

Capitol Area Council Procedures for Eagle Applicants



1. Note that you will need to list references of persons who will speak on your behalf. Your district advancement chairperson will give you more information on gathering your references.
2. **Filling out a handwritten application before hand is not necessary if your unit uses Troopmaster or some other unit software recognized by BSA.**
3. **If using Troopmaster ME or more current version, all that is needed for precheck is the Eagle Application Assistance report, verified by the Scoutmaster.** This can be mailed, faxed, scanned, emailed (ksmeaton@bsacac.org), or brought in person. The fax number is 512-926-6870. All rank and merit badge dates are verified and checked for correctness. If the Eagle Application Assistance report is not available to you, attach the *verified* Individual History Report from Troopmaster (or other unit software) to a handwritten application. The Scoutmaster or Eagle coordinator will be contacted and informed of complications, if any, or that the application is ready to be picked up. Please allow 5 working days for processing.
4. **If unit does not use computerized advancement,** fill out the Eagle Scout Rank application. Ask your unit leader and/or Eagle coordinator to assist you. You may omit Requirement #2 and any signatures at this time, as you will fill out those portions after the council generates the verified application. To assist in processing, include copies of the presentation cards for the merit badges and ranks earned. . The Scoutmaster or Eagle coordinator will be contacted and informed of complications, if any, or that the application is ready to be picked up. Please allow 5 working days for processing.
5. After all corrections are made to the application, the council will generate a verified application that may be picked up at the council service center. Once picked up, you may contact your district advancement chairperson to schedule a board of review. **DO NOT SCHEDULE A BOARD OF REVIEW WITHOUT THE VERIFIED APPLICATION GENERATED BY THE COUNCIL!**
6. After the board of review, the following items are to be submitted to the council service center: (1) Your **verified** application with Requirement #2 recommendations and original signatures on second page, (2) a **copy** of your project workbook, and (3) a **copy** of your life purpose statement. **These copies are non-returnable.**
7. The Eagle processor will obtain the Council Scout Executive's signature and forward the application to the national office. Please allow about two weeks for processing. When the council receives the Eagle credentials, your Scoutmaster or Eagle coordinator will be contacted.
8. **NO COURT OF HONOR SHOULD BE PLANNED UNTIL THE NATIONAL OFFICE APPROVES THE APPLICATION. DOING SO IS HIGHLY DISCOURAGED BY THE CAPITOL AREA COUNCIL.**

REMINDER: Your Scoutmaster should log onto goodturnforamerica.org and log the man hours and type of project completed for your Eagle project.

Eagle Application Flow

