



Eagle Application: Unit Approval and Processing

Dan Beard Council Advancement Committee

Tasks:

1. The Unit Leader and Unit Committee Chair need to sign and date the application.
2. The application is sent to the Council Service Center for review and certification.

FREQUENTLY ASKED QUESTIONS

When do the Unit Leader and Unit Committee chair sign the application?

They both sign and date the application after the applicant has signed the document. By signing the application, each is (1) approving the candidate and (2) verifying the applicant has satisfactorily fulfilled his obligations before his 18th birthday. (These signatures may be obtained after the scout's 18th birthday.)

Are the unit leaders required to sign?

No. If a Unit Leader or Unit Committee Chair fails to sign the application, the Eagle candidate may still be granted a Board of Review. The failure of a Unit Leader or Unit Committee Chair to sign an application may be considered by the Board of Review in determining the qualification of the Eagle candidate. If either the Unit Leader or the Unit Committee Chair refuses to sign the application, then a signed statement must be attached indicating a signature was refused and outlining the reasons for this action.

What should be checked and verified before sending the Eagle Scout application to Council?

It is important the troop verifies the total completeness of all requirements before forwarding the application to Council. This includes areas of tenure, rank, and merit badges earned and completion dates, positions of responsibility, service project, and Scoutmaster conference.

The Dan Beard Council regularly receives applications with errors. Any error may delay the approval process and will cause the Eagle Award application to be returned. Below is a list of those items that should be scrutinized by the unit. See specific Eagle Scout Rank documentation from Dan Beard Council for a detailed description on these tasks.

Application

- You must use the current application forms only. Any dated before April 1, 1999 cannot be used.
- The application should be completed in ink, computer inkjet, or typed (not pencil).
- Make sure all information is filled in and legible.
- Do not use abbreviations – spell everything out in full. Do not use nicknames.

Timing

- Don't cut the time line too close to the 18th birthday. It only takes a small problem in any one of the six listed requirements on the Eagle application for the critical age 18 deadline to be missed, resulting in failure to attain the Eagle rank. **The Council Advancement Committee strongly advises the Life scout and his unit to complete and file the Eagle application at one of the council service centers well before the applicant's 18th birthday to avoid any issues.**

Dates

- Complete dates (mo/day/yr) recorded for the following: (1) Birthday, (2) Date joined a troop, (3) Merit badge completions, including unit number, (4) Project completion date, (5) Scoutmaster Conference and (6) Certification by Applicant. A date such as July 4, 2006 should be listed as 07/04/06.
- Joining Date: The date the applicant joined a troop is the date the application was received at a Council office; it is not the date the joining application was signed by a parent or a leader. What can sometimes happen is that scout applications are not promptly sent to Council and merit badges or ranks are earned before the joining date, resulting in merit badge or ranks being later invalidated. Check to see that no merit badges or advancements were earned before the join date.
- Also check the join date to make sure the candidate was 11 years of age or had completed the 5th grade or that the Arrow of Light Award was earned before joining.
- Make sure there are 4 months or more between the First Class and Star scout Board of Reviews.
- Make sure there are 6 months or more between Star scout and Life scout Board of Reviews.
- Must have six months or more between Life scout Board of Review and the 18th birthday.

Required Merit Badges (Requirement 3)

- Do not circle the merit badges earned on the application. Strike out those that were not claimed on that position of the application. If more than one merit badge was earned where several are permitted, then the remaining merit badges may be listed optional badges (numbers 13 through 21).
- Check the 21 merit badges listed to make sure they were earned after the join date and before the 18th birthday.
- Make sure there are 4 required and 2 optional merit badges earned before the Star scout Board of Review.
- There must be an additional 3 required and 3 optional merit badges earned before the Life scout Board of Review.
- All merit badges listed and ranks are properly registered at Council. (Unit responsibility).

Positions of Responsibility (Requirement 4)

- Must serve six months in a valid leadership position between the Life scout Board of Review and the 18th birthday. These positions are listed on the Eagle Scout Rank Application. This can be split, such as 3 months in one leadership position and then 3 months in another position, but not concurrently.

Service Project (Requirement 5)

- Must be completed after the Life scout Board of Review, but before the 18th birthday. Final paperwork (including the Project Report) may be completed after the 18th birthday, but all physical work must be done before the 18th birthday.

Ambitions and Life Purpose (Requirement 6)

- Write a Life Ambitions statement. Include a listing of positions held in and outside of scouting listing leadership skill and honor or awards received. This may be written after the 18th birthday.

Scoutmaster Conference

- Must be completed between the Life scout Board of Review, and before the 18th birthday.

Signatures

- Certification by Applicant (must be dated before Eagle Scout Board of Review).
- Unit Leader (if leader has elected not to sign, then a signed note must be attached stating the reasons for not signing).
- Unit Chair (if leader has elected not to sign, then a signed note must be attached stating the reasons for not signing).

Reference: The Twelve Steps from Life to Eagle (always included with the Eagle workbook).

Who should send the application to the Council Service Center?

Selection of means to transport the application to council Service Center is up to the unit.