

**Northwoods Merit Badge Sign-Up 2009  
(Only Accepted May 1<sup>st</sup> through May 10<sup>th</sup>)**

When getting ready to sign-up:

- Make sure that you get all of the scouts' requested badges organized onto an Excel spread sheet in the following format. (no exceptions) Notice there is only **one column for the name** (*not* first name and last name columns), then a troop column, then the merit badge column, then the time column. Also notice there is no Program area column.

<b>Name</b>	<b>Troop</b>	<b>Merit Badge</b>	<b>Time</b>
Johnny Scout	123	Swimming	A
Johnny Scout	123	Ev Sci	B
Johnny Scout	123	E Prep	C
Thomas Kline	123	Netomi Trail	A
Thomas Kline	123	Mammal Study	C

When getting ready to send them in:

- Using the correct excel spreadsheet format, you should send your merit badge sign-up requests to:
  1. By e-mail to [nate.thornton@scouting.org](mailto:nate.thornton@scouting.org) Please send the excel spreadsheet as an attachment and put "Merit badges" somewhere in the title.
  2. By snail mail to:

Chief Okemos Council  
Merit Badge Signup  
4000 W. Michigan Ave  
Lansing, MI 48917
- Please be sure to include: Troop number, contact name, email and telephone number, which week you will be attending camp, and your campsite name.
- They will only be accepted during the period of May 1<sup>st</sup> through May 10<sup>th</sup>. If you do not get them in during that time frame, they will be scheduled during your first day of camp.
- Once submitted, you will get an automated response letting you know your request was received. We will contact you if there are any problems.
- Due to merit badge class size limitations, please refrain from overwhelming a class with more than 5 scouts from a troop.

If you have any questions feel free to e-mail us at [nate.thornton@scouting.org](mailto:nate.thornton@scouting.org)