

EAGLE SCOUT PAPERWORK PROCESSING PROCEDURES

In the processing of Eagle Scout paperwork the papers can be divided into two parts. The first of these will be called the "Application" and the second one will be called the "Papers."

The "Application" consists of the original of the candidate's "Eagle Scout Rank Application" (No. 512-728).

The "Papers" consist of the following items:

1. A photocopy of the "Application".
2. The "Eagle Scout Service Project Workbook" (No. 512-927).
3. A letter of completion with regard to the project, or signature in Workbook
4. Twenty-one (21) signed merit badge cards.
5. (Where the board will be held more than three months after the candidate's 18th birthday) A letter indicating why the board was not held within three months of the candidate's 18th birthday. This letter should be from the party responsible for the delay, whether that is the candidate or the troop.

When the candidate has completed all of the requirements for Eagle and has assembled the above items the "Application" should be mailed or delivered to: **Registrar, Boy Scouts of America, 475 Riverside Drive, Suite 600, New York, NY 10115-0072**. The "Papers" should be mailed or, preferably, delivered to the District Advancement Chairman, **Bruce E. Cobern, 150-38F Union Turnpike, Apt. 12R, Flushing, NY 11367-3906**. They may be left with the doorman at the building but if you leave them with the doorman please call **(718) 380-1867** or email **bec@pipeline.com** and leave a message indicating that papers have been left. If necessary, the cell phone number (with voice mail) is **(917) 543-0574**.

The Council office will verify the registration and advancement information on the "Application" and will return it to the District Advancement Chairman. Once he receives the "Application" from the office he will contact the troop to schedule the Board of Review.

With regard to recommendation letters: Upon approval of his service project the candidate will be given a supply of stamped envelopes addressed to the District Advancement Chairman. He will be requested to have the letters forwarded directly to the Advancement Chairman, thus making them confidential. The letters will not be returned to the candidate. When the Advancement Chairman receives the letters they will be associated with the rest of the "Papers" as they are received. A Board of Review will not be scheduled until all of the "required" letters have been received. The "required" letters are the first three listed on the application, parents, religious, and educational. Where the candidate is not affiliated with an organized religion, the Scout can list a parent as the religious reference.

Once the candidate passes his Board of Review the District Advancement Chairman will retain the "Application" and will forward it to the Council office. The rest of the "Papers" (excluding the recommendation letters) will be returned to the troop or candidate.

It is strongly suggested that the troop/candidate retain a copy of all paperwork until after the Eagle Scout Certificate has been received from National.

No Court of Honor can be held until the certificate is received. Therefore, at least two months should be allowed between the Board of Review and the Court of Honor.