

## So You Would Like to Conduct a Scout Workshop

Have you been asked to conduct a Boy Scout Merit Badge or Girl Scout “Fun with Money” workshop without knowing where to begin? The American Numismatic Association conducts collecting workshops for both the Boy and Girl Scouts at our conventions and occasionally at ANA headquarters in Colorado Springs. The following information is designed to help you organize your class and provide you with contact information you may need for supplies and guidance.

**Things that you must do.** The following are tasks that you as the instructor must complete.

- **Become a registered BSA Merit Badge Counselor** – You must register with your local area Council and District. Paperwork involving your qualifications – Coin Collecting – is part of the process. A background check will be conducted and once your application is approved, your registration is good for one year. Only registered merit badge counselors can sign off on a merit badge course. Additional information can be found here: <http://www.scouting.org/scoutsource/BoyScouts/GuideforMeritBadgeCounselors.aspx>. GSA volunteers should contact their local council for required classes and booklets.
- **Complete BSA Youth Protection Training** – All adults registered with the BSA must pass the official Youth Protection Training Program. This program is offered online at the official website. (Instructions can be found here: <http://www.scouting.org/Training/YouthProtection.aspx>). The online course is free and takes about 45 minutes to complete and is valid for two years.
- **Arrange for a suitable meeting place** – A suitable meeting place should be large enough to comfortably seat the number of students that you anticipate attending. You will want to have at least one counselor available for every 20 Scouts. If you plan on using a PowerPoint presentation, make sure that the room has power sources and a screen available.
- **Advertise** – You will want to advertise the event both by hardcopy and electronically. The BSA should have a local district in your area that can help publicize the event. You can reach out to nearby Councils by searching here: <http://www.scouting.org/LocalCouncilLocator.aspx>. Try to attend District and Council Roundtable planning meetings a few months in advance to ensure a spot on their official calendars. Girl Scouts work a little differently. The GSA is not as set up to help advertise a collecting badge. You will need to let the local Girl Scout groups in your area know when the event will take place and ask them to help spread the word.

Your flyer should contain the following information:

1. Date, location, start and end time.
2. Whether or not food can be located on the premises.
3. Your contact information should Scouts or their parents have questions. This will also help Scouts pre-register for the event. Registration information should include name, email and telephone. Make sure that you establish a pre-registration cutoff date so you will have enough time to gather the handouts and other materials that you will need.
4. Any pre-work required for Scouts to be able to complete the badge at the clinic.
5. A reminder for the Scouts to bring their “blue cards.”

- **Know the requirements for the workshop and have a plan to teach them** – The Boy Scouts of America has an official Coin Collecting Merit Badge Pamphlet for Scouts and instructors alike. Ideally, every Scout who attends the workshop should have one. As the instructor, you should have a copy of the pamphlet as well and have read it thoroughly beforehand. Official BSA requirements are not allowed to be modified or deviated from in any way. Some websites also provide helpful templates for Scouts to take notes during a presentation – one example can be found here: [http://meritbadge.org/wiki/images/0/04/Coin\\_Collecting.pdf](http://meritbadge.org/wiki/images/0/04/Coin_Collecting.pdf).

**How can the ANA help?** The ANA can help ensure a successful workshop in a number of ways. While we cannot teach the class for you, we can provide materials (within reason) that will enhance the class and make you a better and more informative instructor.

For help with any of the following list of items, please contact:

Sam Gelberd, ANA Numismatic Educator

[sgelberd@money.org](mailto:sgelberd@money.org)

(719) 482-9846

- ANA Membership Applications – When a youngster successfully completes their workshop, they are eligible for a free one year membership to the American Numismatic Association.
- United States Mint Pencils – We have a limited supply of U.S. Mint pencils at any given time, so contact us well in advance.
- Penny Planchets – We have a limited supply of freshly minted cents that are packaged with a planchet. Again, contact us well in advance of your workshop.
- World Coins – We have world coins that we can contribute to your class.
- Wheat Cents – We are able to donate a Wheat cent for each Scout.
- Girl Scout “Fun with Money” Patch – We have “Fun with Money” patches for sale for Girl Scouts who have completed their workshop.

Website Information – Please use this link to access requirement information for the Boy Scout Merit Badge Workshop: <https://www.money.org/explore-the-world-of-money/scouts/hints-for-completing-the-boy-scout-badge-requirements>.

- Unfortunately, the ANA cannot supply you with Merit Badge Pamphlets, the Merit Badge Coin Folder or the Guide Book of United States Coins (also known as The Red Book). The Guide Book and coin folders are published by Whitman Publishing (<https://www.whitman.com/store>).
- Sample slabs – Third party encapsulation is one of the learning requirements. The coins themselves need not be rare or expensive. While the ANA cannot supply slabs, several dealers may be able to supply your needs.

**Additional resources.** There are several resources outside of the ANA that can be of help.

- U.S. Mint Website – This website has activities for children and educational tips for instructors. <http://www.usmint.gov/kids/>
- Bureau of Engraving and Printing – This website describes how paper money is made and has a detailed history of paper money in the United States. <http://www.moneyfactory.gov/home.html>

Federal Reserve System – This website has videos and lesson plans that help explain how our money system works. <https://www.philadelphiafed.org/education/federal-reserve-and-you/chapter-1#>

- Coin Dealers and Coin Show Host Clubs – If you are holding your workshop in conjunction with a coin show, the host club and the dealers at the show can be a great resource for door prizes. These activities are a great way to add interest to the workshop and keep youngsters involved. Generally coin dealers are happy to contribute something to help with coin education as most realize that the future of the hobby and the success of their business depends on developing the interest of young numismatists.

**The day of the event.** The following checklist will help ensure a successful event.

- Are all of your electronic presentation materials and devices ready? Before the class begins is the time to make sure that everything is in working order. If you are using a PowerPoint presentation, now is the time to make sure that the projector is accepting the presentation and is in focus.
- Do you have a sign-in station? You will want to have a sign-in sheet just outside the doorway or at the front of the room. Make sure that there is a space on the sign-in sheet not only for the Scout's name but their troop number. Often a parent will volunteer to help with sign-in, if asked.
- Are you using door prizes? If so, when do you plan to give the prizes away? Issuing each Scout a ticket at the sign-in saves time. Many instructors give out prizes halfway into the workshop as a pleasant break for the youngsters. Scouts can also be engaged easily by handing out "participation prizes" randomly for answering questions.
- Do you have a bag of supplies prepared for each Scout? The ANA assembles the following items for each Scout:
  1. A Wheat cent.
  2. A world coin.
  3. A piece of world paper money.
  4. A Mint pencil (sharpened so that the Scouts can use them for the workshop assignments).
  5. A copy of A Guide Book of United States Coins (also known as The Red Book).
  6. An information sheet that contains contact information for the closest ANA affiliated clubs and any local places of numismatic interest.
- Is your workshop held in conjunction with a coin show? If so, you will want to encourage the Scouts to visit the bourse floor after the workshop is over. Many shows have activities coordinated just for youngsters that may be of additional interest to your Scouts.

Best of luck with your Scout Coin Collecting Merit Badge or Girl Scout Fun with Money workshop!