

Procedures for Eagle Applicants

1. **Complete all requirements.** Confirm all requirements have been completed: merit badges, service project, Scout spirit, position of responsibility, etc. Note that the Scoutmaster Conference must occur before (not on) the 18th birthday. The board of review, however, may be conducted up to three months after the 18th 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/scoutsorce/media/forms.aspx>. The workbook will show the project proposal was approved ahead of time, and then properly accepted when completed.
3. **Complete the application.** The Eagle candidate must complete the most current version of the official Eagle Scout Rank application, No. 512-728, <http://www.scouting.org/scoutsorce/media/forms.aspx>. **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 Scoutmaster conference.
 - Signatures: Applicant, unit leader, and committee chair. (Remaining signatures come later.)
 - References: Must list all six (five, if not employed). If not affiliated with an organized religion, the parent or guardian information can be used again. Fill in reference information in its entirety (address, phone, email). Contact information provided will be used to obtain their reference statement. The Scout should contact his references and request a recommendation. It is recommended to provide them with a self addressed stamped envelope with the District Advancement Chairman's address. The responses are not to be viewed by, or returned to, the Scout.
 - Position of Responsibility: Must be a position listed specifically on the application. Eagle candidate must be registered in the unit at the time he was in the position. (Example: Cannot be SPL if only registered in a Crew during tenure.) 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. A copy should be made of the project workbook and all items mentioned below. Once copies are in safekeeping, contact the Eagle processor at the Fickett Center to schedule a time for verification. Bring the following items with you:
- Eagle Application: The application must have original signatures. Copied applications will not be verified.
 - Statement of Life Ambitions: a statement of your ambitions & life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations during which you demonstrated leadership skills. Include honors and awards received during this service.
 - Any supporting verification documents, such as the Eagle Application Assistance report from Troopmaster, Individual History report from Scoutbook or other unit management software, or copies of all advancement and rank cards. Units can access Internet Advancement to confirm the council records prior to applying. This will let you know what advancement, if any, is not recorded at the council level and is in need of verification.

The Eagle candidate, himself, does not need to be present for verification. A parent, guardian, or unit leader may submit the documents on his behalf either by appointment or by dropping off at the Fickett Service Center. For units that are unable meet with the Eagle processor due to distance or scheduling, mail the requested items to the Fickett Service Center, Attention: Eagle Processor. Please allow 5-10 days for processing. If submitted by mail, the unit and eagle candidate will be notified by email when the application has been verified and is available for pick up.

5. The District Advancement Chair will be alerted by email that the Eagle candidate's application has been verified. Once the references listed on the application have been contacted 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 (original) is returned to the Eagle Processor at the Fickett Center. 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 Advancement Team at the national council. Allow approximately two weeks for processing. The national Advancement Team validates all applications, generates the credentials, and mails them to the Fickett Center. When the council receives the Eagle credentials, the Scoutmaster or Eagle coordinator for the unit will be contacted. Once notified, anyone may sign for 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 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