

# Thank you for registering for the Troop 964 Train Show Railroading Merit Badge!

Lake Ridge Middle School, 12350 Mohican Rd, Woodbridge, VA 22192

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| <b>Date:</b> See email for selected date<br><b>Time:</b> General Check-in: 11:00 AM<br>Meal Plan Check-in: 10:30 AM | <b>Dress Code:</b> Class A Scout Uniform<br><b>Drop-off / Pick-up:</b> See Page 2<br><b>Service Animals Welcome,</b> no pets. |
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## PREREQUISITES

It is HIGHLY recommended for each scout to print out and bring a copy of the [Railroading Merit Badge Workbook](#). All scouts MUST present completed documentation of requirements to Merit Badge Counselors and [this Workbook](#) greatly simplifies the process.

1. **EACH SCOUT MUST BRING A SCOUTMASTER SIGNED BLUE CARD.** Blue cards will NOT be provided and instead should be obtained from the scouts Troop prior to arrival.
2. **REQUIREMENT 1:** Scouts must complete requirement 1 for review at check-in.
3. **Eat Lunch BEFORE class:** Check-in begins at 10:30AM for scouts who have purchased a meal package for our Club Car. General Check-in begins at 11:00AM.
4. **Be prepared for class:** Supplies: pens/pencils, clipboard, water bottle. Small daypack acceptable for this event. Food and gum are **NOT** permitted during class.

## ADDITIONAL IMPORTANT INFORMATION FOR DAY OF EVENT:

1. **ARRIVAL:** Follow signs to the Merit Badge entrance. Please **do not** use main entrance.
2. Scouts are expected to behave themselves in accordance with the Scout Oath and Law.
3. Cell phones may be used **ONLY** for class work and should **NOT** be a distraction.
4. Name tags with printed schedule and group assignment will be handed out at check-in. Please return the badge holders at the end of the day. Paper name tag may be removed.
5. Scouts will gather for the opening ceremony and then will break out to assigned groups.
6. Scouts will rotate through program areas to complete requirements. Scouts are expected to take notes & actively participate in class discussion.
7. **DEPARTURE:** Classes complete at 3:00 PM. Please allow for up to 30 minutes for Counselors to review materials and sign Blue Cards for scouts before they are released.

Group assignments are predominantly by Troop. Jointly registered scouts will be grouped together as possible. Contact [Merit Badge Organizers](#) for different or unique grouping requests.

Contact [Troop 964](#) with questions. Monitor your email for any updates to event details.

**HEALTH & SAFETY:** Local, state and federal health ordinances will be observed. If a scout is sick or not feeling well, or a member of the family is sick, please stay home. Attendees will respect the choices of others to wear or not wear a mask.

## **DROP-OFF AND PICKUP DETAILS:**

### **Drop-off:**

- Scouts attending the Railroading Merit Badge workshop should arrive through the designated entrance on the LEFT side of the building. Please follow signs to the Merit Badge entrance. Do NOT use the main entrance as it is for General Admission only.
- Parents / guardians may accompany their scout to the Check-In desk. Only registered scouts or ticket holders are permitted beyond the check-in desk
- There is no designated, or available location for parents to “wait” during the merit badge classes. We recommend purchasing a general admission ticket to the show.

### **Pick-up:**

- Scouts will be instructed to not leave the premises until they have met with a counselor and have made contact with a parent or guardian for pickup.
- Scouts will be released after they have reviewed their work with a merit badge counselor. Below is a **TENTATIVE** outline of the release times for scouts:
  - 3:00 PM: Classes conclude
  - 3:15 PM: Closing ceremony concludes
  - 3:15 PM to 3:45 PM: Merit Badge Counselors review work, sign blue cards
- There is no designated, or available location indoors for parents to wait for their scouts. It is encouraged that parents purchase a ticket for the show if they wish to wait in the cafeteria. Parents may elect to wait in their vehicle or nearby outdoors.

## **FREQUENTLY ASKED QUESTIONS:**

**Q:** How will scouts be grouped? Will they be with Troop members or friends?

**A:** Scouts are generally grouped by Troop. Groups will be 16 scouts in each group. Siblings are always grouped together unless requested otherwise. If you have specific grouping requirements please contact [railroadingmeritbadge@troop964.org](mailto:railroadingmeritbadge@troop964.org).

**Q:** I did not purchase a meal plan. Can my scout have lunch at the show prior to the class?

**A:** Yes! Please arrive for check-in at 10:30 and notify the check-in desk your scout would like to eat lunch at the club car. They may purchase lunch after check-in.

**Q:** My scout did not complete Requirement 1 prior to the class. Can they still attend?

**A:** Yes, though they will not receive a complete and signed Blue Card for the merit badge. Please follow-up via email with [railroadingmeritbadge@troop964.org](mailto:railroadingmeritbadge@troop964.org) for assistance in completing any remaining requirements after the merit badge class.

**Q:** My scout received a partial merit badge. What should we do?

**A:** While uncommon some work may not have been completed by the scout. Merit Badge Counselors will inform your scout of any work that is needed to complete the merit badge. Please follow-up with [railroadingmeritbadge@troop964.org](mailto:railroadingmeritbadge@troop964.org) with any questions or assistance in completing the merit badge requirements.

**Q:** Can I attend the merit badge class, as an adult, to assist my scout?

**A:** We STRONGLY encourage parents to allow their scouts to attend the Merit Badge Workshop on their own. All sessions are staffed with two-deep, registered adult leaders. Scouts interact with their peers and instructors more readily when attending on their own. Parents may also choose to attend the Train Show while their scout is in the Workshop, allowing for them to be near their scouts. Any adult who needs to attend with their scout must:

- Purchase a general admission ticket to the show: \$10 for adults or \$7 for seniors
- Contact [railroadingmeritbadge@troop964.org](mailto:railroadingmeritbadge@troop964.org) to be added to the Adult Roster
- Present complete and current SBSA Youth Protection Training from [My.Scouting.org](http://My.Scouting.org).

**Q:** I would like to change my registration date. How can I?

**A:** Please contact [railroadingmeritbadge@troop964.org](mailto:railroadingmeritbadge@troop964.org) as soon as possible to have your registration date changed. This can be done if there are available slots for the alternate date.

**Q:** I need to change other information on my registration. How do I do so?

**A:** Please contact [railroadingmeritbadge@troop964.org](mailto:railroadingmeritbadge@troop964.org) with the changes you wish to make.

**Q:** We can no longer attend due to a conflict, can I get a refund?

**A:** Please contact [railroadingmeritbadge@troop964.org](mailto:railroadingmeritbadge@troop964.org). Refunds are available up to March 1st, 2025. After March 1st, we may not be able to refund your registration. Card processing and convenience fees are non-refundable. Please see our [Sales and Refunds policy](#) for details.

**Q:** We would like our scout to be in the same group as another scout. Can this be arranged?

**A:** We group all scouts from the same troop together (as possible). If your scout would like to be in a group with specific other scouts please contact [railroadingmeritbadge@troop964.org](mailto:railroadingmeritbadge@troop964.org).

**Q:** My scout has specific needs, can these be accommodated?

**A:** Troop 964 will make every effort to accommodate specific needs within our capabilities. Please contact [railroadingmeritbadge@troop964.org](mailto:railroadingmeritbadge@troop964.org) with any specific requests or questions to help us understand your needs and work to address them.

**Q:** My scout is not yet registered with a troop, can they still attend?

**A:** Scouts must be registered with a Troop, Crew or Ship prior to the workshop. If your scout has crossed over from Cub Scouts they must have a blue card signed by a scoutmaster to attend. If you expect they will be registered by the workshop they may register prior to cross-over.

**Q:** Can you provide the Merit Badge Counselor information for the blue cards in advance?

**A:** Troop 964 will have several merit badge counselors working to support scouts. Your scout will meet with the first available counselor. Please do not complete the counselor section.

**Q:** Can my scout bring their pet/animal with them?

**A:** Registered and certified assistance animals are welcome in the school. No other pets or animals are allowed in the school. If you have any questions relative to this please contact [railroadingmeritbadge@troop964.org](mailto:railroadingmeritbadge@troop964.org) with further questions.