

EAGLE SCOUT SIGNATURE PROCESS

Dear Unit Leaders...

There seems to be some confusion within units as to the proper process for completing the Eagle Scout signature process.

The Eagle Board of Review cannot be held *prior* to the Council's verification of the Eagle Scout application and review of his Eagle Scout workbook.

If you look at the reverse of the Eagle Scout application (found at the bottom of this article), you will find that after recording the Scout's Eagle Project information and Scoutmaster conference date, there are a series of required signatures. These signatures must be accomplished in order.

Referring to the attached photo, the first required signature is the Scout's.

Second, the unit leader signs and dates.

Next, (3rd) is the signature and date of the Unit Committee Chair.

After the Unit Committee Chair has signed the application, the Scout's Eagle Scout application, Eagle Scout Workbook, and life ambition statement, are brought to Customer Service in the Council Office to have the Scout's records validated.

**** Sidenote**** Prior to visiting the Scout Office, it's a good idea for the Scout to call the Customer Service office and request a copy of his personal profile. This way, he can ensure that the Council has a record of all of the merit badges he's earned. If there are any merit badges that are missing, he will need to provide a copy of either the signed "blue card", or a copy of the signed Advancement Form that has been turned in to the Council office.

We suggest that the Scout's handbook also be brought, just in case there are dates that are missing, which may be recorded in this book. Upon verification that the Scout's application is accurate, and all required signatures are in the Eagle Scout workbook, either Goldie or myself will sign the application (4th space).

AN EAGLE SCOUT BOARD OF REVIEW CANNOT BE CONDUCTED WITHOUT COUNCIL VERIFICATION.

After verification, the Scout may proceed to coordinate his Eagle Scout Board of Review with his unit leader, Advancement Chair, and/or District Advancement Chair.

Upon completion of a successful Board or Review, the Eagle Board of Review Chair, and a representative of either the District or Council will sign the Eagle Scout application (5th space).

Lastly, the paperwork is returned to the Council office (only the Eagle Scout Application and Advancement Form). A receipt is provided to the person dropping off the paperwork, which indicated that Denver Area Council is in possession of the Eagle Scout application. ***The Advancement Form must be intact***—the unit does not keep the pink copy. That will be sent to the unit leader upon receipt of the Eagle Scout's credentials from National. The Council Scout Executives signature is the last to be added to the application (6th).

EAGLE SCOUT SIGNATURE PROCESS

Please note the text at the bottom of the application, which reads, "Presentation of the rank *may not* be made until the Eagle Scout credentials are received by the BSA local council." (emphasis mine).

We hope that this helps clarify the signature process, and as stated, will avert any future disappointments. If you have any questions, please feel free to contact either myself, or Goldie.

REQUIREMENT 7: Successfully complete an Eagle Scout board of review. In preparation for your board of review, prepare and attach to your Eagle Scout Rank Application a statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations, during which you demonstrated leadership skills. Include honors and awards received during this service.

1 CERTIFICATION BY APPLICANT. On my honor as a Boy Scout, Varsity Scout, Venturer, or Sea Scout, all statements on this application are true and correct. All requirements, with the exception of my board of review, were completed prior to my 18th birthday.*

Signature of applicant _____ Telephone _____ Date

Month	Day	Year	

*Or the date established by an extension of time granted by the National Council (see the Guide to Advancement, section 9.9.4.9). The completion date does not apply to Scouts registered beyond the age of eligibility as provided for in the Guide to Advancement, section 11.0.0.0.

2 UNIT APPROVAL. (personal signatures required)

Signature of unit leader _____ Telephone _____ Date

Month	Day	Year	

Scoutmaster, Coach, Advisor, or Skipper

3 Signature of unit committee chair _____ Telephone _____ Date

Month	Day	Year	

BSA LOCAL COUNCIL VERIFICATION. According to the records of this council, the applicant is a registered member of this unit and this application is approved as accurate.

4 Signed _____ Position _____ Date

Month	Day	Year	

The applicant appeared before the Eagle Scout board of review on this date, and this application was approved. Date

Month	Day	Year	

5 _____ Signature of Eagle Scout board of review chair

_____ Signature of council/district board representative (if applicable)

I certify that all procedures, as outlined in the Guide to Advancement, have been followed. I approve this application.

6 Scout executive _____ Date

Month	Day	Year	

Presentation of the rank may not be made until the Eagle Scout credentials are received by the BSA local council.

EAGLE SCOUT BOARD OF REVIEW REQUIRED SIGNATURES

Upon successful completion of your Board of Review, you will need to collect the appropriate signatures on both your Eagle Scout Application, and your Advancement Form.

On the Eagle Scout Application, you're going to need the signatures of your **Eagle Board of Review Chairman (1)**, and the **District or Council representative that sits on the Board (2)**.

1 **BSA LOCAL COUNCIL VERIFICATION.** According to the records of this council, the applicant is a registered member of the unit and the application is approved as accurate.

Signed _____ Position _____ Date _____
Month Day Year

The applicant appeared before the Eagle Scout board of review on this date, and the application was approved.


Date _____
Month Day Year

1 _____ 2 _____
Signature of Eagle Scout board of review chair Signature of council/district board representative (if applicable)

I certify that all procedures, as outlined in the Guide to Advancement, have been followed. I approve this application.

Scout executive _____ Date _____
Month Day Year

Presentation of the rank may not be made until the Eagle Scout credentials are received by the BSA local council.

 **NATIONAL EAGLE SCOUT ASSOCIATION.** As an Eagle Scout, you may now join the National Eagle Scout Association, a fellowship of the top achievers of the Boy Scouts of America. Each Eagle Scout who applies for membership within six months of his board of review receives a \$15 discount off the regular five-year membership fee. Join TODAY at www.NESA.org

NESA membership fees go toward the production of the award-winning quarterly Eagle's Call, networking opportunities for Eagle Scouts, and support of NESA's many programs such as providing college scholarships.

Lifetime NESA members are eligible to purchase the NESA life member square knot at their local Scout shops. It is the same as the Eagle Scout knot, but with a silver border, and it replaces the Eagle square knot on the uniform.

Please use the most current application found at www.scouting.org/media/forms.aspx.

512-728
2014 Printing

On the Advancement Form, you will need the signatures of—again—the **Eagle Board of Review Chair (3)**, and **at least two signatures from other Board members (4)**.

Important: All Boy Scouts or Venture Scouts ready for advancement appear before a board of review composed of at least three members. An advancement report must be sent to the council service center immediately following each board of review. The report must be signed by at least three members of the board of review, including its chairman.

Creeps and Ships, Venturers and Sea Scouts should give their advancement applications to their Advisor or Supper who, in turn, takes them to the crew or ship committee for approval. They prepare, sign, and forward the advancement report to the council service center.

2 Only MEMBERS with unexpired membership certificates can be credited with advancement. Eagle Scout candidates must have been registered and have completed all requirements except the board of review through the time until their 18th birthday.

3 Fill in name and only one advancement award or merit badge on each line, but list all of one member's advancement consecutively.

4 The pack, troop, team, crew or ship advancement committee member should interview youth members who are not advancing. List these individuals' names on bottom of form.

5 No Boy Scout advancement may be earned by female Venturers or by a Boy Scout, Venture Scout, or male Venturer or Sea Scout who has reached the age of 18.

6 Venturers may earn Venturing advancement through age 20.

7 Each merit badge counselor must be registered as a merit badge counselor with the BSA.

Internet Advancement is an online tool designed to assist unit leaders with recording ranks, merit badges, and awards, and reporting these entries to the council. It is completely user friendly and works from any Internet connected PC with Internet Explorer. To find out more about Internet Advancement, please contact your local council service center.

To: Council Advancement Committee For: Boards of Review. Two additional signatures are required, plus the date the board of review was held.

I certify that the following record of advancement is correct and that it meets standards and requirements of the Boy Scouts of America, and that merit counselors are registered adult members of the BSA.

3 _____ 4 _____
Signed Title

Name	Date Award Earned	Badge of Rank, Merit Badge, or Award	Name	Date Award Earned	Badge of Rank, Merit Badge, or Award
1			19		
2			20		
3			21		
4			22		

The Advancement Form **must** be returned in its **entirety**—Units **do not keep the pink copy**. It will be sent to the Unit Leader when the Eagle Scout credentials arrive from National.

If you have questions, please call Goldie, or Bob, in Customer Service, 303. 455. 5522