

Eagle Scout Application Procedure and Route Sheet.

Please read the Eagle Scout leadership Service Project Workbook in its entirety, including the back cover. Many of your questions can be answered in this book. Fill in the NFC route sheet completely.

To expedite this process it is recommended that your advancement chair obtain a council copy of your scout records to compare to your unit records.

ROUTE SHEET INSTRUCTIONS

STEP ONE - The Route Sheet is for one Eagle Scout candidate and is filled out with the candidate's and unit leader's name before the Life Scout has his first contact with a Representative of the District Advancement Committee and before any actual work begins on his Eagle Scout Service Project. Be sure to have all initialed and signatures where designated.

STEP TWO – After the project is completed and the Eagle candidate completes all his paperwork, has had his scoutmaster conference, he brings the completed application package to the Representative of the District Advancement Committee who approved his project for review.

STEP THREE - The Advancement Committee Representative takes or mails the Eagle Scout application and Route Sheet to the Scout Service Center.

STEP FOUR - If the application is found to be defective by the Scout Service Center, the Advancement Committee Representative follows up with the unit leadership to correct the problem.

STEP FIVE - If the application is correct and complete, the Eagle Scout application is sent back to the District Advancement Committee Representative who then sets up the Eagle Board of Review with the respective Scoutmaster.

EAGLE CANDIDATE _____ **UNIT#** _____

DISTRICT _____

UNIT LEADER _____ **PHONE** _____

STEP ONE: District advancement representative reviews *Eagle Project Workbook*.

- _____ 1. Service project concept approved by unit leader
- _____ 2. Service project concept approved by unit committee
- _____ 3. Service project approved by district advancement representative.

Approved by

Date

District Advancement Representative

STEP TWO: After the project is completed, the Eagle candidate will meet again with the district advancement committee representative verifies that:

- _____ Application completed and signed by unit leader and unit committee chairman
- _____ Verifies that the Scoutmaster has received the reference letters

Verified by _____

Date _____

District Advancement Representative

Address _____

Phone _____

STEP THREE:

- _____ 1. Eagle Application sent with this route sheet to council service center
(Scout's Life Ambition and reference letters are to be retained by unit leader)
- _____ 2. Council reviews Eagle Application for accuracy and completeness.
- _____ 3. APPROVED BY COUNCIL. Eagle Application and Eagle Route Sheet returned to the district advancement representative (go to step 5)
- or
- _____ 4. Eagle Application. NOT APPROVED BY COUNCIL. Returned to district advancement committee representative for the following reasons.

Mailed to _____

Date mailed _____

Address _____

Zip _____

STEP FOUR: (If application not approved)

- _____ 1. Contact unit leadership to rectify problem areas
- _____ 2. Eagle application, route sheet and supporting documents if appropriate, are returned to service center for approval.

STEP FIVE: (Once council has approved application)

- _____ 1. Set board of review date with unit leadership. In this review the applicant's completed Eagle Application, *Eagle Service Project Workbook*, life ambition and reference letters are inspected.
- _____ 2. Approves this applicant for Eagle Scout _____
- _____ 3. Do not feel the applicant is ready for Eagle at this time and will review his progress on _____. Go back to step 4 and send copy of this route sheet to council office. (Notify council of new date).

Reason for not approving application:

STEP SIX: (When Eagle candidate passes review board)

- _____ 1. Unit returns the following items to council office:
 - a. Completed route sheet.
 - b. Completed original Eagle Application.
 - c. Completed Advancement Report showing this advancement only.