

THREE HARBORS COUNCIL

Eagle Scout Processing

1. The Eagle candidate must make copies of all documents prior to submitting them to Council Services. The Candidate must have the copies date stamped at the Council Service center when the original documents are submitted and must retain these copies until after receipt of his Eagle award.
2. Eagle Scout portfolio is delivered to Council Services by the Eagle candidate, scoutmaster, parent or unit advancement chairman. All papers are date stamped when received. (It is advisable to have the candidate or his unit make a photocopy of the complete portfolio.)
3. If portfolio is delivered to the Racine office – it will be delivered to the Milwaukee office within 1 week.
4. Audit process is conducted – usually within 2 weeks.
5. All merit badges & prior ranks are reviewed for accuracy (length of time between ranks & sufficient number of required merit badges). Application is checked for all signatures & dates and unit positions are listed with dates **AFTER** the Life Rank was earned.
6. We write a short synopsis of the Eagle project for our reports. This lists the type of project, who benefited from it, number of hours & number of people involved.
7. We have a cover sheet to collect reference letters & this is attached to the portfolio.
8. The portfolio is forwarded to the Council Staff Adviser for the Local Council Certification.
9. Notices are sent to the scoutmaster, district advancement chairperson & district executive. (We also include a review guide with suggested questions.)
10. The Board of Review is scheduled between the scoutmaster, Eagle candidate & district advancement person. The scoutmaster (or his designee) come in to the office & pick up the portfolio. Portfolios that are turned in to the Racine Council Service Center will be returned to that office for pick-up.
11. The Board of Review is conducted - the vote must be unanimous for the Eagle to be promoted.
12. The credentials are then returned to the Scout Office with the advancement report for the final signature of the Scout Executive & processing with National.
13. Once the National Office has approved them, they send the pocket card & wall certificate. (Usually within 6 weeks.)
14. The Scout Executive congratulatory letter is printed & delivered to the Executive for his signature.
15. The letter is prepared for the Eagle Scout to come in & get his picture taken for our permanent record. (Or he can submit one taken at the end of his Board of Review.)
16. Additional information is inserted for scholarships, etc. for the new Eagle Scout.
17. A letter is sent to the scoutmaster to come in & pick up all credentials & the presentation kit.
18. The Court of Honor is held by the Troop.