



EFFECTIVE: January 1, 2014

WHEN YOUR EAGLE SCOUT APPLICATION AND REQUIREMENTS ARE COMPLETE:

The following finalized documents (and electronic or hard copies – see below) must be presented to council, for approval prior to the Eagle Board of Review:

- ✓ **Eagle Scout Application** (only the hard copy can be accepted for this document with original signatures)
- ✓ **Eagle Scout Service Project Workbook** – be sure to complete all sections:
 - Contact information (section 1- page 6)
 - Project Proposal (including all (5) five signatures on section 2- page 4)
 - Final Plan
 - Fundraising Application (if applicable)
 - Project Report (including all (3) signatures on section 4- page 4)
 - All supporting documentation (photos, spreadsheets, project hours, diagrams, maps, etc.)
- ✓ **Statement of ambitions and life purpose** (Eagle Scout requirement 6)
- ✓ **Recognition of Service certificate** (<https://servicehours.scouting.org>)
- ✓ **Individual History Advancement report** (from Internet Advancement)

All documentation is required at the time of submission. Missing documentation will prevent acceptance.

Copies of all **Eagle Project** documentation to be kept by the council must be submitted at the same time. The council service center will now accept and store the council's copy of all **Eagle Project** documentation electronically. *All Scouts are encouraged to provide their documentation in any of the electronic formats listed below:*

- 1) **Email** – PDF or "Word" documents to: mike.wellech@scouting.org.
- 2) **Flash Drive, CD, or DVD** – bring all the electronic documents on flash drive/CD/DVD to the council service center or Mountainside Scout Shop.
- 3) **Scan at Council** – documentation may be scanned into electronic format at the council service center using the council's equipment. This will only be permitted under staff supervision.

If items are hand delivered to the council service center or the Mountainside Scout Shop, all paperwork, flash drives, discs, etc. should be together in one envelope. The envelope should be labeled showing the Scout's name and contact information, unit #, and who dropped off the package.

Be sure to get a receipt for material being dropped off.

BE PREPARED FOR YOUR BOARD OF REVIEW

All documentation (with original signatures) listed above must be presented at the Board of Review as a hard copy.

Each unit is required to deliver one copy of the entire project workbook (with all supporting material) to their district advancement chair at least **one week prior to the Board of Review**. Electronic or hardcopies will be accepted.

Any delay in receiving the completed project workbook may delay the Board of Review and might cause it to be rescheduled.

DOCUMENTS REQUESTED AT COUNCIL WITHIN 7 DAYS AFTER EAGLE BOARD OF REVIEW:

- ✓ Original **Eagle Scout Application**
- ✓ Original **Eagle Scout Board of Review Advancement Report**
- ✓ Original **Photo Release Form**
- ✓ Please email a photo of Eagle Scout to: mike.wellech@scouting.org