

Paper Trail to Eagle

As we all want the Eagle process to be as smooth and mistake proof as possible the Hudson Valley Council Advancement Committee in conjunction with Terri Eggers, Council Administrator and Donna Helt, Council Eagle Processor, request the following be followed by all districts, troops and scouts for processing the Eagle paper trail.

- All forms must be original and preferably the red/white and blue form that is downloadable from the Eagle Scout website.
- All forms must have original signatures. Copies or faxed forms are not acceptable for processing.
- Applications will not be accepted unless they are complete and in ink or typed. Statement of life ambition/purpose must be stapled to application to be considered complete.
- No paperwork will be processed while you wait. Eagle applications will be processed one day a week, typically Fridays. If the 18th birthday is imminent the District Advancement Chair needs to be apprised in order to facilitate proper office processing.
- All notices of certification of the Eagle application will be emailed to the Troop's Committee Chair, Scoutmaster, the District Advancement Chair and the District Eagle Coordinator. The notices will be in the form of the HVC letter explaining the next steps etc.
- The original red/white and blue application will be returned to the district by mail with a hard copy of the email letter of certification. The District Advancement Chair will be the designated recipient of this mailing. This currently means Frank Zazzi, Marge Schifini, Larry Goetz and Bill Roberts. It will be their responsibility to be sure the letters are available to the BOR.
- Please remember that the troop is responsible for obtaining the letters of recommendations for the scout. The scout should not be the person requesting them. Each app needs a minimum of 5 letters from the people named on the application. The employer letter is the only optional one, dependent on scout's employment.

With regard to Eagle Palm Applications: There is an actual form that must be filled out, available on the HVC website. The scout must meet the requirements of 3 months active with the troop from the Eagle BOR date, earned 5 additional merit badges, had a Scoutmaster conference and a troop level BOR. This paperwork must be filed with Donna Helt at HVC and when National has certified the Palm she will send you a certification letter which you must present at the Scout Shop in order to purchase the Palm.

2/25/09