

PENSACOLA BAY EAGLE SCOUT BASIC INFORMATION SHEET (APPLICATION PROCESS)

Advancement / Recognition Chair: Ryan Ripley 850-324-7836

Gulf Coast Council Eagle Administrator: Cyndi McElligott 850-476-6336

Congratulations, one of your Life Scouts has completed their requirements for Eagle Scout! This information will hopefully help you navigate the last several steps and understand the BSA Eagle application process.

First things first! Your Life Scout should get together with their Scoutmaster or Advancement Chair and begin filling out the Eagle application (BSA form 512-728). The Scoutmaster and the Committee Chairperson's signature on the application signify that they have carefully reviewed the application and that the candidate is ready to move on to a board of review (BOR).

Once the application is complete (including the "statement of ambitions and life purpose" on the second page of the application) it is to be delivered along with a copy of the service project workbook to the Council office on University Parkway. After Cyndi gets these documents she will:

1. Create a paper file for the Scout
2. Print the Scouts profile from ScoutNET
3. She will then work to identify and correct any red flagged items in ScoutNET. (These often have to do with dates of rank, missing merit badges, etc...) This is sometimes as easy as obtaining advancement report from the troop, but often includes contacting other Councils to confirm the eligibility of the Scout. Normally most of the record is in order either through previously entered advancement reports or electronically updated information.
4. Once confirmed that everything is in order she will sign the Local Council Verification block and mail the application and the contact information sheet to the Scoutmaster. She will also email the request for recommendation letters to the references. If for some reason the email does not work they will be mailed through the US Postal Service.

All applications are processed in the order they are received and they will generally be processed in 7-10 days.

After the Scoutmaster has received the approved application he/she will send an email to districteagle773@gmail.com to schedule the Eagle board. If the Scout is approaching their 18th birthday go ahead and schedule the board as soon as possible after receiving the signed application.

After the Board of Review, the application will be signed by the District Representative and the Board Chairman and the unit will carry the application to the Scout office for processing. All reference letters will be destroyed! Under no circumstances shall they be given back to the Scout or their family! Upon receipt of the application Cyndi will review and have the Scout Executive sign, she'll update ScoutNET and electronically send the application to the National office for processing. All documents provided to Cyndi will be filed in the Scouts paper file.

National usually processes within a month and sends back the certificate and a letter from the Chief Scout Executive. Once received Cyndi attaches a letter from the Gulf Coast Council Scout Executive, Mr. Voyzey, and contacts the Scoutmaster.