



MBU Missoula

2020 Merit Badge Leader Guide

MBU Points of Contact :
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**We'd like to welcome you to the First Annual MBU MISSOULA, presented by
UMROTC and Mullan Trail District.**

Where:

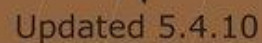
Schreiber Gym, 32 Campus Drive, Missoula, MT

Google Maps: <https://goo.gl/maps/ThZxyUTPA9V715Hf6>

Quick Schedule

- ★ 12-7-2019 -- Online Registration opens on Tentaroo Site. Check out our website at MBUMissoula.org for merit badge offerings and pre-requisites.
- ★ 1-10-2020 -- Last day to register.
- ★ 1-24-2020 -- **Friday**
 - 9:00 - 4:00 pm UM Day Campus open house
 - 5:00 pm Check-in table opens
 - 5:00 pm-10:00 pm Concession stand open in Schreiber Gym.
 - 6:30 pm - 9:30 pm University Center Game Room, Games in the gym.
 - 7:00 pm - 8:00 pm Cyber Chip Training 2nd Floor Schrieber Hall
 - 7:00 pm - 8:00 pm Planetarium Show
 - 8:00 pm - 9:00 pm Planetarium Show
 - 7:30 pm- 9:00 pm War of the Worlds Doors open at 7:00 p.m.
 - 10:30 pm Quiet time.
 - 11:00 pm Lights out.
- ★ 1-25-2020 -- **Saturday**
 - 6:00 am Wake up, Pack up all gear and return to vehicles.
 - 6:30 am Breakfast - Ticket required.
 - 6:45 am Check-in opens for troops arriving Saturday morning.
 - 7:30 am Check-in closes.
 - 7:45 am Please have a seat in the gym.
 - 8:00 am Opening Ceremony in Urey Lecture Hall
 - 8:30 am Morning session begins.
 - 12:00 pm-1:30 pm Lunch
 - 1:30 pm Afternoon sessions begin
 - 5:00 pm Classes end

Campus Map



Registration & Merit Badge Info

- ★ Only online class registration on Tentaroo is accepted. A single Troop Representative will need to register all members of the troop. It is highly suggested that you create your Tentaroo account and build your roster of participants ahead of time. If you wait until the day registration opens you may not be able to complete this step quickly enough to secure the desired classes before they fill up and close.
- ★ Please review the list of Merit Badge classes offered at this year's MBU and help your Scouts determine what classes they would be interested in and best suited to take. It is very important that leaders help their Scouts choose a badge that is appropriate to their age, rank and maturity level. Please go over the requirements with your Scouts before they are signed up and make sure they know what will be expected of them.
- ★ To assist in the registration process, have each of your scouts fill out a copy of the class worksheet, which will be posted with the final class schedule on December 1st. before you go online to register for MBU. It will help expedite your troop's registration. Adult registration is also required for overnight stay, lunch or to attend shows. See the instructions for using Tentaroo at the back of this guide.
- ★ Several merit badges require preparation. Scouts need to complete the prerequisites noted before MBU Missoula in order to complete the merit badge; however, the Scout may complete those requirements with a Troop merit badge counselor at a later date.
- ★ A few of the merit badges may require parental consent. A scout's registration and participation in these merit badges implies parental consent. Supervision is provided at all times.

Fees

- ★ The cost for each Scout is \$20. This includes lunch, a patch and many other supplies and materials needed to operate MBU. There is a \$8 fee for every Scout and adult staying overnight. This will include breakfast on Saturday morning. Adults wanting to eat lunch in the dining hall must purchase \$9 lunch tickets ahead of time, during registration on Tentaroo. Scouts wanting to attend a planetarium show on Friday night will need to register for the show they plan to attend on Tentaroo. Cost is \$3 for the Planetarium Show and is open to all scouts and adults. Scouts taking Theater Merit Badge are strongly encouraged to attend War of the Worlds on Friday night. This play is open to all scouts and adults wanting to attend. Adult ticket prices are \$20 and \$10 for scouts. You must register on Tentaroo if you plan to attend. University Center Game room is a pool and arcade room located on the second floor of the University Center, there is an hourly fee of \$1 per hour. Games are included.

Payment & Cancellation

- ★ Payment can be made by credit card through Tentaroo
- ★ Check Payment can be made by mailing a check to :
Montana Council BSA
PO BOX 16504, Missoula, MT 59808
- ★ Once registered for classes, you will have a total amount due listed on the Tentaroo registration website. Registration fees are required within a week of your registration to confirm your class schedules.
- ★ Refunds for participants who cancel after registration closes or do not show up for the event will not be issued. If your plans have changed and you will not be able to attend please let us know. We may be able to refund partial payments if the classes can be reassigned.

Arrival

- ★ Troops may arrive any time after 5:00 pm on Friday or Saturday between 6:45 and 7:30 am
- ★ Please check-in before unloading gear. We will have specific instructions for parking and gear unloading.
- ★ Troop check-in will be in the entryway of Schreiber Gym. (See Map)
- ★ Leave your troop in a waiting area and send one adult leader to the check-in desk.

We need the following items in order to speed your Check-in

- ☐ Scout and adult medical forms A & B - Troop leader will be responsible for maintaining the medical forms
- ☐ Signed release form for every participant
- ☐ Payment in Full
- ☐ Troop Roster

Troop Point of Contact

Each Troop must have a point of contact registered with MBU Missoula. The point of Contact must be onsite at all times, as they are the direct line of communication between the MBU staff and Scouts. The Point of Contact must be a BSA registered adult.

The Point of Contact will be responsible for the following:

- ★ Check-in
- ★ Maintain a cell phone that can be reached all day by MBU Staff (provide the cell phone number, as well as the names, times of relief and cell phone number of any other adults that are taking over responsibility. There must be at least one Point of Contact for each troop onsite at all times.
- ★ Maintain presence at MBU and be able to assist with problems or issues while troop members are in attendance.
- ★ Support and enforce Scout Law and Scout Oath.
- ★ Support and enforce LEAVE NO TRACE.
- ★ Ensure their Scouts know who the Troop Adult Contact is.
- ★ Hand out meal tickets, information, and schedules.
- ★ Monitor attendance and early departure of Scouts.
- ★ Sign their Troop out at the end of MBU and secure MBU Patches.

Sleeping arrangements

There are 2 options available for staying overnight.

- ★ Tent City: camp overnight on the campus lawn. There will be a designated tent area. Please check-in with the Tent City coordinators before placing any tents. The university has requested that **no stakes** be pounded into the ground as the area has underground irrigation.
 - No fires or cooking permitted on the lawn.
 - Cooking is allowed in the adjacent parking lot with approved cooking equipment.
- ★ Gym City: Sleep overnight in the gym.

Friday Night On Campus Activities

- ★ The Planetarium will be airing two presentations by the University of Montana Astronomy department. There are 27 seats available for each showing. These shows are open to scouts and adults at a charge of \$3 each. Shows will begin at 7:00 p.m. and 8:00 p.m. You must register for which show you plan to attend on Tentaroo.
- ★ The Astronomy Department will have their telescope set up for scouts taking the Astronomy merit badge if conditions permit. Please talk to the check in desk for more information.
- ★ The Montana Rep Theater will be performing "War of the Worlds". Scouts taking the theater merit badge are strongly encouraged to attend. Doors open at 7:00 and show starts at 7:30. Tickets have been discounted for our group - Adult tickets are \$20 and Scout tickets are \$10. You must register on Tentaroo.
- ★ University Game Room, \$1 per hour Pool, ping pong and arcade games.
- ★ Your troop is encouraged to bring footballs, Frisbees, etc. and to start up some games with other troops. Make sure your gear is marked.
- ★ Adults wanting to be helpful, please see Misti or Andy at the check-in desk and we may have an area for you to help keep an eye on or a task to help lighten the load.
- ★ There will be a snack bar open Friday night. Cash only.

UM Day

- ★ The University of Montana extends a special invitation to MBU attendees who would like to learn more about UM's academic opportunities, campus life and application process to participate in a UM Day open house Friday, January 24.
- ★ UM Day is a campus visit program for prospective students to experience campus and Missoula. Friday, January 24, prospective students will take part in tours, panels and sample classes from 9:00 a.m. to 4:00 p.m. Scouts are encouraged to sign up for the January 24 UM Day and experience all UM has to offer before Merit Badge University activities kick off!
- ★ Register for UM Day at <https://admissions.umt.edu/visit/um-days.php>

Be Prepared

- ★ See Check-in items above. Signed Blue Cards for each Scout, plus some extras.
- ★ Scouts should wear BSA field uniform.
- ★ Scouts must have their completed, signed Blue Cards with them.

- ★ Scouts should be prepared with a notebook and a pencil/pen.
- ★ Scouts are responsible for any required materials for Merit Badges.
- ★ Scouts should bring a water bottle for the day.
- ★ Scouts need to bring clothing appropriate for the weather. Some classes take place outside, and all Scouts will be outside from time to time.

A Scout is:

At Merit Badge University, we are guests at the University of Montana, please do your part to:

- ★ Observe and live by the Scout Oath and Scout Law.
- ★ Attend classes as assigned.
- ★ Be courteous to other students, counselors, and staff.
- ★ Be personally responsible for attitude and behavior.
- ★ Take care in maintaining others' property.
- ★ Leave No Trace.
- ★ Clean up trash after eating and camping/sleeping.
- ★ Have a great time!

Blue Cards The Blue Card (Merit Badge Application) is the official record of the Scout's progress on the merit badge. Scouts are required to submit their complete and signed blue card to the counselor at the beginning of class. Please look over your Scouts' Blue Cards at the end of the day to be sure they have the correct cards and they are filled out correctly. Class counselors will be on hand at the end of the day to answer questions or make corrections as needed. If a Scout is unable to complete their merit badge, the "PARTIAL" completion will be noted on their Merit Badge Application, which will be returned to the Scout. MBU Counselors are seldom available to serve as counselor after MBU ends, unless arrangements are made afterwards which are acceptable to the Scout, their parents, and the counselor.

Lunch

- ★ Lunch will be served in the UM Food Zoo.
- ★ Name tags & adult lunch tickets will determine the time to arrive.
- ★ Time blocks were chosen to accommodate class schedules & lunch flow, not necessarily troop members eating together. Please share this info with your scouts ahead of time and encourage them to use the opportunity to get to know other Scouts if their buddies are not in the same group.
- ★ Adults are encouraged to be available to their Scouts in the area outside the dining hall when they are not eating lunch.
- ★ At 1:15 p.m., after lunch, the Scouts will gather under the appropriate merit badge sign posted and follow their teachers to class.

Health, Safety, and First Aid There will be a First Aid kit at the Check-in/Info table. In the event of an emergency, Scouts not in classrooms should proceed to the Emergency Mustar Point in front of Schreiber Gym, scouts in classrooms will remain in the classroom as directed by their Merit Badge Counselors, awaiting further instruction from MBU Administration. AED's are located throughout the campus.

Lost and Found The Lost and Found is located at the Checkin/info table. Please be sure to check before you leave. Put your name on EVERYTHING: books, papers, lunch boxes, coats, hats – EVERYTHING.

Questions Please don't hesitate to contact mbumissoula@gmail.com if you have any questions that weren't answered above.

Using Tentaroo for Class/Activity Registration

- ★ Create an account/Log in You will need to first set up an account. After you have filled in the information and submitted it, you will receive a verification email. Click “Activate” in the email to continue. Then log in using your username and password you just set up.
- ★ Group Building (do this before registration opens) First build a group, entering all Scouts that will be attending MBU. Also enter all adults who will be attending shows, eating lunch at the dining hall, and/or staying overnight.
- ★ Click the “Manage My Group” button in the right sidebar. Click “Add People” to add to your group. Complete the information, and click “Complete”. Repeat for all participants.
- ★ Registering for classes/activities (opens **12-7-2019 8:00am**)
- ★ There are three class sessions: “1” is AM, “2” PM and “1,2” is an all-day class.
- ★ Click the “Events” icon in the left sidebar. If you don’t see it, click the three horizontal lines icon at the top left. Click the Merit Badge University block at top center. In the new window, click the Merit Badge University block.
- ★ In the new window, click the green Register For Event block.
- ★ Click the name of a Scout. You will need to enter an emergency contact name and number. If either apply, click the radio buttons for Serious Allergies or Dietary Restrictions and add additional info. Click Next and then Next again.
- ★ You will see available classes and the session numbers listed.
- ★ Find the class you want to register for and click Add Class.
- ★ Friday Night: Be sure to select the class “FRIDAY NIGHT On Campus” for each youth and adult staying Friday night. Adults need to be added to the group so they can add the class.
- ★ Select the Planetarium Show or “War of the Worlds” to attend one of these shows. Be sure to select time of show and adult or scout to reserve your spot.
- ★ Adult Lunch: Adults wanting to eat lunch in the dining hall need to be added to the group so they can add the class Adult Lunch.
- ★ When you are done with a participant, click Complete. A window will pop up with 2 options: you can Checkout or add another participant.
- ★ If paying by check, mail it to the address listed earlier in this guide. Select Pay Minimum Required Amount of \$0, click Checkout and then Place Order.
 - Make Checks Payable to:
 - Montana Council BSA PO Box 16504, Missoula, MT 59808
- ★ If paying by Credit Card, select Pay Full Amount, click Checkout, fill out your card info, and then Place Order.
- ★ Until you Place Order, the schedule you created is not final, and the classes selected can be taken by another participant who submits before you.

Agreement for Release of Liability and Assumption of Risk

In consideration of being allowed to participate in program-related events and activities sponsored for or by the University of Montana-_____, I the undersigned, acknowledge, appreciate, and agree as follows:

1. I hereby RELEASE, WAIVE, DISCHARGE, and COVENANT NOT TO SUE, the University of Montana, its officers, employees, or agents from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, that may be sustained by me, or to any property belonging to me, except to the extent any such injury results from the negligent or tortious act(s) or omission(s) of the University of Montana.
2. I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OF LOSS, PROPERTY DAMAGE OR PERSONAL INJURY, that may be sustained by me, or any loss or damage to property owned by me, as a result of being engaged in such activity.
3. It is my express intent that this Agreement shall bind the members of my family, my heirs, assigns and personal representative, and shall be deemed as a RELEASE, WAIVER, DISCHARGE, and COVENANT NOT TO SUE the University of Montana.
4. I UNDERSTAND THAT THE UNIVERSITY OF MONTANA WILL NOT BE RESPONSIBLE FOR ANY MEDICAL COSTS ASSOCIATED WITH ANY INJURY THAT I MAY SUSTAIN. I RELEASE AND HOLD HARMLESS ITS AGENTS, AFFILIATES, OFFICERS AND EMPLOYEES FROM ALL MEDICAL COSTS AND MEDICAL EXPENSES ASSOCIATED WITH THIS ACTIVITY.

I have read this Agreement for Release of Liability, fully understand its terms, understand that I have given up substantial rights by signing it and sign it freely and voluntarily without any inducement. In executing this release, I assert that I am 18 years of age or older and make this decision informed of its implications and entirely of my own free will.

PARTICIPANT (print)

PARTICIPANT SIGNATURE

DATE

FOR PARENT/GUARDIANS OF PARTICIPANTS UNDER AGE 18

This is to certify that I, as parent/guardian with legal responsibility for this participant, do consent and agree to all of the provisions of the AGREEMENT FOR RELEASE OF LIABILITY and ASSUMPTION OF RISK, and for myself, my heirs, assigns, and next of kin, I release and agree to indemnify and hold harmless _____ from any and all liabilities related to my minor child's participation in the program, related events and activities, of _____.

PARENT/GUARDIAN (print) DATE

PARENT/GUARDIAN SIGNATURE EMERGENCY PHONE NUMBER

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