

**Counselor Quick Reference**  
**Bluff City MBC**  
**Saturday, September 27, 2025**

**Counselor Info and Lunch/No Lunch sign-up**

<https://www.troop457bsa.org/mbc-counselors-2025>

**Merit Badge College Registration Site:**

**Important MB Specific Docs for Scout Attendees**

<https://www.troop457bsa.org/about-6>

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**Friday, Sept. 26 (Optional Room Prep)**

- Room prep: 4:00 – 8:00 PM
  - Park in west admin lot or any available lot
  - Enter via **north end doors facing Germantown Parkway**
  - Store teaching props if needed (classrooms locked overnight)
  - Test computer & SMART TV
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**Saturday, Sept. 27 – Schedule & Actions**

**7:00 – 7:30 AM: Counselor Check-In**

- Park in admin lot opposite covered walkway or large student lot west of building
- Check in at **Counselor's Lounge (B Hall, 1st floor)**
- Pick up packet & badge
- Coffee & light breakfast available

**8:00 AM: Opening Ceremony**

- Announcements & “Most Merit Badges on Sash” contest

**8:30 AM – 12:00 PM: AM Session**

- Mid-session break (10–15 min); scouts use buddy system
- Scouts may visit cafeteria; finish food/drink before returning or keep it put away
- Check scouts' belongings before leaving
- Turn in **Counselor's Packet** (completed roster, lanyards, supplies) to **Volunteers table in the lobby.**

**12:00 – 12:50 PM: Lunch**

- Complimentary Box Lunch – See Counselor's Link above for Choices
- Snacks & coffee in Teacher's Lounge

**1:00 – 4:30 PM: PM Session**

- Check in by 12:30 PM if afternoon-only counselor
- Mid-session break (10–15 min); scouts use buddy system
- Scouts may visit cafeteria; finish food/drink before returning or keep it put away

**End of PM Session**

- Check scouts' belongings – **Leave No Trace!**
- Scouts use restroom, then report to cafeteria; no wandering
- Return classroom to original setup
- Turn in **Counselor's Packet** to (completed roster, lanyard, supplies) to **Volunteers table in the lobby.**

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**Thank you for teaching and supporting our scouts!**