

EFFECTIVE: JANUARY 1, 2015

WHEN YOUR EAGLE SCOUT APPLICATION AND REQUIREMENTS ARE COMPLETE:

The following finalized documents (WITHOUT STAPLES OR PLASTIC PAGE PROTECTORS) must be presented to council for approval prior to the Eagle Board of Review: (Please bring all documents at the same time.) _____

- 1) ****Eagle Scout Application** *(with original signatures)*
- 2) ****Eagle Scout Service Project Workbook** – be sure to complete all sections:
 - Project Proposal *(including all (5) five signatures)* with completed Contact page.
 - Final Plan
 - Fundraising Application *(if applicable)*
 - Project Report *(including all (3) signatures)*
 - All supporting documentation *(photos, spreadsheets, project hours, diagrams, maps, etc.)*
- 3) ****Statement of ambitions and life purpose** *(Eagle Scout requirement 7)*
- 4) ****Individual History Advancement report** *(from Internet Advancement, not Troopmaster)*
- 5) **We ask that you also bring a copy of the Recognition of Service certificate**

<https://servicehours.scouting.org>

****Missing any of these finalized documents will delay “Verification” until they are presented.**

The council service center stores the council’s copy of all **Eagle Project** documentation electronically.

The finalized documents listed above will be scanned into electronic format at the council service center under staff supervision.

For same day “Verification”, please call **Cindy Van Carpels at 973-765-9322 x232.** (Cindy.VanCarpels@scouting.org)

“Verification” appointments can be made for:

(9:00 am-11:30 am, 1:00 pm-4:00 pm Mon-Thurs and 9:00 am-11:30 am, 1:00 pm-3:00 pm Fri.)

The “Verification” process takes 30-45 minutes at Council.

If you do not wish to wait, you may hand deliver your finalized documents to the council service center or the Mountainside Scout Shop, all finalized documents (no staples or plastic page protectors) should be together in one envelope. The envelope should be labeled showing the Scout’s name and contact information, unit number, 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.

One copy of the entire project workbook (with all supporting material) is requested to be delivered to the Scout’s district advancement chair or assigned district Eagle advisor at least one week prior to the Board of Review. Electronic or hardcopies will be accepted. **(This task is the Scout’s responsibility.)**

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:

- 1) Original [Eagle Scout Application](#)
- 2) Original [Eagle Scout Board of Review Advancement Report](#)
- 3) Original [Photo Release Form](#)

Please email a photo of Eagle Scout in “Class A” uniform and a short 2-3 line testimonial about “What it means to be an Eagle Scout” to: Cindy.VanCarpels@scouting.org.