

# **Procedures for Eagle Applicants**

1. **Complete all requirements.** Confirm all requirements have been completed: active participation, Scout spirit, merit badges, service project, position of responsibility, and unit leader (Scoutmaster) conference. Note that the unit leader conference need not be the last item accomplished and must occur before (not on) the 18<sup>th</sup> birthday. The board of review, however, may be conducted up to 24 months after the 18<sup>th</sup> birthday, with no special approval required.
2. **Prepare the Eagle Scout Service Project Workbook.** The most current version of the workbook must be used, <http://www.scouting.org/advancement> . The workbook will show the project proposal was approved ahead of time, and then properly accepted by all parties when finished. The project is considered complete when the work is done. Signatures may be obtained after the 18<sup>th</sup> birthday.
3. **Complete the application.** The Eagle candidate must complete the most current version of the official Eagle Scout Rank application, <http://www.scouting.org/advancement> . **NO OTHER FORM OR APPLICATION METHOD IS PERMITTED.** Careful review and thorough proofing will prevent discrepancies and errors, which may lead to a form's return and processing delays. Pay special attention to the following "red flag" items:
  - Dates: Joining, First Class through Life boards of review, all merit badges, positions of responsibility "TO" and "FROM" dates, service project final signature date, name of project, grand total number of hours, and the unit leader conference.
  - Signatures: Applicant, unit leader, and committee chair (remaining signatures come later). Note that signatures need not be dated before the Scout's 18<sup>th</sup> birthday.
  - References: Must list all four. Fill in reference information in its entirety (name, address, phone, email). The Scout should contact their references and request a recommendation. Responses can be by letter or email. If the response is by letter, the Scout should provide the referrer with a pre-addressed and stamped envelope with the District Advancement Chairman's address. The responses are not to be viewed by or returned to the Scout. Follow your district's procedure for specific guidelines for recommendation requests.
  - Position of Responsibility: Must be a position listed specifically on requirement 4 of the application. Eagle candidate must be registered in the unit at the time they served in the position. (Example: Cannot be SPL if only registered in a Crew during tenure.) It must be for a total time of six months *after* the Life board of review.
4. **Verify the application.** The Eagle Scout Rank application must be verified prior to conducting an Eagle Board of Review. The application must have the signatures of the Scout, unit leader, and unit committee chairman. These signatures may be electronic or digital. The application may submitted by email, mail, or in person at the Fickett Center.
5. Once verified, notification is sent by email to the District Advancement Chair, unit leader or designated Eagle contact, and the Scout so all parties involved are aware that the application has been council certified, and the Scout is ready to schedule a board of review. The verified application is attached to the email and can be used to obtain board signatures. Once the recommendations from the references listed on the application have been



received by a district representative, a board of review will be scheduled by the candidate's District Advancement Committee.

6. After the board of review, the signed application is returned to the Eagle Processor at the Fickett Center by email, mail, or in person. Letters of Reference are to be collected by the Board of Review Chairman and destroyed. **NO COPIES OF THE REFERENCE LETTERS MAY BE MADE OR PROVIDED TO THE SCOUT UNDER ANY CIRCUMSTANCES.**
7. The Eagle Processor will obtain the Council Scout Executive's signature and forward the application to the National Advancement Program Team. The National Advancement Program Team validates all applications, then the National Distribution Center generates the credentials, and mails them to the Fickett Center. When the council receives the Eagle credentials, the unit leader or Eagle coordinator for the unit will be contacted. Once notified, anyone may schedule an appointed time with the Eagle Processor to pick up the Eagle credentials at the Fickett Center on the Eagle's Scout's behalf.
8. **NO COURT OF HONOR SHOULD BE PLANNED UNTIL THE NATIONAL ADVANCEMENT PROGRAM TEAM APPROVES THE APPLICATION. DOING SO IS HIGHLY DISCOURAGED BY THE CAPITOL AREA COUNCIL.**

**Questions? Contact Eagle Scout Processor, Keri Smeaton, at 512-617-8610 or [keri.smeaton@scouting.org](mailto:keri.smeaton@scouting.org)**