

Eagle Scout Application Processing for Unit Advancement Chair

When a Scout receives his rank of Life, it is up to the Scoutmaster or the unit advancement person to pick up the Life to Eagle Packet from either the Norris Service Center or the Deicke Scout Shop.

Included in this packet are: an Eagle Scout Rank Application, a letter to the unit leader, a letter to the Life Scout, and a National Eagle Scout Scholarships Scholarship Application. Be sure to read the inserts and have the Life Scout read this before he starts his project.

- * When the project is completed, turn the Eagle Scout Rank Application, the project workbook, and the **FIVE UNOPENED LETTERS OF REFERENCE (SIX, IF EMPLOYED)** in at the Norris Service Center or the Deicke Scout Shop. The Eagle candidate should not be personally involved in transmitting any correspondence between persons listed as references and the Council service center.
- * The Council staff will then process the application and, when the process is complete, forward the documents to the district advancement chairperson for approval and scheduling of the Eagle Board of Review.
- * Immediately after the Board of Review and the application has been appropriately signed, the application and a properly completed advancement report are returned to the Council service center -- **ATTENTION EAGLE PROCESSING.**
- * The President/Scout Executive will sign the application to certify that proper procedure has been followed and that the Board of Review has recommended the candidate for the Eagle award.
- * When the Council receives the credentials from the national office, we will notify the Scoutmaster that they are at the Norris Service Center or Deicke Scout Shop and can be picked up by him/her (or his/her designee), at their convenience.

JUST A REMINDER - DO NOT schedule a court of honor before credentials are received from the National Office. If there is a discrepancy in the application or a misspelled name on the certificate, the process can be delayed several weeks.