

****IMPORTANT MESSAGE****

Merit Badge Processing Changes



Thank you for your patience while we redesigned the Merit Badge process. The new process is in place and you may submit badge forms/videos following the steps outlined below. Please retain this notice for future reference.

For all questions about merit badges

Please contact our new Merit Badge Program Coordinator, **Heddie Leger** at pawzone@yahoo.com. If Heddie can't answer your question herself she will pass it along to the person who can and will make sure that it is answered as quickly as possible.

For badge forms signed in person by an evaluator

Submit forms to our new Merit Badge Recording Secretary, **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. 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)

These badge forms and the accompanying video link should be sent to **Heddie Leger** via email. Your email submission will then be forwarded to the appropriate Distance Evaluator who will review the video and determine if the requirements 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 contact Heddie and she 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 does not have contact information for Julie and Heddie on it, please ignore what is printed on the form and follow the process outlined above.

We are very grateful to Julie and Heddie for taking on these new roles. We are also very appreciative to those of you who have committed to being Distance Evaluators. These are all volunteer positions and all of these people have graciously agreed to be a part of this process. Please respect them by following the steps for submitting badge forms as we have designed them. We do recognize that this is a new process and will take some getting used to but we are confident that we have mechanisms in place to make everything run smoothly.

If you have any questions about the process please email our Vice President, Sally Hoyle at sally.hoyle@yahoo.com.