



Graphic Arts

Merit Badge Workbook



This workbook can help you but you still need to read the merit badge pamphlet.

The work space provided for each requirement should be used by the Scout to make notes for discussing the item with his counselor, not for providing the full and complete answers. Each Scout must do each requirement.

No one may add or subtract from the official requirements found in **Boy Scout Requirements** (Pub. 33216 – SKU 34765).

The requirements were last issued or revised in 2012 • This workbook was updated in January 2014.

Scout's Name: _____

Unit: _____

Counselor's Name: _____

Counselor's Phone No.: _____

<http://www.USScouts.Org> • <http://www.MeritBadge.Org>

Please submit errors, omissions, comments or suggestions about this **workbook** to: Workbooks@USScouts.Org
Comments or suggestions for changes to the **requirements** for the **merit badge** should be sent to: Merit.Badge@Scouting.Org

1. Review with your counselor the processes for producing printed communications: offset lithography, screen printing, electronic/digital, relief, and gravure.

Offset lithography:

Screen printing:

Electronic/digital:

Relief:

Gravure:

Collect samples of three products, each one produced using a different printing process, or draw diagrams to help with your description.

	Product	Process
☐ 1.		
☐ 2.		
☐ 3.		

2. Explain the difference between continuous-tone, line, and halftone artwork.

Continuous-tone:

Line:

Halftone artwork:

Describe how digital images can be created and/or stored in a computer.

- ☐ 3. Design a printed piece (flier, T-shirt, program, form, etc.) and produce it.

Explain your decisions for the typeface or typefaces you use and the way you arrange the elements in your design.

Typeface(s)

Arrangement:

Explain which printing process is best suited for printing your design.

If desktop publishing is available, identify what hardware and software would be appropriate for outputting your design.

4. Produce the design you created for requirement 3 using ONE of the following printing processes:

- ☐ a. Offset lithography

Make a layout and produce a plate using a process approved by your counselor. Run the plate and print at least 50 copies.

- ☐ b. Screen process printing

Make a hand-cut or photographic stencil and attach it to a screen that you have prepared. Mask the screen and print at least 20 copies.

- ☐ c. Electronic/digital printing

Create a layout in electronic form, download it to the press or printer, and run 50 copies. If no electronic interface to the press or printer is available, you may print and scan a paper copy of the layout.

- ☐ d. Relief printing

Prepare a layout or set the necessary type. Make a plate or lock up the form. Use this to print 50 copies.

5. Review the following postpress operations with your counselor:

- a. Discuss the finishing operations of padding, drilling, cutting, and trimming.

Padding:

Drilling:

Cutting:

Trimming:

- b. Collect, describe, or identify examples of the following types of binding: perfect, spiral, plastic comb, saddle stitched, and case.

☐ Perfect:

☐ Spiral:

☐ Plastic comb:

☐ Saddle stitched:

☐ Case:

6. Do ONE of the following, then describe the highlights of your visit:

- ☐ a. Visit a newspaper printing plant: Follow a story from the editor to the press.

- ☐ b. Visit a retail, commercial, or in-plant printing facility: Follow a project from beginning to end.

- ☐ c. Visit a school's graphic arts program: Find out what courses are available and what the prerequisites are.

- ☐ d. Visit three Web sites (with your parent's permission) that belong to graphic arts professional organizations and/or printing-related companies (suppliers, manufacturers, printers): With permission of your parent or counselor, print out or download product or service information from two of the sites.

☐ 1.	
☐ 2.	
☐ 3.	

7. Find out about three career opportunities in graphic arts.

1.

2.

3.

Pick one and find out the education, training, and experience required for this profession.

Career:

Education:

Training:

Experience:

Discuss this with your counselor, and explain why this profession might interest you.

Requirement resources can be found here:

http://www.meritbadge.org/wiki/index.php/Graphic_Arts#Requirement_resources

Important excerpts from the [Guide To Advancement - 2013](#), No. 33088 (SKU-618673)

[1.0.0.0] — Introduction

The current edition of the *Guide to Advancement* is the official source for administering advancement in all Boy Scouts of America programs: Cub Scouting, Boy Scouting, Varsity Scouting, Venturing, and Sea Scouts. It replaces any previous BSA advancement manuals, including *Advancement Committee Policies and Procedures*, *Advancement and Recognition Policies and Procedures*, and previous editions of the *Guide to Advancement*.

[Page 2, and 5.0.1.4] — Policy on Unauthorized Changes to Advancement Program

No council, committee, district, unit, or individual has the authority to add to, or subtract from, advancement requirements. There are limited exceptions relating only to youth members with special needs. For details see section 10, "Advancement for Members With Special Needs".

[Page 2] — The "Guide to Safe Scouting" Applies

Policies and procedures outlined in the *Guide to Safe Scouting*, No. 34416, apply to all BSA activities, including those related to advancement and Eagle Scout service projects.

[7.0.3.1] — The Buddy System and Certifying Completion

A youth member must not meet one-on-one with an adult. Sessions with counselors must take place where others can view the interaction, or the Scout must have a buddy: a friend, parent, guardian, brother, sister, or other relative—or better yet, another Scout working on the same badge—along with him attending the session.

When the Scout meets with the counselor, he should bring any required projects. If these cannot be transported, he should present evidence, such as photographs or adult verification. His unit leader, for example, might state that a satisfactory bridge or tower has been built for the Pioneering merit badge, or that meals were prepared for Cooking. If there are questions that requirements were met, a counselor may confirm with adults involved. Once satisfied, the counselor signs the blue card using the date upon which the Scout completed the requirements, or in the case of partials, initials the individual requirements passed.

Note that from time to time, it may be appropriate for a requirement that has been met for one badge to also count for another. See "Fulfilling More Than One Requirement With a Single Activity," 4.2.3.6.

[7.0.3.2] — Group Instruction

It is acceptable—and sometimes desirable—for merit badges to be taught in group settings. This often occurs at camp and merit badge midways or similar events. Interactive group discussions can support learning. The method can also be attractive to "guest experts" assisting registered and approved counselors. Slide shows, skits, demonstrations, panels, and various other techniques can also be employed, but as any teacher can attest, not everyone will learn all the material.

There must be attention to each individual's projects and his fulfillment of *all* requirements. We must know that every Scout—actually and *personally*—completed them. If, for example, a requirement uses words like "show," "demonstrate," or "discuss," then every Scout must do that. It is unacceptable to award badges on the basis of sitting in classrooms *watching* demonstrations, or remaining silent during discussions.

It is sometimes reported that Scouts who have received merit badges through group instructional settings have not fulfilled all the requirements. To offer a quality merit badge program, council and district advancement committees should ensure the following are in place for all group instructional events.

- Merit badge counselors are known to be registered and approved.
- Any guest experts or guest speakers, or others assisting who are not registered and approved as merit badge counselors, do not accept the responsibilities of, or behave as, merit badge counselors, either at a group instructional event or at any other time. Their service is temporary, not ongoing.
- Counselors agree not to assume prerequisites have been completed without some level of evidence that the work has been done. Pictures and letters from other merit badge counselors or unit leaders are the best form of prerequisite documentation when the actual work done cannot be brought to the camp or site of the merit badge event.
- There is a mechanism for unit leaders or others to report concerns to a council advancement committee on summer camp merit badge programs, group instructional events, and any other merit badge counseling issues—especially in instances where it is believed BSA procedures are not followed. See "Reporting Merit Badge Counseling Concerns," 11.1.0.0.
- There must be attention to each individual's projects and his fulfillment of all requirements. We must know that every Scout—actually and *personally*—completed them.

[7.0.3.3] — Partial Completions

A Scout need not pass all the requirements of one merit badge with the same counselor. It may be that due to timing or location issues, etc., he must meet with a different counselor to finish the badge. The Application for Merit Badge has a place to record what has been finished—a "partial." In the center section on the reverse of the blue card, the counselor initials for each requirement passed. In the case of a partial completion, the counselor does not retain his or her portion of the card. A subsequent counselor may choose not to accept partial work, but this should be rare. A Scout, if he believes he is being treated unfairly, may work with his unit leader to find another counselor. An example for the use of a signed partial would be to take it to camp as proof of prerequisites. Partials have no expiration except the Scout's 18th birthday. Units, districts, or councils shall not establish other expiration dates for partial merit badges.

[7.0.4.8] — Unofficial Worksheets and Learning Aids

Worksheets and other materials that may be of assistance in earning merit badges are available from a variety of places including unofficial sources on the Internet and even troop libraries. Use of these aids is permissible as long as the materials can be correlated with the current requirements that Scouts must fulfill. Completing "worksheets" may suffice where a requirement calls for something in writing, but this would not work for a requirement where the Scout must discuss, tell, show, or demonstrate, etc. Note that Scouts shall not be required to use these learning aids in order to complete a merit badge.