

PROCEDURES FOR OBTAINING AND COMPLETING EAGLE SCOUT APPLICATIONS

Effective 31 March 2003, the Eagle Scout application became an electronic form generated by the Council Registrar. When produced, this electronic form becomes the official Eagle Scout application and will be submitted electronically to the National Boy Scouts of America for approval upon completion of your Board of Review.

The Eagle Scout application #58-728 (enclosed in the Eagle Scout booklet) is still acceptable for your use according to National Boy Scouts of America. Please complete this form as listed below.

These two forms will be used together and submitted to your District Advancement Committee prior to conducting your Board of Review. The following are the directions for requesting and completing your application:

REQUESTING AN EAGLE SCOUT APPLICATION

1. Once you have earned all required rank badges and merit badges for Eagle, you or your unit leader should request a Person Profile Report (your detailed advancement history report) from the Council Registrar to validate the council records against your unit's records. If there are any date discrepancies involving advancement, consult with your Scoutmaster and/or unit Advancement Committee Chairman to resolve them. Once resolved, be sure to send in any applicable advancement paperwork to the council for reconciliation of records between the unit and council.
2. After all advancement records have been verified and validated by your unit leader and your Eagle Scout project has been completed, you or your unit leader can request that your Eagle Scout Coordinator generate your Eagle Scout application after supplying your complete legal name including middle name, social security number, telephone number and unit number.
3. Requests can be made by either phoning the Council Registrar in the Council Service Center, Arnot Mall at 607 -796-0699, or by E-mail to kneiley@bsamail.org or stopping by the Council Service Center, Arnot Mall. If you prefer, you may use the Eagle Scout application form #58 -728 enclosed in your Eagle Scout project booklet.
4. A minimum of **7 business days** must be allowed for the Council Registrar to process your request for an electronic Eagle Scout application. Your electronic Eagle Scout application will be mailed to you.

COMPLETING THE EAGLE SCOUT APPLICATION FORM

When completing your Eagle Scout application, you are required to do the following:

1. Under certificate information:

- a. Confirm or correct your name as it appears on the application to include your complete legal name including your full middle name. *National Eagle Scout Services will not accept Eagle Scout applications without it.*
- b. Enter or verify your social security number.
- c. Verify and/or correct your home address, telephone number, unit number and unit location.
- d. Verify and/or correct your date of birth.
- e. Verify and/or correct all Cub Scout information and grade completed prior to joining Boy Scouts.
- f. Verify and/or correct First Class rank and Star rank dates earned. *This date must be the date of completion and not the date of presentation, such as at a court of honor.*

2. Under Requirement #1:

- a. Verify and/or correct Life Scout rank date earned.

3. Under Requirement #2:

- a. Provide complete names, addresses (including P.O. Box) and telephone numbers for all personal references.

4. Under Requirement #3:

- a. Verify or correct advancement information for rank &/or merit badges.
- b. Consult with your Scoutmaster or unit Advancement Chair if there are any discrepancies. Contact the Council Registrar at that point.

5. Under Requirement #4:

- a. List positions of responsibility held for 6 or more months after turning earning the rank of Life Scout.
- b. Verify or correct the board of review date you earned Life Scout.

6. Under Requirement #5:

- a. List the date your project was completed.

7. Under Requirement #6:

- a. Attach to this application a statement of your ambitions & life goals and a listing of positions held in your religious institution, school, camp and community or other organization that demonstrated leadership skills. Include honors and awards received during this time period.
- b. Take part in a Scoutmaster conference. Complete the date the Scoutmaster conference was held.

8. Under certification by applicant:

- a. Sign and provide phone number and date attesting that all requirements were completed before your 18th birthday.

9. Under unit approval:

- a. After you have completed this form, give it to your unit leader. The Scoutmaster and the Unit Committee Chairman will review the application and Eagle Scout project and sign approving your nomination to Eagle Scout.

FINALIZING AND PRESENTING THE PROJECT

When submitting your Eagle Scout application and project, please enclose the application, requirement #6 and any other attachments, along with the before and after pictures, in a three-ring notebook or binder so the information contained is presentable.

If you have any questions regarding these procedures, please contact:

Karen A. Neiley - Council Registrar
Service Center Phone - 607-796-0699 - Between 11:00 a.m. and 5:30 p.m.
Or by E-mail to: kneiley@bsaemail.org

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