

## **Merit Badge Submission Process**

### **For all questions about merit badges-**

Please contact Julie Benson, our Merit Badge Recording Secretary at [bensonjulie@earthlink.net](mailto:bensonjulie@earthlink.net) and/or Sally Hoyle, Badge Program Administrator at [sally.hoyle@yahoo.com](mailto:sally.hoyle@yahoo.com). Your question will be answered as soon as possible, recognizing that some questions require research or consultation with others before a complete response can be given.

### **For badge forms signed in person by an evaluator -**

Submit badge forms and payment to Julie Benson at 30911 Jasper Ridge, Novi, Mi 48377. Julie will process the badge form and mail out your patch.

### **For badges requiring a log -**

This includes badges such as Community Service, Letterboxing, Clean up America, etc. Please send these badge forms to Julie along with a copy of your log and payment for the badge. She will review your log and process the badge form once she determines that the badge requirements have been met.

### **For badge forms NOT signed by an in person evaluator (video evaluation) -**

For video evaluations send a video link to [DSAVideoEval@gmail.com](mailto:DSAVideoEval@gmail.com). You must send your badge form to Julie at the same time you send your video link. Julie will manage the process of getting the form signed for you. Your email submission will be forwarded to the appropriate Distance Evaluator who will review the video and determine if the requirements for the badge have been met. The evaluator will contact you if additional video is needed and will explain the reason it is needed. Once the evaluator determines that the badge requirements have been met she will sign the form and forward it on for processing. Please do not contact a Distance Evaluator directly and request that they do an evaluation for you. If it is absolutely impossible for you to submit these forms electronically please send an email and we will advise you.

The badge forms on the web site are in the process of being reloaded with the correct contact information. If you print a badge form that includes information different than what is stated above please ignore what is printed on the form and follow the process as described.

### **For questions about becoming an Badge Evaluator-**

Please direct questions about becoming an evaluator for any badge to Chris Kloski at [chrisbill1966@gmail.com](mailto:chrisbill1966@gmail.com). Chris will go over the criteria for becoming a badge evaluator and will advise you on the process.

### **For questions about becoming a Distance Evaluator -**

Please contact Sally Hoyle at [sally.hoyle@yahoo.com](mailto:sally.hoyle@yahoo.com) if you are interested in becoming a Distance Evaluator for badges you are already qualified to evaluate.

For other questions not answered above please contact Sally Hoyle at the email address provided.

