

## **Eagle Scout Application Process**

This is a brief description on how the Council process completed Eagle Scout Applications. There is a two-part system: 1) Verification and 2) Certification. The Council is responsible for only verifying and certifying the application, and also reviewing the three-parts of the Workbook: 1) the Proposal, 2) the Plan and 3) the Report.

### **Before Application Comes to the Council Office for Verification**

1. Ensure the Application is the most recent (2014 and/or newer). Also, let applicants know it is found on the Chickasaw Council Website under forms.
2. Verify all blanks are complete, including:
  - a. Eagle Candidate's Birthdate
  - b. **Requirement 1:** Date of Life Scout Board of Review
  - c. **Requirement 2:** List of the names/complete addresses, including City, State and Zip Code of the following:
    - i. Parents
    - ii. Religious Rep.
    - iii. Educational Rep.
    - iv. Employer (if any)
    - v. Two other references
  - d. **Requirement 3:** 21 Merit Badges (13 Mandatory are listed, along with at least 8 additional)
  - e. **Requirement 4:** Life Scout Information & Leadership Roles with dates (minimum 6 months total). All dates must be after Life Board of Review.
  - f. **Requirement 5:** Project Name & Grand Total of Hours it took to complete project.
  - g. **Requirement 6:** Date Project and Date of Conference
    - i. Signature of Eagle Scout Candidate w/ phone & date
    - ii. Signature of Unit Leader w/ phone & date
    - iii. Signature of Unit Committee Chair w/ phone & date

### **After it Comes to the Council Office**

- h. Council Representative verifies application for accuracy and completion, checking the following:
  - i. Project Proposal (with all signatures)
  - ii. Contact List Page is Complete
  - iii. Project Plan w/signatures
  - iv. Project Report w/ signatures
- i. Council Representative verifies the above through Scoutnet. If the ScoutNet message displays “No Errors”, Council Representative signs and dates application and gives original back to applicant or person who is waiting.
- j. Council Representative then sends email to all parties on the applicant’s Contact List confirming verification of application, and notifying parties to schedule the Board of Review (every district varies).
- k. Note: Council keeps a copy of the Application, Proposal, Plan & Report. The original is either given back to the Applicant, or in some cases arrangements are made for someone to pick up the original workbook.

### **After Board of Review**

- l. The Original Application is brought into the Council office for “Certification” the application through ScoutNet.
  - i. **Requirement 7:** Signature of Board of Review Chair & Council/District Rep w/ date.
- m. Council Representative enters the above information in ScoutNet and will receive a notification immediately that the application has been “Certified”. This automatically triggers the National Office to prepare and mail the Eagle Certificate to the Council Office. (This takes approximately 5-10 business days)

### **When Eagle Certificate Arrives in the Council Office**

- n. Council Representative contacts all parties on Contact List that the Eagle Certificate has arrived at the Council office and is ready for pick up.
- o. The person retrieving the Eagle Certificate signs and dates Routing Sheet.

## Recommendations

1. Completed applications should be presented to the Council office at least **two months before the applicant's 18<sup>th</sup> birthdate**. This prevents delay in processing, especially if corrections are needed. Otherwise, the certification cannot be guaranteed.
2. For efficiency, applicants should make an appointment with Council Representative (currently Jackie Gaston) by calling 901-425-2210, prior to coming into office. Applications/workbooks are verified Monday through Friday during the hours of 9 a.m.-12 Noon and 1-4 p.m. (the office is closed on holidays). Walk-ins are welcome, but are not guaranteed to be verified on the same day without an appointment.
3. If an applicant requires an extension, they must request the extension in advance within ample time before their 18<sup>th</sup> birthdate (See ***Guide to Advancement***)