

# Eagle Application Submission

## Eagle Application Submission to Council Service Center

A copy should be made of the application; service project workbook; the Scout's statement of ambitions and life purpose; and listing of positions, honors, and awards. Once copies are in safekeeping, the originals should be delivered promptly to the council service center. The candidate should not be delayed. Timeliness is especially critical if the candidate is approaching, or has already turned, 18. Sending materials late can imply the work continued afterward. If possible, everything should be hand-delivered. Otherwise, it should be sent by registered or certified mail or as instructed by the local council. There is no requirement that the application must be completed or submitted before the 18th birthday. Councils do not have the authority to reject applications submitted on or after that date.

## Council Verifies Application and Board of Review Scheduled

Everything is checked against council records. If information in the BSA system or council files is incomplete, the Scout or the unit will be asked to provide certificates, blue cards, or other suitable proof that merit badges and ranks were earned and that dates are accurate. The regular use of the BSA internet portal for reporting advancement as described in section 6 Guide to Advancement will help expedite this process. If everything is correct, the council provides a verification signature, files a copy of the application, and sends an email to the board of review chair or other designated volunteer to pick up the original with the service project workbook and other items (such as reference letters received). The board should be scheduled only after the council-verified application is received. The board of review chair or other designated volunteer will contact the District Advancement Chair or District Designee to schedule the board.

## References Contacted

Council advancement committee members—or others designated—have the responsibility to secure recommendations from the references appearing under requirement 2 on the Eagle Scout Rank Application. Our Council advancement committee designates the District Advancement Chairs to secure recommendations from the references appearing under requirement 2. Our Council asks that the Scout or Unit give a Link to those listed. Those asked will go online to complete a form that is private and confidential.

Scouts may assist with this, but that is the limit of their participation. Scouts are not responsible for follow-through or any other aspect of the process. It is up to the council's designated representatives to collect the responses. If after a reasonably diligent effort no response can be obtained from any references, the board of review must go on without them. It must not be postponed or denied for this reason, and the Scout shall not be asked to submit additional references or to provide replacements.

Completed reference responses of any kind are the property of the council and are confidential, and only review-board members and those officials with a specific need may see them. The responses are not to be viewed by or returned to the Scout. Doing so could discourage the submission of negative information. For the same reason, those providing references do not have the option of giving the reference directly to the Scout and shall not be given the option of waiving confidentiality. Once a review has been held, or an appeal process conducted, responses shall be returned to the council, where they will be destroyed after the Eagle Scout credentials are released or the appeal is concluded.

In Scouts BSA, advancement references are required only for Eagle Scout rank. The council determines methods of contact.