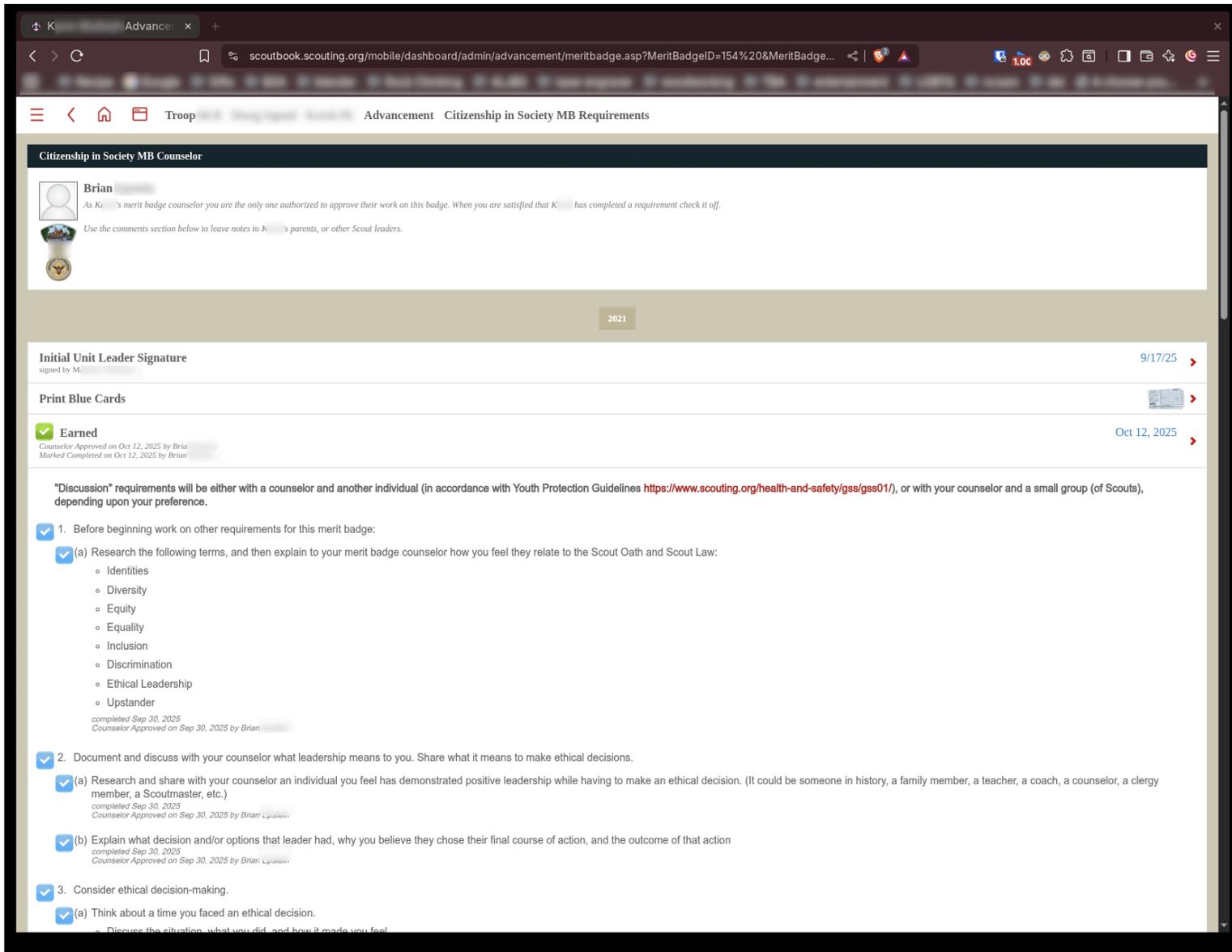
Date Merit Badge Completed

Enter the date K... completed all the Citizenship in Society requirements. Also be sure to check the Approved button below when all work is done.

Date completed:
 

Counselor Approved

22. Once approved, you should see the “Completed” change to “Earned” and the date the MB was Counselor Approved.



23. Sometimes the checkboxes may show up oddly, but rest assured, it still works the same.

The screenshot shows a mobile web interface for the Scoutbook system. At the top, the browser address bar shows the URL: scoutbook.scouting.org/mobile/dashboard/admin/advancement/meritbadge.asp?MeritBadgeID=154%20&MeritBadge.... The page title is "Citizenship in Society MB Requirements".

The main content area is titled "Citizenship in Society MB Counselor" and features a profile for Brian Epstein. Below the profile, there is a section for "Initial Unit Leader Signature" with a "No" button and a "Print Blue Cards" button. A green checkmark indicates the badge is "Earned" on Oct 12, 2025.

A note states: "Discussion" requirements will be either with a counselor and another individual (in accordance with Youth Protection Guidelines <https://www.scouting.org/health-and-safety/gss/gss01/>), or with your counselor and a small group (of Scouts), depending upon your preference.

The requirements list includes:

- 1. Before beginning work on other requirements for this merit badge, research the following terms and explain to your counselor how you feel they relate to the Scout Oath and Scout Law: identities, diversity, equality, equity, inclusion, discrimination, ethical leadership, and upstander. *completed Sep 30, 2025*
Counselor Approved on Sep 30, 2025 by Brian
- 2. Document and discuss with your counselor what leadership means to you. Share what it means to make ethical decisions.
 - (a) Research and share with your counselor an individual you feel has demonstrated positive leadership while having to make an ethical decision. (It could be someone in history, a family member, a teacher, a coach, a counselor, a clergy member, a Scoutmaster, etc.) *completed Sep 30, 2025*
Counselor Approved on Sep 30, 2025 by Brian
 - (b) Explain what decision and/or options that leader had, why you believe they chose their final course of action, and the outcome of that action *completed Sep 30, 2025*
Counselor Approved on Sep 30, 2025 by Brian
- 3. Consider ethical decision-making.
 - (a) Think about a time you faced an ethical decision.
 - Discuss the situation, what you did, and how it made you feel.
 - Share if you would do anything differently in the future and if so, what that would be.*completed Sep 30, 2025*
Counselor Approved on Sep 30, 2025 by Brian
 - (b) List three examples of ethical decisions you might have to make in the future at school, at home, in the workplace, or in your community, and what you would do.
 - Share how your actions represent alignment with the Scout Oath and Scout Law.*completed Sep 30, 2025*

24. Optional: If you need to print blue cards for some reason, you can click the "Print Blue Cards" text.

The screenshot shows a mobile web browser interface for the Scoutbook dashboard. The page title is "Citizenship in Society MB Requirements". At the top, there is a header for the counselor, Brian Epstein, with a note: "As P [redacted]'s merit badge counselor you are the only one authorized to approve their work on this badge. When you are satisfied that P [redacted] has completed a requirement check it off." Below this is a section for the year "2025".

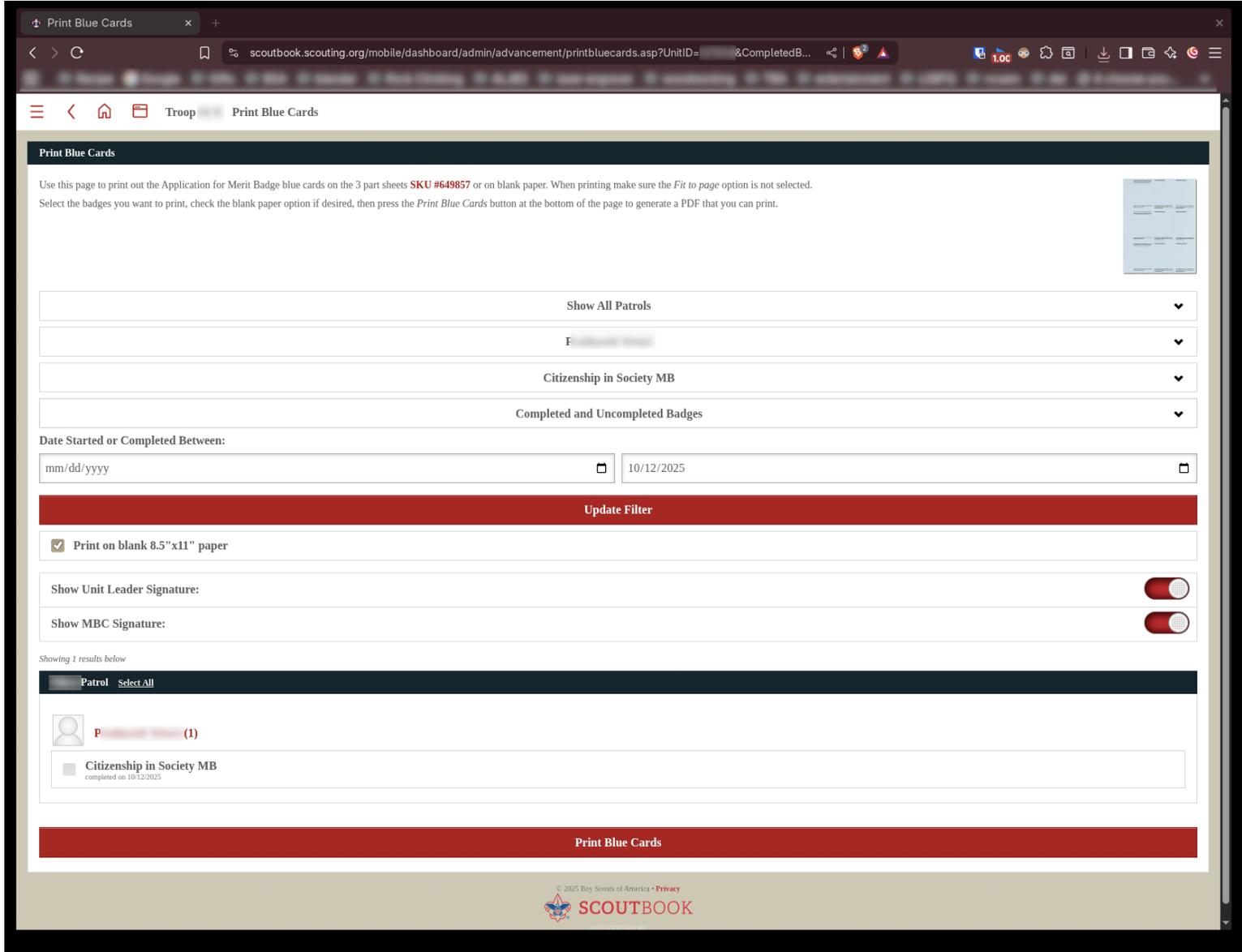
There are two buttons: "Initial Unit Leader Signature" with a "No" dropdown arrow, and "Print Blue Cards" with a printer icon and a right-pointing arrow. Below these is a status indicator: "Earned" with a green checkmark, "Counselor Approved on Oct 12, 2025 by Brian", and "Marked Completed on Oct 12, 2025 by Brian". To the right of this status is a date dropdown showing "Oct 12, 2025".

A note states: "Note: 'Discussion' requirements will be either with a counselor and another individual (in accordance with Youth Protection Guidelines <https://www.scouting.org/health-and-safety/gss/gss01/>), or with your counselor and a small group (of Scouts), depending upon your preference."

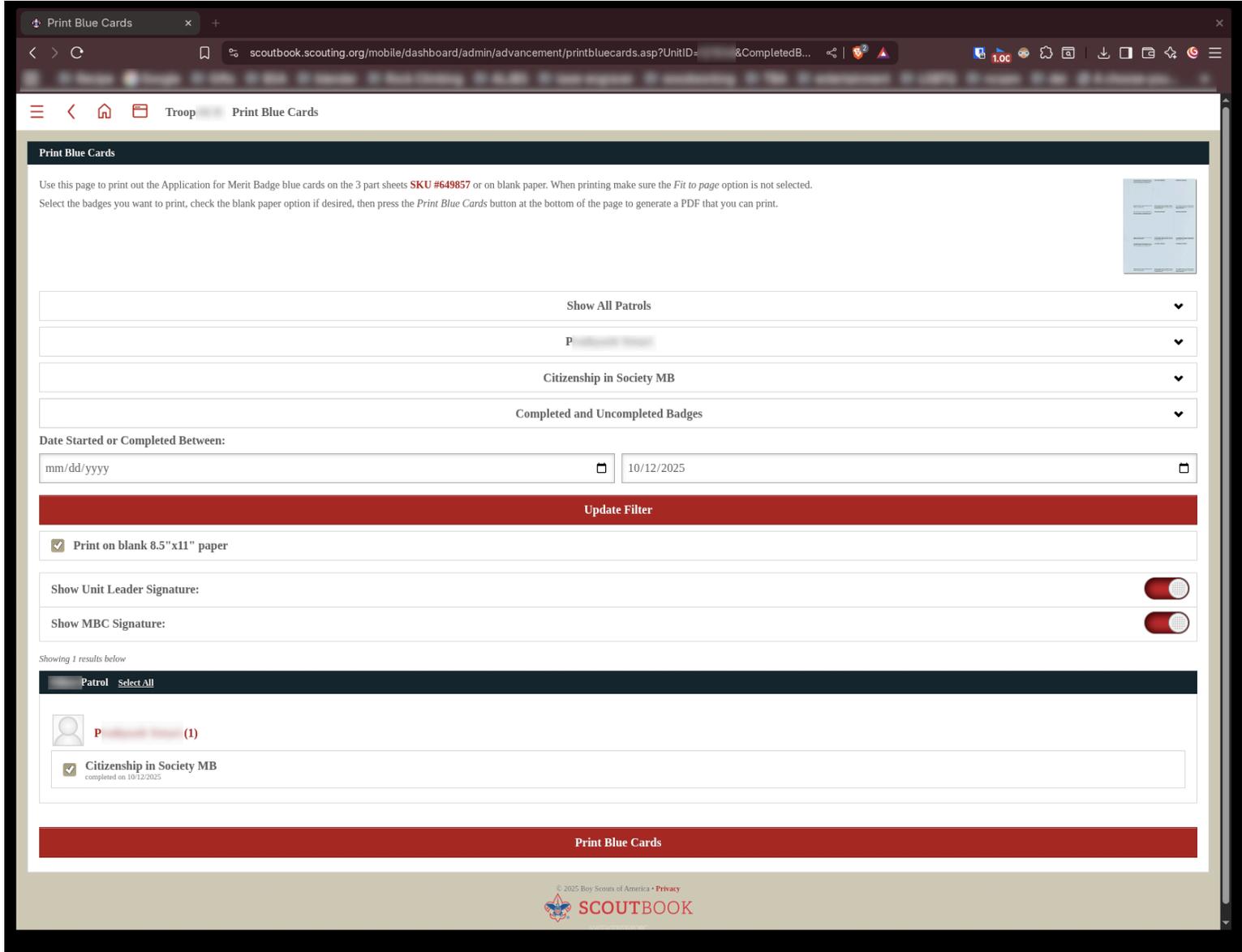
The requirements are listed as follows:

- 1. Before beginning work on other requirements for this merit badge, research the following terms and explain to your counselor how you feel they relate to the Scout Oath and Scout Law: identities, diversity, equality, equity, inclusion, discrimination, ethical leadership, and upstander.
completed Sep 30, 2025
Counselor Approved on Sep 30, 2025 by Brian [redacted]
- 2. Document and discuss with your counselor what leadership means to you. Share what it means to make ethical decisions.
 - (a) Research and share with your counselor an individual you feel has demonstrated positive leadership while having to make an ethical decision. (It could be someone in history, a family member, a teacher, a coach, a counselor, a clergy member, a Scoutmaster, etc.)
completed Sep 30, 2025
Counselor Approved on Sep 30, 2025 by Brian [redacted]
 - (b) Explain what decision and/or options that leader had, why you believe they chose their final course of action, and the outcome of that action
completed Sep 30, 2025
Counselor Approved on Sep 30, 2025 by Brian [redacted]
- 3. Consider ethical decision-making.
 - (a) Think about a time you faced an ethical decision.
 - o Discuss the situation, what you did, and how it made you feel.
 - o Share if you would do anything differently in the future and if so, what that would be.completed Sep 30, 2025
Counselor Approved on Sep 30, 2025 by Brian [redacted]
 - (b) List three examples of ethical decisions you might have to make in the future at school, at home, in the workplace, or in your community, and what you would do.
 - o Share how your actions represent alignment with the Scout Oath and Scout Law.completed Sep 30, 2025

25. From here, you can select the options for the blue card you need to print.



26. Make sure to select the merit badge(s) and scout(s) to print for, then hit “Print Blue Cards”.



27. This should generate a PDF that you can print onto plain or blue paper for submission.

