



# Eagle Scout Rank Verification Process

Once the Eagle Candidate has completed their Eagle Scout service project, the Eagle Scout application, and completed the Scoutmaster conference with all required signatures affixed, documents must be verified by the registration department at Flag Plaza in order to be scheduled for an Eagle Scout board of review. There are two methods in which the verification process can be completed. They are as follows:

## Personal Delivery to Flag Plaza

- A duly authorized representative of the troop/crew may deliver the documentation listed directly to Flag Plaza. Documents required are as follows:
  - Eagle Scout Application
  - Ambition and Life Purpose statement
  - The following workbook pages (we do not require the entire workbook)
    - Contact Information (Proposal Page B)
    - Signatures Page (Proposal Page E)
    - Eagle Scout Fundraising Application (if utilized)
    - Leadership page (Project Report Page B)
    - Candidate signature page (Project Report page C-3)
- Documents will be presented to Amanda Smith, registrar, and signed for by the representative delivering them.
- Applications will be processed in the order received and must be left for verification.
- Once verification is completed, the representative will be contacted by Amanda advising all documents are available for pick up.
- When documents are picked up, they will be signed for by the representative.
- The district advancement chairman will be notified by card sent via US mail that the Eagle Scout candidate is ready for his board of review.
- The troop and the advancement chairman will coordinate the scheduling of the board of review for the candidate.
- No Eagle Scout board of review will occur until the advancement chairman has received authorization from Flag Plaza to conduct the board.
- All documents along with an advancement report must be brought to the board of review.

## Electronic Delivery to Flag Plaza

- The unit will send to Flag Plaza, [Amanda.Smith@Scouting.org](mailto:Amanda.Smith@Scouting.org), a scanned copy of the aforementioned documents. (Please see list above)
- Documents will be processed in the order that they were received.
- Once the documents are verified, a signed scanned copy of the Eagle Scout application will be sent back to the original email address sender with a follow up call to the Eagle Scout candidate notifying them of the verification of their application.
- The district advancement chairman will be notified by card sent via US mail that the Eagle Scout candidate is ready for his board of review.

- The troop and the advancement chairman will coordinate the scheduling of the board of review for the candidate.
- No Eagle Scout board of review will occur until the advancement chairman has received authorization from Flag Plaza to conduct the board.
- The Eagle Scout candidate must bring the original copy of the Eagle Scout application to the board of review along with the scanned signed copy from Flag Plaza.

#### **After the board of review**

- Following the successful board of review, the board of review chairman and the district advancement chairman will affix their signatures to the Eagle Scout application. All board members will affix their signatures to the advancement form.
- All materials will be returned to the unit advancement chairman or designee.
- The Eagle Scout application and advancement form will be delivered to Flag Plaza and signed for by the representative.
- Documents will be forwarded to the Scout Executive for final signature.
- Once the Scout Executive has signed the Eagle Scout application, Amanda will certify the application and transmit to the National Office in Irving, Texas for processing.
- After credentials for the Eagle Scout are delivered to Flag Plaza, a post card will be mailed from the registration office to the unit committee chairman and unit leader advising them that the credentials are available for pickup.
- When credentials are picked up and signed for by the representative, the Eagle Scout awards may be purchased at the Scout Shop.