

**Monmouth Council - Middlesex District - Troop EAGLE Advisers – Preparing Paperwork for the Eagle Board of Review**

**Version – 2019Nov24**

**Page 1 of 1**

**Troop Eagle Advisers should review this document before scheduling an Eagle Board of Review**

<b>Requirement</b>		<b>Completed by</b>	<b>Instruction / Comment / Notes</b>
1	Six months active	Scout	Ensure the Scout has been active in the Troop for at least 6 months since earning Life rank.
2	Recommendation Letters	Scout and Others	Check that letters have been requested and collected. Letters are not to be seen or handled by the Eagle candidate. Have the Scout add the contact info to the Verified Eagle Rank application with the reference contact information.
3	Merit Badges	Scout	The Verified Eagle Rank Application should be obtained by the Scout, it will cover this requirement. An application will not be verified by council if the Merit Badges earned do not include the required Badges plus enough optional Badges. The project must be completed before having the application verified.
4	Positions of Responsibility	Scout	Confirm that the Scout has held a valid position(s) for at least 6 months. The 6 months only count after reaching Life rank. See the Eagle Rank Application for valid positions. Six months minimum without counting time in overlapping positions.
5	Eagle Scout Service Project	Scout	The project must be finished and the workbook complete. The final section, Final Report, should be completed and reviewed by the Troop adviser. The Scout must use the current Eagle Scout Service Project Workbook, No. 512-927, in meeting this requirement. The Scout must also sign the Eagle Scout Service Project Workbook.
6	Scoutmaster Conference	Scout, Scoutmaster	Verify that a Scoutmaster Conference has taken place.
*	Goals & Ambitions Letter	Scout	Review with the Scout that he/she has written a Goals and Ambitions letter. Read the letter and suggest additions and changes, if needed. Like all the other requirements, this needs to be completed before the Scouts 18 <sup>th</sup> birthday. The letter should include positions, honors & awards from all organizations the Scout is currently or has recently been involved with.
*	Eagle Scout Rank Application	Scout with Troop Eagle Adviser	Confirm that a VERIFIED EAGLE RANK APPLICATION has been submitted to and been returned from the Council registrar.
*	Signatures	Scout, Scoutmaster, Committee Chair	Check that the Scout, Scoutmaster and Committee Chair have signed the VERIFIED EAGLE RANK APPLICATION. All the signatures must be original and on the same application. Check the project workbook Proposal Page E and Project Report Page C for appropriate signatures.
*	Schedule an Eagle Board of Review	Troop Eagle Adviser with Scout	Schedule a Board of Review. See the Checklist about Scheduling an Eagle Board of Review.
*	Submit all paperwork to the Council Service Center	Responsible Troop Adult	After the Eagle Board of Review is complete, gather the original signed VERIFIED EAGLE RANK APPLICATION, the Eagle Project Workbook (with original signatures), and the Goals and Ambitions letter. Hand deliver this paperwork to the Monmouth Council Service Center The Recommendation Letters are NOT submitted to the Council Service Center, they are held by a District member or the Troop until approved by the National Council. The registrar will notify the unit leader when approved.