

## Patriot's Path Council Eagle Document Policy

Updated May 2024

### WHEN YOUR EAGLE SCOUT APPLICATION AND REQUIREMENTS ARE COMPLETE:

*Please have your documents reviewed by your Eagle Coach or other adult leader from your Unit per the information below:*

The following finalized documents (WITHOUT STAPLES OR PLASTIC PAGE PROTECTORS) are to be presented to Council for verification (inventory and approval) prior to the Eagle Board of Review:

- \*\*Eagle Scout Application** *(with original signatures)*
  
- \*\*Statement of Ambitions and Life Purpose** *(Eagle Scout requirement 6)*
  
- \*\* COMPLETE Eagle Scout Service Project Workbook** – be sure to include all sections:
  - Project Proposal *(including all (5) five signatures)* with completed Contact page.
  - Final Plan *(whether or not completed)*
  - Fundraising Application *(with signatures, if applicable)*
  - Project Report *(including all (3) signatures)*
  - All supporting documentation *(photos, spreadsheets, project hours, diagrams, maps, etc.)*
  
- \*\* An Official Advancement History Report**
  - **"Advancement History"** from Internet Advancement or "**Scouts BSA History**" from Scoutbook. Other advancement records cannot be considered as "official".

**Note:** Please submit all documents at the same time. Missing documents will delay the verification process until such time as they are all submitted.

### **DOCUMENT SUBMISSION TO COUNCIL:**

- **Option 1:** Email all of your paperwork in PDF form to [358Eagles@Scouting.org](mailto:358Eagles@Scouting.org). Council staff will review and email back.

**NOTE:** If you email, send 1-2 documents MAX. Use a scanner with a document feeder, or an app to combine documents.

- **Option 2:** Bring the printed documents to the Council Service Center in Cedar Knolls and leave with front desk attendant or bring to Scout Shop. **Be sure to get a receipt for material being dropped off.** You may also bring to Mountainside Scout Shop if you cannot get to Cedar Knolls. Upon review, you will be emailed for pickup.

Patriots Path Council stores a copy of all Eagle Scout documentation electronically. Once verified by the Eagle Registrar, the documents listed above will be scanned into electronic format at the council service center. The Eagle candidate will then receive an emailed copy of the scanned documents and the authorization to hold an Eagle Board of Review.

## **PREPARING FOR YOUR BOARD OF REVIEW:**

All verified documentation received from the Council Service Center (with required signatures) must be presented at the Board of Review as a hard copy.

**The Eagle candidate must bring the completed Eagle Rank Application with required signatures.**

A copy of the verified Eagle packet (with all supporting material) is to be emailed to the Scout's assigned District Eagle Advisor and all other members of the Board of Review at least one week prior to the event. **(This task is the Scout's responsibility.)**

Any delay in emailing the verified Eagle packet may delay the Board of Review and might cause it to be rescheduled.

The Scout should bring to the Board of Review enough hard copies of the verified Eagle packet for distribution to each member of the Board, unless otherwise directed.

## **DOCUMENTS TO BE SUBMITTED AT COUNCIL WITHIN 7 DAYS AFTER EAGLE BOARD OF REVIEW:**

1. Original **Eagle Scout Application** (signed at Board of Review)
2. Original **Eagle Scout Board of Review Advancement Report** (signed at Board of Review)
3. Please email a photo of the Eagle Scout in "Class A" uniform to [358Eagles@Scouting.org](mailto:358Eagles@Scouting.org) together with a short testimonial (60 words or less) from the Scout as to what it means to be an Eagle Scout.