

National Railroad Museum Railroading Merit Badge Workshop

Saturday, November 1st, 2025



National Railroad Museum

2285 S. Broadway • Green Bay, Wisconsin

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Railroading Merit Badge Workshop

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For 2025

Workshop Capacity**300 Scouts and 100 Adult Leaders**

Registration**ALL registration will be completed electronically through the National Railroad Museum website: www.nationalrrmuseum.org.**

General RegistrationGeneral Registration will open on Tuesday, July 15, 2025, and will close two weeks prior to the workshop or once capacity has been reached. Whichever comes first.

Scout Uniforms**Scouts will wear class A uniform so that Scouting is properly represented to the public. The Museum will be open to the public during the workshop.**

Blue Cards**Blue Merit Badge Cards will be provided by the Museum.**

PatchesThe Museum provides no patches (participation or the actual merit badge).

Express Sign-OffFor 2025 we will offer an Express Sign-Off station. At this station, Scouts can have their worksheets checked and know immediately if they earned the merit badge or have make-up work to do. Our counselor of record will be present to sign blue cards.

For additional information, please contact:

Justin Lambrecht – *Director of Education* • (920) 437-7623 • jlambrecht@nationalrrmuseum.org

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Program Date.....Saturday, November 1st, 2025

Location – National Railroad Museum – 2285 S. Broadway; Green Bay, WI

Description – Scouts participating in all events have the opportunity to earn the merit badge (*No prerequisites. Reading the Railroading merit badge book is recommended.*)

Fees – \$12.00 per Scout and Adult – *Scouts and adults will participate fully.*

Enrollment Limit – Limited to 300 Scouts and 100 Adult Leaders on a first come – first served sign up basis.

Scout Equipment – Weather appropriate clothing (*events will proceed regardless of weather*), a signed first aid release form (*to be retained by your adult leader*), writing instrument, and clipboard.

Merit Badge Cards – **Blue Merit Badge cards will be provided.** Merit badge cards and worksheets can be reviewed on-site the day of the workshop or reviewed, signed and mailed to the Troop Contact within three weeks of the workshop.

Merit Badge Counselor – The Museum will provide a registered merit badge counselor.

Uniforms – **Scouts wear class A uniforms to properly represent Scouting to the public.**

Food/Lunch

- **Scouts, individually or as a unit, are responsible for their own food.**
- No cooking facilities are available.
- Food may be carried onto the grounds or Scouts may visit area restaurants.
- Scouts may eat in the Lenfestey Center, our main exhibit hall.
- The Lenfestey Center is the only Museum building where food is permitted.
- You may not eat or drink (*other than water*) in any of the workshop sessions.

Water – Water is available at the Museum. Even though the weather will be cooler during the event, Scouts are encouraged to carry a water bottle during the day.

Check-In Time – **8:00 a.m. – 8:30 a.m.** All participants must check-in during this time. Please be prompt with your arrival and check-in so that the schedule can be maintained for all involved. The program begins at 8:30 a.m.

Parking – Parking is available on the Museum grounds.

First Aid – Minor first aid situations will be addressed at workshop stations. For major injuries, the Museum will contact Ashwaubenon Public Safety EMS. For Scouts not accompanied by a parent/legal guardian a first-aid treatment release form is required.

Trash Disposal – Trash receptacles are located throughout the Museum facilities. We ask that Scouts leave no trace and assist the Museum staff in policing the facilities.

Opening Ceremony/Job Safety Briefing – All participants must attend this event, held in the Lenfestey Center at 8:30 a.m. the day of the event. We will discuss event safety and how to earn the Railroading Merit Badge.

Closing Ceremony – All participants are asked to attend the Closing Ceremony to conclude our day.

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Merit Badge Information

Program FormatScouts will fulfill the Railroading Merit Badge requirements by participating in six educational stations. Each Scout will be given a worksheet with questions that need to be answered at the various stations. By participating in the six stations and successfully completing the worksheet, a Scout will earn the merit badge. There will be an additional station on railroad jobs to be self-completed by participating Scouts.

Scouts will spend 45 minutes at each station with five minutes allowed to rotate stations. The station rotations begin at 9:00, 9:50 and 10:40 a.m.; and 12:30, 1:20 and 2:10 p.m. Station topics and locations are:

Station	Topic	Location
1.	Museum Studies/Railfanning	Board train at Hood Jct. Depot
2.	Plan an Amtrak Trip	Museum Theater
3.	Train Safety/Operation Lifesaver	Lenfestey Center behind Big Boy
4.	Railroad Signaling	Lenfestey Center beside Big Boy
5.	Freight Operations	McCormick Pavilion
6.	Locomotive Exploration	Lenfestey Center inf front of GG1/Pershing
*	Stations subject to change upon availability.	

Adult LeadersA parent, legal guardian or responsible adult must accompany Scouts participating on an individual basis. Scouts participating as part of a troop or

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patrol must have one adult leader for every five Scouts. All adults are encouraged to attend and participate in the merit badge sessions.

Scout Leadership.....Scouts are expected to demonstrate leadership characteristics appropriate to their rank and office. As the merit badge sessions are participatory, Scouts are encouraged to assist each other during the programs.

Event Timetable.....Following is the entire Railroad Merit Badge Workshop schedule:

Time	Event
8:00 – 8:30 a.m.	Registration in the Museum Lobby – once registered Scouts are free to explore the Museum until 8:30 a.m.
8:30 – 8:55 a.m.	Opening Ceremony/Job Safety Briefing
9:00 – 11:25 a.m.	Merit Badge sessions (three rotations)
11:25 a.m. – 12:25 p.m.	Lunch
12:30 – 3:00 p.m.	Merit Badge sessions (three rotations)
3:00 – 3:30 p.m.	Free time to complete Merit Badge worksheet. Clean up in the Lenfestey Center
3:30 – 3:45 p.m.	Closing Ceremony
3:45 – 5:00 p.m.	Free time to explore the Museum

Event Safety

The safety of all participants is of paramount importance during this event. If we work in a safe environment, all of us – Scouts, leaders, Museum staff, instructors and volunteers – will have a good experience. If we are not safe, we will not learn or have fun. The Museum asks that all participants pay special attention to these safety rules:

Be PreparedFor most of you this will be your first visit to the National Railroad Museum. You will be exploring new territory with large pieces of railroad equipment. Stay alert and follow the direction of your instructors, the Museum staff and your adult leaders. Dress for the weather.

Museum Safety.....1. **WALK, always WALK.** Please, while you are at the Museum, there is no need, at all, to run! Always walk. ***This rule will be strictly enforced.***

2. Scouts are encouraged to explore the Museum and its collection. Please obey the “Safety First – Do Not Climb” signs. Enter equipment only where stairs are provided. ***A game, of any kind, horseplay or other goofing around is not allowed inside any of the railroad equipment.***

2. The Shop Area is closed to all participants.

3. Nothing may be thrown or dropped from the Museum’s Observation Tower. ***Anyone found engaging in this activity will be escorted from the Museum and will forfeit their opportunity to earn the Railroading merit badge.***

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Train Safety1. Expect a train on any track, from either direction, at any time. Do not challenge a moving train in any way. When crossing train tracks stop and look both ways before proceeding.

2. Do not cross any railroad bridge on foot.

Anyone found engaging in this activity will be escorted from the Museum and will forfeit their opportunity to earn the Railroading merit badge

3. Please step over the rails, not on them. The rails will be very slippery.

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