

THE STEPS FROM LIFE TO EAGLE

The following steps are outlined in order to ensure a smooth process for the Scout, the unit leadership, the volunteers who are to conduct the Board of Review, and to provide guidance to the Council. The steps are based upon the general guidelines defined by the Boy Scouts of America, and includes specific policies and procedures adopted by the Atlanta Area Council.

- The Scout should have the Eagle Scout Service Project Workbook before he begins planning his service project. This workbook is available in the Atlanta Area Council Program Center or online at www.atlantabsa.org. Each unit should make the entire packet designed by the Atlanta Area Council Advancement Committee available to each Scout as soon as he is awarded the Life rank.
- The Eagle / Quartermaster candidate must select his leadership service project, complete the appropriate information in the workbook, and have the project concept approved by his unit leader, his unit committee, and the project benefactor by obtaining their signatures. The project is then reviewed and approved with a signature by the District Advancement Committee before the project is started.
- When the project is completed, the application forms and the service project workbook should be completed by the candidate. When all of the requirements for the award have been met, including the Scoutmaster / Skipper conference, the application forms should be completed, including all signatures.
- The applications and the service project workbook are then signed by the unit leader. The unit committee reviews and approves the record of the Eagle / Quartermaster candidate and the leadership service project. The committee chairperson then signs the application indicating the unit committee's recommendation of the Scout for the rank of Eagle / Quartermaster.
- The packet and the service project workbook along with two copies and the statement of life purpose and ambition are presented to the Atlanta Area Council Program Center. **DO NOT** bring any of this information bound in a notebook or the letters of recommendation. The packet will be checked to see that all forms are included and that they are properly signed and dated. The service project workbook will be reviewed and the application certified for the Board of Review.
- If there is a problem with the application, it will be returned to the Scoutmaster for correction or clarification. The District will work with the unit, if needed, to correct the application and return it to the Council Service Center for verification.
- After the application is verified, a copy of the entire packet is mailed to the District Advancement Chair, the original is mailed to the Unit Advancement Chair (Units are responsible for making sure the Scout's workbook has the correct advancement person and Scoutmaster information.) and one copy is retained by the Council.
- A letter is sent with the packet to the Unit Advancement Chair and to the District Advancement Chair with contact information for each of them in order for them to set up the Board of Review. The Scout is notified of the date and location of the Board by his Unit Advancement Chair.
- The candidate is interviewed by the Board of Review.

- Immediately after the Board of Review, the original application is signed and forwarded to the Council Program Center by the District.
- When the original application arrives at the Council Program Center, the date and verification of the Board signatures are submitted through Scoutnet to National Eagle Scout Service. The Scout Executive signature is affixed to the original application which is filed and returned in the packet that comes back from National.
- The National Eagle Scout Service screens the application and, if it is in order the Scout is then certified as an Eagle /Quartermaster Scout. Notice of approval is given by sending the Scout certificate to the Council.
- The Scoutmaster will be notified by letter as soon as the certificate is received or if there are any minor problems. Major problems that result in the rejection of the application will be referred back to the District.
- The Court of Honor is scheduled.
- The copies that were retained by council are returned with the National package.

A List of the District Advancement Chairpersons is available through the Council Service Center. If there are any questions regarding the Board of Review process, please contact your District Advancement Chairperson.