

## EAGLE SCOUT APPLICATION PROCESSING CHECKLIST

### ----- Sending an Eagle Scout application to Baltimore Area Council -----

After completing all Eagle requirements, fill out the Eagle Scout application with all correct dates (these should all matching those in the database at Council) and obtain all signatures down to through the "committee chairman." The use of INTERNET ADVANCEMENT can greatly facilitate this step!

Send *ONLY* the following three items to:

Baltimore Area Council Help Desk  
800 Wyman Park Dr.  
Baltimore, MD 21211

- 1) Eagle Scout Rank Application (current one posted on BAC website)
- 2) Photocopies of the rank advancement pages of the Scout book or Record
- 3) Photocopies of the 21 merit badges listed on the application

You will be called if there is a problem. Normally within three weeks the CC or SM will get a phone call that the verified application has been returned to the district advancement committee. Arrangements can then be made to mail, pickup or hand deliver at roundtable the packet needed to hold the Eagle board of review.

### ---After receiving the "Eagle Application verified" postcard from Council see instructions below -----

Please contact a member of the Four Rivers District Committee and schedule the Eagle board of review. See <http://www.crwflags.com/4rd/x-4rdadvancement.html> for a listing of advancement committee members. The district committee member will bring the verified Eagle application with them to the Eagle Board of Review for signatures.

Insure that the following items are at the board of review:

- 1) The Scout's completed Eagle Project workbook with the detailed labor hours, final materials list and cost, any changes that were made, final pictures and any other things that the Scout learned carrying out the leadership project. Include the Eagle Proposal Tracking Sheet inserted into the workbook when it was signed by the district committee.
- 2) Scout Handbook
- 3) Eagle requirement #6 in written form.
- 4) Reference letters from those listed on the Eagle application.
- 5) Scout class A uniform.
- 6) A completed "Description of Eagle Scout Leadership Service Project" form.

Upon completion of a successful board of review send these three items back to the Baltimore Area Council Help Desk:

- 1) The signed verified Eagle Scout Rank Application
- 2) An advancement report (triplicate carbon copy) with the all board members' signatures and other information with *ONLY* the Eagle Scout listed.
- 3) The "Description of Eagle Scout Leadership Service Project" form for Council's records.

You must use the forms published on the Baltimore Council Website in the "Advancement" tab for requirement #6, unit leader comments and the Service Project Description report. See <http://www.doubleknot.com/openrosters/ViewOrgPageLink.asp?LinkKey=974> for more information.

If you have any questions please call or email (email preferred) :

Doug Sweely  
Four Rivers District Advancement Chairman  
410-626-8245 h  
301-805-7518 w  
[hds@ieee.org](mailto:hds@ieee.org)